



Honour - Persist - Succeed

# 2024 Parent Information Booklet

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School Office Hours: 8:00am to 3:45pm



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# 1.0 GENERAL ORGANISATION INFORMATION

## 1.1 INDEPENDENT PUBLIC SCHOOL

Hocking Primary School is an Independent Public School (IPS). IPS schools are diverse and include primary, secondary, district high and education support schools, metropolitan and country schools, schools from low and high socioeconomic communities, and clusters of schools. These schools have more ownership of overall school direction, teacher selection, finance and school assets. Principals and staff have more authority and freedom from central policies, procedures and compliances.

An Independent Public School remains part of the public school system and is able to access the associated benefits. Independent Public Schools comply with all legislation, industrial agreements and whole of Government policies and initiatives that apply to all public schools.

The process for becoming an Independent Public School is based on:

- capacity of the school to assume greater responsibility for its own affairs
- level of local support
- potential benefits to students and the broader school community.

## 1.2 TERM DATES

**2024**

Term 1	Wednesday 31 January	to	Thursday 28 March
Break	Friday 29 March	to	Sunday 14 April
Term 2	Monday 15 April	to	Friday 28 June
Break	Saturday 29 June	to	Sunday 14 July
Term 3	Monday 15 July	to	Friday 20 September
Break	Saturday 21 September	to	Sunday 6 October
Term 4	Monday 7 October	to	Thursday 12 December

## 2024 PUBLIC HOLIDAYS FOR SCHOOLS

Labour Day – Monday 4 March  
Good Friday – Friday 29 March  
Easter Monday – Monday 1 April

ANZAC Day – Thursday 25 April  
Western Australia Day – Monday 3 June  
King Birthday -- Monday 23 September

## 1.3 SCHOOL DEVELOPMENT DAYS (children do not attend on these days)

**Term 1:** Monday 29 January 2024  
Tuesday 30 January 2024  
**Term 2:** Monday 15 April 2024

**Term 3:** Monday 15 July 2024  
Tuesday 16 July 2024

## 1.4 SCHOOL TIMETABLE – SIREN TIMES

Classes opens	8.20am
Lessons	8.40am to 10.40am
RECESS	10.40am to 11.00am
Lessons	11.00am to 1.00pm
EATING LUNCH	1.00pm to 1.10pm
PLAY	1.10pm to 1.40pm
Lessons	1.40pm to 2.40pm
Close	2.40pm

## 1.5 STUDENT ARRIVAL AND DEPARTURE TIMES

### Arrival

All school gates will not be open until 8.20am for the security of cleaning staff. If students arrive earlier than this time they will not be supervised and remain the responsibility of their parents.

### Late Arrivals

Students should arrive at school from 8.20am in preparation for their 8.40am start. The classroom rolls are electronically marked at the beginning of each day. When a student arrives at school after 8.40am, **parents are requested to report to the school office where the student will be issued with a "Late Pass"**. This pass is handed to the classroom teacher and a late status is recorded in the school's computerised attendance register.

It is important that parents follow this procedure as we rely on an accurate attendance register to account for students in the event of an emergency situation when the school has to evacuate.

### Departure

Students are asked to vacate the school grounds promptly after the end of the day.

### Leaving School During School Hours

If a student is leaving class during the school day the following procedure must be followed:

1. Parents email teachers if they have advanced notice of appointments.
2. Parent or nominated parent representative are to sign out students at the Front Office.
3. Student will either walk to the office independently or with a staff member.
4. Parent or approved representative will take Duty of Care at the office.
5. **Children are unable to be collected between 10:40am and 11am and between 1pm and 1:40pm.**  
**The Office is closed on a Wednesday morning between 10:40am and 11:00am**

Children returning from an appointment must report to the office to have the student re-entry noted.

## 1.6 SCHOOL SECURITY

### School Gates

The school gates are open at 8.20am for security of cleaning staff. The gates are locked between 9am and 2.40pm. This includes the gates to the eastern car park. If you scheduled to stay and help out in your child's class, please do not park in the eastern car park.

### Toilet Security

To ensure the safety of all students while they are on the school premises parents are advised that all toilets at the school will be locked in the morning until 8.45am and in afternoons from 2.30pm. Students requiring the use of a toilet before or after school are to see their class teacher or go to the office. A toilet will then be unlocked for their use. The implementation of this procedure is in line with our school focus on protective behaviours and a sound risk management focus.

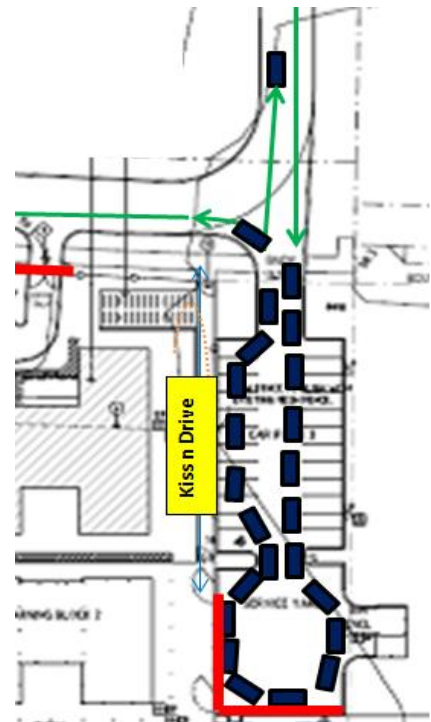
### Pets on School Grounds

For the safety of all concerned, pets and humans, we ask that no pets are brought onto the school grounds. Children are attracted to dogs and may cause the dog to react in a way which is out of character. The school will report any incident to the shire council for their follow up and action.

## 1.7 TRAFFIC MANAGEMENT / PARKING PLAN KISS 'N DRIVE

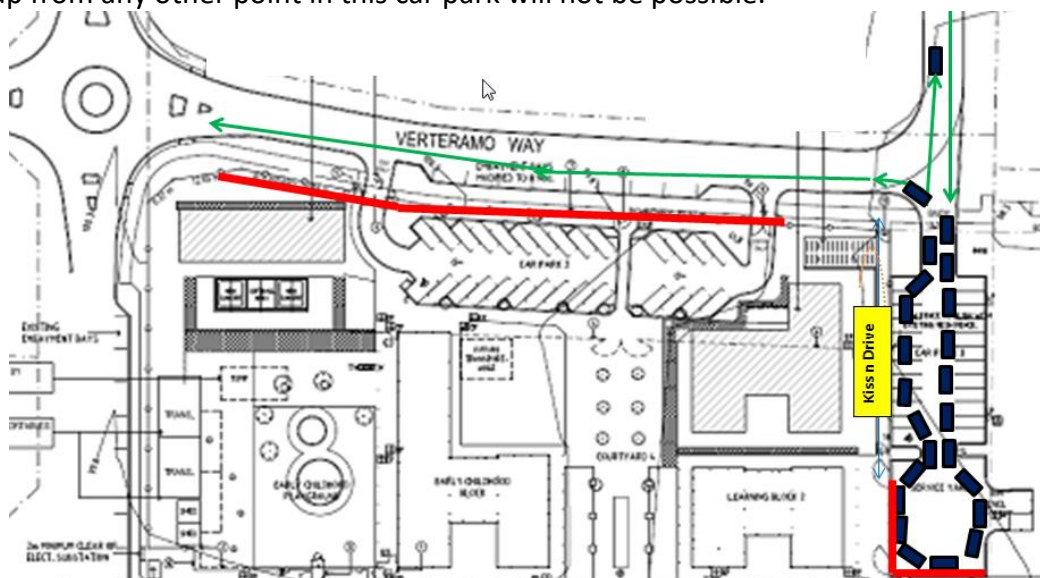
### MORNING

1. Vehicles enter the access road of the south eastern car park from Verteramo Way or Nicholas Road.
2. Vehicles stop at last possible gate access point for students to enter the school safely.
3. Driver continues out of car park.



### VEHICLE ACCESS (PM)

1. All vehicles will enter the car park access road as they do in the morning and travel west following the direction arrows to the **designated Kiss 'n Drive pick-up zone on the northern bays** of the car park.
2. Administration members will supervise children into vehicles from this point.
3. **Once in the queue the driver will be unable to leave until they have collected their children.**
4. Should a child not be at the designated pick up point **drivers will be instructed to leave the car park and travel east up Nicholas to the roundabout and travel back to join the end of the queue. (All children will be supervised until collected.)**
5. Pick up from any other point in this car park will not be possible.



## SOUTH EASTERN CAR PARK

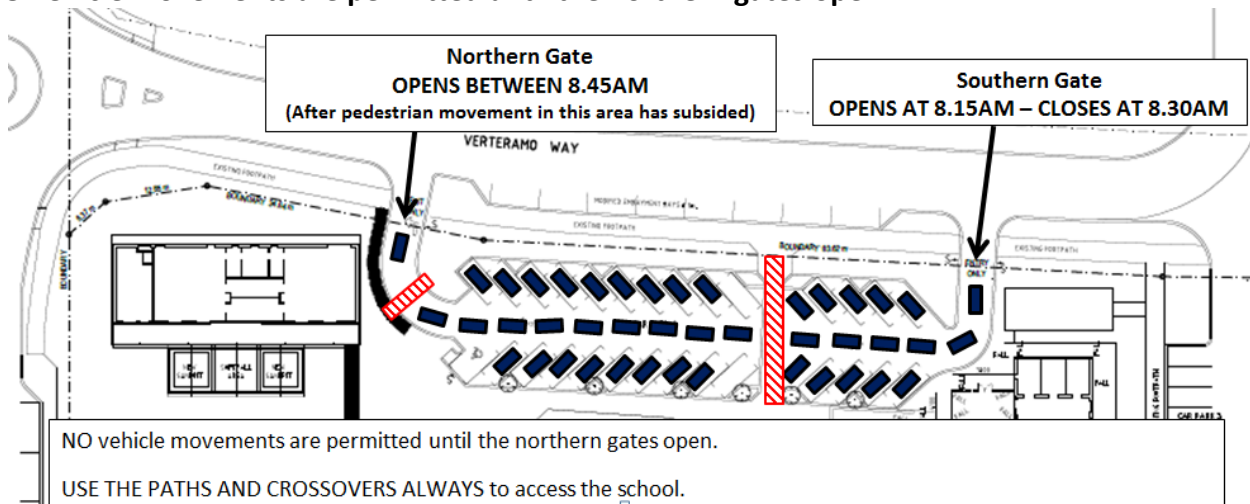
## **MORNING & AFTERNOON**

1. Parking in southern bays only.

### **EASTERN CAR PARK - KINDY/PRE-PRIMARY**

#### **MORNING**

1. The southern gates will be opened for parking every morning **from 8.15am and close at 8.30am**. This will ensure all car movements have stopped prior to the arrival of pedestrian traffic.
2. USE THE PATHS AND CROSSOVERS ALWAYS to access the school.
3. **Once a vehicle enters this car park it will NOT be able to leave until the northern gates are opened.**
4. The northern gates will open at **8.45am** - after pedestrian movement in this area has subsided.
5. Vehicles will be permitted to park in all bays and when these are full they may park in the access road.
6. **NO vehicle movements are permitted until the northern gates open.**



#### **AFTERNOON**

1. Open for parking in the afternoon from 2.15pm and close at 2.30pm.
2. Once entered drivers are unable to leave until the northern gate is opened at between 2.50pm and 2.55pm - after pedestrian movement in this area has subsided

#### **STAFF CAR PARK**

1. Until 9.00am Staff only.
2. From 9.00am – 2.00pm – staff, parent and visitor parking.
3. 2.00pm – 3.00pm – Staff only.
4. 3.00pm onwards staff, parent and visitor parking.

#### **1.8 ABSENCES**

Please notify the school office by phone or SMS before 9.00am each morning as to why your child will be absent. This message is passed onto the classroom teacher and recorded as an “Explained Absence” and you are not required to provide a formal note when your child returns to school. If you **do not** ring the office you will receive a SMS message on your mobile phone or a call from a member of admin enquiring as to your child’s whereabouts. An explanation must be given or the student will be marked as away and a letter will be sent home asking for an explanation. Rolls are electronically marked.

However, if taking a family vacation during the school term you must complete a ‘**Request for Family Vacation during School Term**’ form at least 3 days prior to leaving for approval by the Principal. Forms are available from the front office or through the website at [http://www.hockingps.wa.edu.au/wp-content/uploads/2015/01/Vacation\\_Requests.pdf](http://www.hockingps.wa.edu.au/wp-content/uploads/2015/01/Vacation_Requests.pdf). You will only receive a letter of confirmation for more than 5 days’ absence.

## 1.9 SCHOOL VISITORS

For security purposes all visitors (this includes parents) must report to the school office to sign in through Passtab and collect a visitors sticker. This sticker must be worn at all times during the visit and can be taken off when signing out. A **Working with Children Card** will need to be provided by anyone over the age of 18 who is not a parent of a student at the school. This includes all grandparents helping within the school community or classroom. If staff see a person in the school area without a badge, then they will ask them to report to the office immediately. Parents that are dropping off items to students will need to leave them with office staff to deliver to student's classrooms.

## 1.10 SCHOOL ASSEMBLIES

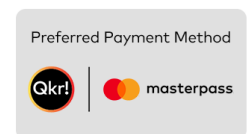
These are held fortnightly on a **Wednesday** morning and parents are invited to attend. Please refer to the Connect calendar for dates. Each class takes a turn in conducting an assembly during the year and the quality of these presentations is very high. The children gain valuable public speaking, microphone and performance skills, which builds confidence and maturity. At the assembly merit certificates are also presented to students to acknowledge improvement, persistence and personal achievement. It is important that parents understand that not every student will receive a merit certificate.

## 1.11 LOST PROPERTY - Please ensure all clothing and belongings are clearly labelled.

Parents are invited to check for any lost articles – Lost Property Boxes are located outside the Front Office. Parents and students can access the boxes before and after school and during breaks. For smaller items such as money, jewellery, pencil cases etc a box is kept in the school office. If an article is not claimed by the end of the term, then it is given to the person who found it. Clothing, lunch boxes and drink bottles not collected are donated to charity.

## 1.12 PAYMENTS AND CONSENTS

Hocking Primary School uses Qkr! App for all school payments (not P&C) and school event consent forms. Our aim is to make the processes more convenient and simplified, and to reduce money handling and students losing coins, while ensuring faster transactions for our community. Qkr! will provide an instant response to the school and will not require students to collect and hand in forms.



## 1.13 VOLUNTARY CONTRIBUTIONS AND CHARGES

*The School Board has ratified school Contributions and Charges to ensure compliance with the School Education Act 1999.*

The voluntary contribution requested by the Hocking Primary School Board for 2024 is \$60 per student; this represents approximately \$1.50 per week per child. This contribution will supplement school budget allocations and allow teachers to purchase a wider range of quality resources to support and develop quality student learning outcomes.

### **Payment Options:**

Payment of the Contribution may be made:

- with the Personal Items List payment to Campion prior to the start of the school year,
- using QKR
- at the school office (Eftpos) any day during 2024, or
- by a progressive payment plan to suit your needs (contact the Manager Corporate Service to arrange.)

### **Personal Items List**

Students are issued with their "Personal Items List" for the forthcoming year during Term 4. Campion offers Hocking PS a pre-ordered service. Parents can take advantage of this by completing the personal items list online at [www.campion.com.au](http://www.campion.com.au). For **free delivery** see more details on the personal items list.



### 1.14 SCHOOL DRESS CODE

The School Board of Hocking Primary School has established a dress code for all students attending the school. Please read the Dress Code in section 5.2 of this booklet.

### 1.15 UNIFORM SHOP

School uniforms can be purchased from Wanneroo Uniforms located at Unit 1/16 Prindiville Drive Wangara. More information can be found at <https://hockingps.wa.edu.au/parent-information/uniforms/>

### 1.16 SCHOOL RECORDS

Please ensure that the office is notified immediately, via email or a change of details form from the office, of any change of address, custody or court order documents, telephone numbers, place of parents' employment, emergency contact number and updated medical conditions so accurate records are maintained.

If your child is transferring to another school, please notify us in advance by emailing ([hocking.ps@education.wa.edu.au](mailto:hocking.ps@education.wa.edu.au)) so that the necessary records, medical cards etc may be processed.

### 1.17 INTERNET – ONLINE POLICY AND THIRD PARTY APPS

All students and parents are required to complete **Permission for Students to Have an Online Services Account**. Forms will be sent out with the terms and conditions that students must adhere to when using the Internet at school. Supervised internet access and Third Party App will not be provided until permission forms have been signed and returned to the school.

### 1.18 PUBLISHING STUDENTS' WORK OR IMAGES

Parents are requested to complete **Permission to Publish Students' Work or Images of Student Photographs Form** for each student on the enrolment form. This is essential before any work or student photo/video (individual or group) is published on the school website, used to promote the school or public education. The school will only publish the first name of the student, their year level and their room allocation number. Family names will not be revealed. Additional permission will be requested if work or images are to be published outside of Hocking Primary School.

### 1.19 CANTEEN



The canteen is located in the Multi Purpose Area (MPA) and is open **three days** per week Monday, Wednesday and Friday. Orders are taken before school at the canteen or online at [www.quickcliq.com.au](http://www.quickcliq.com.au). Updated menus are issued throughout the year when menus change and can be found in the front office, on Connect or the Hocking PS website, [www.hockingps.wa.edu.au](http://www.hockingps.wa.edu.au).

Our canteen is run by our P&C and is staffed by parent volunteers. All profits are returned to our school to provide valuable resources. If you are able to help out on a regular or casual basis, please contact Ms Leanne Roper, Canteen Manager, at [canteen@hockingps.wa.edu.au](mailto:canteen@hockingps.wa.edu.au) to add your name to the roster.

### 1.20 SWIMMING CLASSES

**Interm** swimming lessons are scheduled for 2024. They involve students in Pre Primary to Year 6. The lessons are free; however, charges do apply for pool admission and bus transport (non refundable). Lesson dates for 2024 will be confirmed early in the year.

**Vacation** swimming is available for all children, irrespective of swimming ability, in October and January at local and holiday centres throughout the state. There is a charge for these lessons. You will be notified in the newsletter when enrolment commences.

### 1.21 FACTION COMPETITION

**Allocation to a faction** is done on admission. Siblings will be allocated to the same faction. Children are not permitted to change factions.

Our factions are Banksia, Jarrah, Marri and Tuart. Students work hard to earn tokens for their factions to win rewards and to be named the winning faction each term. All activities are designed to promote sportsmanship, enjoyment, team spirit and endeavour. Our school is also keen to promote and maintain regular sporting and social contact with other primary schools in our area and regularly participate in Interschool sports.

### 1.22 EATING LUNCHES / WASTE WISE

Teachers will supervise children from 1.00-1.10 eating their lunch. At 1.10pm those children who have not completed eating their lunch are directed to 'The Shelter' adjacent the library. Those who have completed their lunch will place lunch boxes in their bags before going to play.

Hocking Primary School is a 'Waste Wise' school and is striving to become a 'Zero Waste' school to reduce the amount of rubbish going to land fill sites. To achieve this result we have removed most of the bins and therefore ask parents to use reusable containers and reduce their reliance on packaging. One bin, per eating area, is provided for leftover food scraps which are used to feed our 'Worm Farms.' All other rubbish, paper, glad wrap, yoghurt containers etc are to be placed in children's lunchboxes to be disposed of at home.

## 2.0 SCHOOL COMMUNICATION INFORMATION

### 2.1 NEWSLETTERS

Newsletters are uploaded onto the Connect App three times a term, weeks 2, 5 and 9 on a Tuesday. **Spare copies are available from the school office or the Connect Library.**



The Connect Calendar contains information about the Terms assembly days, newsletters, meeting dates, excursions and general information.

### 2.2 CONNECT APP

The school uses the Connect App for all communications with parents about school news, newsletters, term dates etc. Download Connect Now from the [Apple App Store](#) or [Google Play](#).

### 2.3 WEBPAGE

Our webpage is a great place to access information about the school and is located at [www.hockingsps.wa.edu.au](http://www.hockingsps.wa.edu.au).

### 2.4 MESSAGES TO STUDENTS

If parents need to **urgently** contact their child the office staff can assist. For messages to be passed on, parents need to call the office before 2.30pm. Communication of messages received after **2.30pm** cannot be guaranteed. Alternatively parents can email class teachers.

### 2.5 APPOINTMENTS WITH TEACHERS

Parents are encouraged to have contact with their child's teacher. If you wish to make an appointment, please send a note with your child to arrange a mutually agreed date and time. The front office is able to assist parents contact relevant teachers. Contact can also be directly with teachers via email or Connect. Please ask your teachers for their email address.

### 2.6 MOBILE PHONES AT SCHOOL

Communication to parents or care givers during school time of any and all issues relating to all students is the responsibility of the school and will be managed by the school.

Mobile phones can be an effective means of communication between parents and their children before and after school hours; however, during school time they are a distraction to students and affect learning. While there may exist a need for students to carry a mobile phone on school premises, their use is to be governed using the Mobile Phone Policy.

All students and parents are required to sign the **Mobile Phone Management Policy** which clearly sets out the terms and conditions that students must adhere to when bringing mobile phones to school.

### **3.0 STUDENT HEALTH AND WELL BEING**

#### **3.1 STUDENT HEALTH - General**

The WA Department of Education has regulations covering the following:

- Measles
- Rubella (German Measles)
- Mumps
- Chicken Pox
- Scarlet Fever
- Slap Cheek
- Hand, Foot and Mouth
- Skin conditions – Impetigo, Scabies, Ringworm

**Children with these ailments are to remain home until effective medical treatment has been carried out. It is the responsibility of the parent to notify the school if their child contracts any of the above conditions.**

#### **Immunisation**

If there is an outbreak of measles, children **WHO HAVE NOT BEEN IMMUNISED WILL BE EXCLUDED FROM SCHOOL FOR TWO WEEKS**. Please ensure immunisation records have been verified by office staff on your child's enrolment card.

#### **Head Lice**

Children with lice must be treated to ensure **all lice** and **eggs** are **removed**. Please consult with your local pharmacy for the appropriate treatment. Students can return to school after the first treatment. A follow up treatment (approx 7 days later) is important for successful eradication. It is recommended hair should be checked weekly. Where head lice are detected on a child while at school, parents can either:

- Collect student from school, treat with recommended shampoos and return the student to school the same day, or
- Request the child remain at school until the end of the day and agree for the child to wear their hat until the end of the school day.

It is for this reason that we request that all long hair must be **tied** back.

#### **Dental Health**

Children from this school are screened and treated, if necessary, after parent consent has been given. Children attend the Dental Therapy Centre located at Pearsall Primary School, phone 9405 3405.

#### **Chaplain and Psychologist Services**

Other services offered to students at Hocking PS include School Chaplain, School Psych and Community Nurse. For more information on these services please contact the school. Some helpful parenting websites <https://www.kidsmatter.edu.au/families> or [http://www.communities.wa.gov.au/communities-in-focus/parenting\\_and\\_children/parentingwa/Pages/default.aspx](http://www.communities.wa.gov.au/communities-in-focus/parenting_and_children/parentingwa/Pages/default.aspx)

#### **3.2 MEDICATION**

Schools are **NOT PERMITTED** to give children aspirin, paracetamol or any medication as part of first aid treatment.



### **Prescribed medication:**

For students requiring prescribed medication to be administered during school hours, parents must complete a “Student Medication Request” form, which must be returned to the office. Forms and details are available from the office on request.

### **3.3 SICK AND INJURED CHILDREN**

Each classroom is equipped with a small first aid kit which includes band aids and cotton wool balls, it can only provide basic first aid to sick or injured students.

Should a child become ill or injured at school a parent or emergency contact will be contacted to collect the child. Failure to collect your child may result in an ambulance being called at your expense.

It is important that a relative, friend, workmate or neighbour (or someone you know will be available to collect your child) is shown as your Emergency Contact/s on the enrolment card. At least two contact numbers are requested.

Children will only be entrusted into the care of an adult named on the enrolment card or to an adult explicitly authorised by a parent or legal guardian by way of a verbal instruction to a member of the administration team or by a signed letter clearly identifying the adult to collect their child.

All medical room visits are recorded on the schools database for later reference if needed.

### **3.4 ALLERGIES**

If your child suffers from any allergies please notify us as soon as possible so that relevant medical plans can be made.

### **3.5 FOOD FROM AN UNKNOWN SOURCE**

All parents will be required to sign a permission slip for their child to participate in teacher controlled activities that involve the consumption of food which has been prepared by students or other parents, e.g. Class parties, Cultural Days.

### **3.6 SCHOOL GARDEN**

All parents will be required to sign a permission slip on the enrolment form for their child to participate in teachers controlled activities which involve working in the school community garden.

## **4.0 COMMUNITY INVOLVEMENT**

### **4.1 PARENT PARTICIPATION**

We are always willing to receive offers of assistance in the classroom or accompanying classes on outings. Parent volunteers are required to complete a Confidential Declaration annually. A Working with Children Card will need to be provided by anyone over the age of 18 who is not a parent of a student at the school. This includes all grandparents helping within the school community or classroom.

Opportunities are created for participation wherever practical or desirable. Requests appear in newsletters for donations of labour, expertise, specialised advice and use of equipment. Teaching staff and pupils are always grateful for any help.

## **4.2 PARENTS AND CITIZENS ASSOCIATION (P & C)**

The P & C Association fosters parent interest in our school as well as providing vital additional funding. Parents and community members are most welcome to attend and participate at meetings and all P & C activities. Meetings are held twice per term at 7.00pm on the second Monday of each month. Notification of meetings will be advertised in the newsletter. A nominal fee of \$1 per year is charged.

## **4.3 SCHOOL BOARD**

The School Board is a separate body from the P & C with the fundamental purpose of setting the long term future for the school and maintaining oversight (not management) of the school's operation. Our Board is currently made up of 11 members comprising of six elected parent/community members, four staff members and the Principal. The School Board Constitution can be found on the school website [www.hockingps.wa.edu.au](http://www.hockingps.wa.edu.au).

# **5.0 KEY POLICIES AND PROCEDURES**

The school has many important policies and procedures for example:

- Behaviour Management
- Student Education Risk
- Curriculum Assessment and Reporting

These and many others can be viewed via the school webpage or on request at the office.

## **5.1 PARENT CODE OF CONDUCT POLICY**

### **Expected Parent Actions**

All parents are expected to abide by the action statements below to ensure the behaviours they model are appropriate at all times. All parents are asked to read, sign and return to Hocking PS a copy of the Code of Conduct at the beginning of every year.

### **Support your child in all their educational endeavours by giving praise and showing interest in their school activities.**

Help your child to discover that it is often the process that is experienced rather than the end product that makes it all worthwhile; that giving of your very best is what matters rather than always comparing yourself against the capabilities of others.

### **Ensure all our children have the right to feel safe at school.**

There may be times when you feel that the actions of another child have infringed upon the rights of your own child. ***Under no circumstances is a parent or guardian to approach another child whilst they are in the care of the school to discuss or chastise them because of their actions towards their own child.*** Such an approach to the child may be seen to be an assault on the child and may have legal consequences. It is appropriate to approach the class teacher or the School Principal to seek their intervention in bringing about an equitable and peaceful solution to the situation.

### **Accept that bullying has no place within our community and as such will not be tolerated.**

This is as true for adult-to-adult interaction as it is for child-to-child. All interactions between members of our community must be in keeping with the values espoused by the school through its school policies. Instances of bullying must quickly be brought to the attention of the school staff so that a resolution may be achieved for all involved in the conflict.

### **Be positive always.**

We all have bad days and, at times, events occur which don't always appear fair. However, it is often the case that the injustice was not intentional, and many times not even apparent to others. Always approach these situations in a spirit of co-operation and genuine partnership. It is amazing how easily and quickly most situations can be resolved.

**Show awareness that a child's perception is not the same as an adult's due to developmental maturity.**

A child is not necessarily lying when their story conflicts with another or when the teacher's perspective does not match what you have been told at home. Children see their world through their own limited experiences, which colour their perceptions. Adult perceptions are balanced with life experiences. Listen to your child as they tell you their "reality", but remember that a different "reality" may possibly exist elsewhere. Open, honest discussion with school staff is essential in these situations.

**Understand that children may and do act differently at home and school.**

When faced with an audience of their own peers often children will act/react in a way, which appears completely out of character to you and the saying "My child wouldn't do that", might not hold for all situations. Be open to all possibilities.

**Protect people's good name.**

Problems, differences of opinion and personality clashes are not resolved by involving other people in a disagreement or by taking sides in an argument. Attempts to resolve these issues through calm dialogue between the parties directly involved whilst respecting the dignity of each and every person.

**Separate opinion from fact.**

An approach to the relevant personnel within the school to verify the factual basis of a story can assist in allaying your fears as to an event in question and the intent involved.

**Actively listen to another's point of view.**

It may be that the perspective from which the parent is approaching the situation is foreign to the other party and each may be equally of value.

**Follow correct procedures in times of conflict to ensure all parties are heard and for harmonious solutions to be reached.**

If the conflict centres on a classroom issue, the first approach should always be made with the classroom teacher. If a resolution is not reached then it is appropriate to involve the school administration. Should the matter result from a situation outside of classroom matters then it is appropriate to discuss this with a member of the school administration in the first instance. If parents remain dissatisfied with the result then a formal complaint can be made or the matter can be referred to the Director of Schools of the North Metro Regional Education Office.

**Acknowledgment of Understanding**

All parents are expected to sign an acknowledgment slip on enrolment confirming they have read and understand the contents of this policy.

**Class Rules**

These will be established by teachers to support the school rules, in consultation with their students.

## 5.2 DRESS CODE

The School Board of Hocking Primary School has established a dress code for all students attending to:

- Foster and enhance the public image of the school
- Assist in building school and team spirit
- Ensure students are safely dressed and presented appropriately for specific school activities
- Encourage equity among students
- Prepare students for work, as many workplaces have dress and safety codes
- Make supervision of students on excursions more effective and
- Provide protection against skin damage from the sun

### Dress Code - General

#### Head Wear

- Navy Blue Bucket Hat to be worn all year round. Style as per The Wanneroo Uniform Shop, located in Wangara
- Logos, other than the school logo, are not acceptable

#### Shirts

- Navy blue polo shirt with Ochre panel and school logo
- Faction T-shirts - Navy blue polo shirt with red, blue, green or gold panel and school logo with faction name – Jarrah, Marri, Banksia, or Tuart on the back
- Year 6 Graduating Year – Students will be able to wear this shirt throughout the year as part of the school dress code. School logo and colours to be incorporated in a design determined by Year 6 teacher/s and students

#### Shorts/Pants/Skorts/Skirts – Navy Blue

- Shorts, skorts and skirts
- Cargo pants, micro fibre track pants, bootleg pants, fleecy track pants and leggings
- Bike shorts/pants – only as under garments and must be navy blue  
(No football shorts, brief shorts, board shorts or shorts made of denim)

#### Tops/Windcheaters

- School wind-cheaters, or any navy blue wind-cheaters/jumpers. (Plain colours only). 'Hoodies' are unacceptable

#### Footwear/Socks

- Lace up shoes or velcro joggers only (excluding those with platform heels)
- Sandals – flat, velcro fastened or buckled
- Socks – If students wear long or knee high socks, they must be white, navy or faction colours  
Slip on shoes are not permitted for Physical Education activities. All laces must be secured.

### Dress Code – Excursions, Graduation And Formal School Photographs

#### Shirts

- Navy blue polo shirt with Ochre panel and school logo.

#### Shorts/Pants/Skorts/Skirts – Navy Blue

- Shorts, skorts and skirts
- Cargo pants, micro fibre track pants, bootleg pants, fleecy track pants and leggings
- Bike shorts/pants – only as under garments and must be navy blue  
(No football shorts, brief shorts, board shorts or shorts made of denim).

*Students out of school uniform WILL NOT attend Excursions, Graduation or be formally photographed.*

### **General Presentation**

- Hair needs to be held back from the eyes
- Shoulder length hair needs to be tied back
- Watches, studs and sleepers (in pierced ears) are the only jewellery permitted
- Dangling earrings, necklaces or wrist bands can be dangerous and are not permitted
- Make up, nail polish, glitter or stick on tattoos are not permitted
- Hair dyes / sprays are not permitted
- Only plain head bands will be accepted. Additional accessories can be distracting and dangerous
- Students will remove beanies, scarfs and gloves before entering class

### **Modifications to The Dress Code**

Students/Parents who wish to modify the school dress code due to religious, cultural or health reasons, are required to make an appointment with the Principal. Staff will be informed of any student granted a modification to the dress code.

### **Sanctions**

- Opportunity to rectify the situation of own accord
- Assistance/support in obtaining suitable clothing
- Communication to the student and parents of non-compliance via **Uniform Check** notice requesting compliance with School Dress Code and a copy of the current School Dress Code
- Potential restriction from attending official school activities, such as, musical performances, excursions, incursions and sporting events

*Inappropriate footwear during PE/Sport activities may result in exclusion from activity due to safety considerations*

### **Availability of Dress Code Items**

- Designated school uniforms can be purchased from **Wanneroo Uniform Shop**
- Items in the designated school colours may be purchased from any clothing or department store
- Sports uniforms and tracksuits may be ordered through the school uniform shop
- Students whose family is experiencing financial difficulties and are unable to comply with the Dress Code must contact the principal to discuss possible alternate arrangements

## **5.3 COMPLAINTS MANAGEMENT POLICY**

All staff at Hocking Primary School are responsible for managing the resolution of disputes and complaints lodged with us. We will make every effort to promptly resolve disputes and complaints lodged with us according to the principles of procedural fairness. Where we cannot resolve a complaint, the complainant, Principal or District Director can forward written complaints to the Director General of the Department of Education. Please contact the office for a full version of our Complaints Management procedures.



## SCHOOL RULES

The school rules provide a clear expectation of behaviour and will be constantly reinforced by all staff at the school. These rules will be displayed and discussed in all classrooms as follows:

***We show courtesy and consideration to others at all times.***

***To do this we:***

**Follow directions always.**

**Work and play in a way that is safe for everyone.**

**Display manners and healthy behaviours.**

**Respect all people and property.**



## Hocking Primary School Song

### Verse 1

At Hocking Primary  
Learning and fun is key  
When you strive you feel alive  
It will open up your mind

### Verse 2

In pursuit of excellence  
We have a go and do our best  
We care, we share, we all respect  
Each other, our school and environment

### Chorus

Honour, Persist, Succeed  
At Hocking Primary  
Banksia Marri  
Jarrah Tuart  
If we try really hard  
We can all do it

### Verse 3

We have talents that'll take us far  
Each Hocking kid's a shining star  
We stand proud in our ochre and blue  
To the Hocking values we stand true

### **Chorus**

**Written by Mr Ben Millar (HPS – Music Specialist)**

# 2024 Room Allocations



Administration
Mike Wills (P)
Steve Hardingham (DP)
Sadie Brayshaw (DP)



4	
SAFE	UNALLOCATED
LA16	LA17
LEARNING BLOCK 4	
4	4
JOLLEY (M,TUE)	COOPER
TE HUIA	TERM 2,3,4 TBA
LA19	LA18

ART	6
SVEINBJORNSSON	STEFANSKI
LA12	LA13
LEARNING BLOCK 3	
6	5&6
HARRIS	HOPE
LA15	LA14

Conference Room	Staff
Library	

Uniform Shop		
	MPA	
Canteen		
	PE	
Gardener		LA11
Store	Sport Store	Music
Store		MILLER

PP1	PP2	PP3
MITCHELL	JACKSON	WHEELER
MORROW (W)	JONES (W)	BRADSTREET (W)
MCCROSSAN (EA)	WATTS (EA)	CAIRNS (EA)
FEVRE (EA)	JONES (EA)	JONES (EA)
EC1	EC2	EC3
ECE BLOCK		LA21
5	5	3
CLOHESSEY	BAKRESKI	KANZAKI LINDSAY (W).1
LA1	LA2	3
		E LINDSAY
		LA22

2	2
SCOTT	FITZGERALD JUNG(F)
LA7	LA8
LEARNING BLOCK 2	
2	2
ARTER	WHITE NDRECA (F)
LA10	LA9

K1
MCKAY
MORROW (F)
WATTS (EA)
BROOKER (EA)
EC5

K2
ROWLANDS M,W,F
COULTER T,TH,F
MCPHAIL (EA)
EC4
LA23
3
HESS
3
SQUIRE DI PRINZIO (F)
LA20

1	1
CATCHPOLE	BIERMAN
JONES (F)	
LA3	LA4
LEARNING BLOCK 1	
1	Science
STEVENS	RIELLY
LA6	LA5

