

# PRE-PRIMARY PARENTS HANDBOOK 2019



*'The School is committed to safeguarding and promoting safety, welfare and wellbeing of children and young people and expects all staff and volunteers to share this commitment.'*

*"Through the teaching of God's Word we will bring people to Christ and help them to grow in Him"*

**Matthew 28:19 – 20**



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## WELCOME

Welcome to the new school year.

Our School is a Christian Schools Australia school, and you, as a parent, are a member of the ministry of the School. You are a very important part of that community of believers in Jesus Christ, which fulfills the Biblical commandments to train children so that all of their education is of the Lord.

In our School, Jesus Christ is, in a real way, in control. He is the One to whom we look for guidance and help. Our aim is that each student should "grow up into Christ" in all areas of his or her life. This means teaching and training students from a Christ focused viewpoint so that students see the world from a perspective that is truly Biblical.

The School is the responsibility of the Girrawheen Baptist Church. The School Board has been appointed by the Church to oversee the running of the School. The School Board meets once a term to consider and pray for the running of the school. The School Principal is responsible to the School Board for the day to day operation of the School.

## STAFF

### STAFF PROFILE – PRE-PRIMARY

#### Pre-Primary Teachers:

**Mr. Graeme Leathard**



**Qualifications:** Bachelor of Education (ECU).  
Graduate Certificate Early Childhood (ECU) ; Dip App Science (Photography)  
Master Degree Early Childhood

**Mrs Elita Reid**



**Qualifications:** Bachelor of Arts in Ed. (Early Childhood Ed.) ECU

**Support Teacher – Mrs Jannah Mandry**



**Qualifications:** Bachelor of ED. Early Childhood Studies, (ECU) Certificate II in Business.

**Support Teacher – Mrs Liz Phillips**



**Qualifications:** Bachelor of Education – Primary (ECU), Graduate Certificate of Education – Early Childhood Studies (ECU)

**Pre-Primary Education Assistants:**

**Mrs. Marnie Price**



**Qualifications:**

Certificate IV – Teacher Assistant

**Mrs. Megan Pirie**



**Qualifications:**

Diploma in Education Assistant (ECU). Certificate IV- Community Services (Protective Care). Certificate IV Community Services (Juvenile Justice)

**Miss Lauren Pegrum**



**Qualifications:**

Certificate IV in Education Support.

## BRINGING YOUR CHILD TO SCHOOL

Please be punctual. Students are to attend School five days per week. 8:30 AM to 3:15 PM. Monday to Friday.

Students are to be escorted by their parents, both to and from the Pre-Primary classroom and given into the care of the teacher. No student will be released without proper supervision. Children wait inside the centre, under teacher supervision, until parents arrive. Please adhere to times to maximize learning and collect your child *promptly*.

***Absences should be communicated to the school office by 9am on the day of absence. This can be communicated by email [admin@eccs.wa.edu.au](mailto:admin@eccs.wa.edu.au) or SMS [0450 726 498](tel:0450726498) at any time on or before the date of absence. Please state your child's***

- ***full name***
- ***class***
- ***date of absence(s)***
- ***reason.***

We encourage regular attendance as this fosters sequential learning and allows your child to form friendships.

### **PERSON COLLECTING YOUR CHILD**

When completing the enrolment form, you are required to nominate a list of adults eligible to collect your child, and staff will strictly adhere to this. People authorised as emergency or daily pick-up are assumed to be able to collect your child. **It is your responsibility to maintain current records on enrolment forms and advise staff accordingly of any changes to these details.**

*A PARENT AUTHORISATION FORM SHOULD BE COMPLETED PRIOR TO ANY UNFAMILIAR PERSON COLLECTING YOUR CHILD (see example of this form in Appendix 2)*

*TO ENSURE THAT STAFF KNOW EXACTLY WHO IS COLLECTING YOUR CHILD, THE FOLLOWING PROCEDURE IS TO BE ADHERED TO EVERY DAY:*

- Children are required to be brought into and collected from their relevant classroom by a parent or responsible adult.
- Make contact with a member of staff before leaving your child.
- Record the name of any nominated person/s on the sign in sheets if you are unable to collect your child that day.

*Children will only be permitted to leave Pre-Primary with adults listed on the PARENT AUTHORISATION FORM (including parents of other enrolled children). PLEASE DO NOT ATTEMPT TO BYPASS THIS PROCEDURE. Our Duty of Care requires us to insist this procedure is followed.*

## WHAT YOUR CHILD NEEDS TO BRING

- A **School bag** will be needed to hold a lunch container, library book and work children produce during the day.
- It is the School policy that the children wear a hat whilst outdoors in hot weather to protect from sunburn. Hats are available from the uniform shop. As for all belongings, these need to be clearly marked.
- Fruit or vegetables should be brought each day by the children for their morning and afternoon break. We encourage healthy lunch boxes.
- A small blanket will be needed for rest time in the afternoon. If you own a snugbug from Kindy, this can be used, but not essential. The blanket will be stored in the classroom. Please clearly label all articles of personal belongings.
- Children will need a library bag approximately 30cm x 40cm. These are available in the uniform shop.
- One box of tissues, 2 packets of baby wet wipes.



## SCHOOL UNIFORM

- The pre-primary uniform is the sport uniform with the school logo available only from the uniform shop, now located at the Casserley Campus.
- Hairstyles for boys and girls should be neat, natural in colour and conservative in appearance. Hairstyles such as the mohawk, dreadlocks or patterns/pictures shaved into the hair are not acceptable.
- We provide aprons for painting and do our best to keep your child clean, however, splashes of paint and glue do land on clothing –and on the teachers! We advise soaking paint stains in cold water prior to washing.
- Non-slip footwear is essential for climbing and children need to be able to easily take shoes off and on. Don't forget to name both shoes.

## LIBRARY BOOKS

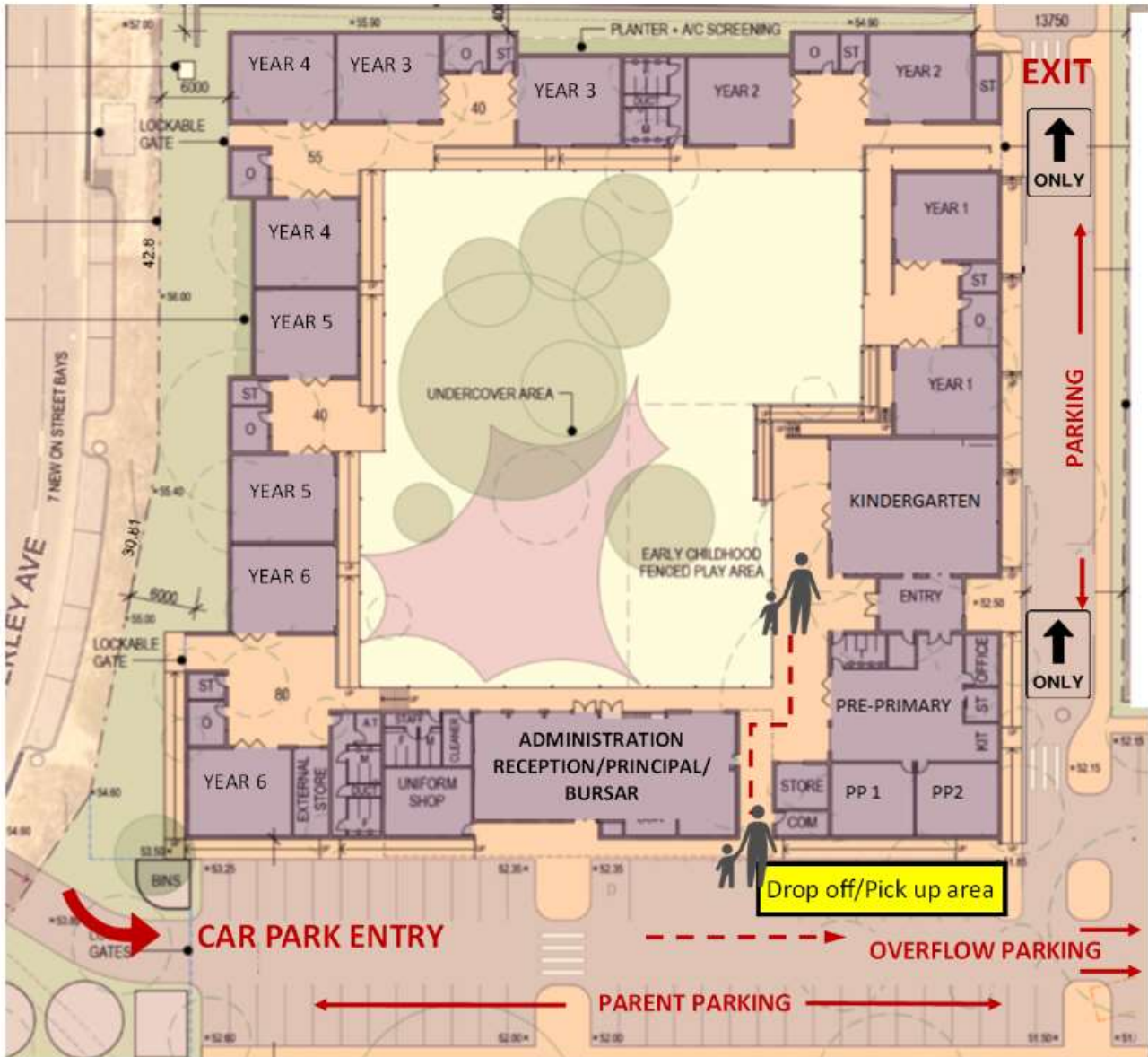
Library books will be loaned on a weekly basis, and will be changed on the same day each week. Please help by providing a library bag, which is available from the uniform shop.



## PARKING

- Please use those areas designated for parking to ensure the safety of all our children.
- Please observe the speed limit and proceed with extreme caution.
- Refer to map for guidelines on access to our Pre-Primary area.

## KINDERGARTEN & PRE-PRIMARY TRAFFIC ACCESS



During peak times (**8:15-8:45am** and **3:15-3:45pm**), access to the school is ONE WAY via Casserley Ave and exiting onto Salcott Road. Exit from Casserley Ave is possible at other times.

PARENTS should PARK in the marked bays and escort their child to the PRE-PRIMARY room. School age SIBLINGS MAY NOT deliver NOR collect Pre-Primary students.

## HEALTH: FOOD

### HEALTHY EATING

Early childhood staff encourage healthy eating with plenty of fruit, vegetables and water. Salty and sugary snack packet foods are discouraged & parents are requested NOT to send these items to school. Such occasional treats are best enjoyed at home. Learning is fostered & improved by healthy eating at school.

☺



### FOOD ALLERGIES

We are aware of the dangers of allergies and it is vital that you let the school and teacher know if your child is allergic to particular foods.

If your child has a severe food allergy, make sure your class teacher and the school office have been given an Action Plan from your child's doctor in case of an emergency.

### BIRTHDAYS

A birthday is a very special time for a Pre-Primary child. When your child has a birthday, you are welcome to send cookies or cupcakes for their class. Please let the teacher know in advance and be aware of food allergies. Do not include nuts in any food brought to school. Birthdays will be acknowledged throughout the day & cake shared at 3pm.

## HEALTH: SICKNESS

### SICKNESS AND ACCIDENTS

The school only provides minor first aid services to students. Consequently:

- Students who are unwell at the start of the school day should be kept at home for their own safety and to ensure illnesses are not contracted by others.
- Where students become unwell at the school, parents will be contacted and requested to collect their child.
- All parents are asked to make sure that the school has a telephone number, an emergency contact and an address at which they can be contacted. It is ESSENTIAL that this is current information. SICK or INJURED children require your immediate attention.

## INFECTIOUS DISEASES

In the interest of all the children, we are obliged to follow the regulations carefully:

TONSILLITIS	- Return to school when well
MUMPS	- Return to school after 14 days or when well
MEASLES	- Return to school when rash has faded
GERMAN MEASLES	- Return to school when rash has faded
CHICKEN POX	- Return to school when scabs have healed
CONJUNCTIVITIS	- Return to school when medically controlled
RINGWORM	- Return to school when lesion has cleared or on Doctor's advice
IMPETIGO	- Exclude until treatment is complete (SCHOOL SORES)
SCABIES (ITCH MITE)	- Exclude until treatment is complete
INFLUENZA	- Return to school when totally well
HEAD LICE	- Exclude until treatment is complete
DIARRHOEA	- Exclude until symptoms have ceased for 24 hours.
VOMITING	- Exclude until symptoms have ceased for 24 hours.

***Please notify teacher immediately if your child has a contagious disease***

## PRE-PRIMARY CURRICULUM

Christian education is the foundation for our Curriculum and underpins all teaching and learning in the school. The educational program for Pre-Primary meets Education Department standards by providing the programme as outlined in the WA Australian Curriculum.

The program meets the needs of young children. Every activity is designed to develop some aspect of the child's growth and development, whether it be cognitive, physical, emotional, spiritual, linguistic or social. They are purposeful and appropriate to the child's current thinking, interest and ways of learning.

The program is developmentally appropriate and provides a sound foundation for successful schooling and life-long learning. It ensures a continuous quality of education with our current pre-primary program for five year old children demonstrating continuity with the primary curriculum.

We believe that the child's need to know God should be met at an early age. Learning experiences in the Pre-Primary increase the child's awareness of God, His provision, His sovereignty and His continuing care over His creation. The child, with the help of parents, the Church and the School, will understand that God loves and cares for him or her.

For many children Pre-Primary are their first experience of 5 whole days away from home and so it is necessary to encourage feelings of security. Many activities at Pre-Primary aim to develop in the children an understanding of their individuality as they learn that they are each a unique person, created and loved by God.

The program allows the children to achieve learning outcomes in each of the following eight learning areas, although there is a strong emphasis on English and Mathematics stipulated by the Department of Education.

The Australian Curriculum 2019

- English
- Mathematics
- Science
- History - Studies of Society and Environment
- The Arts
- Health and Physical Education
- Technology and Enterprise



## ASSESSMENT AND REPORTING

Teachers use a variety of assessment throughout the year in order to obtain ongoing educational profiles of students.

### PRE-PRIMARY

<b>TERM 1</b>	<ul style="list-style-type: none"><li>• On Entry Assessment</li><li>• Language and Speech Therapy Screening if needed</li><li>• Storypark</li><li>• Parent interviews on request</li></ul>
<b>TERM 2</b>	<ul style="list-style-type: none"><li>• Report – Academic and Social Developmental</li><li>• Storypark</li></ul>
<b>TERM 3</b>	<ul style="list-style-type: none"><li>• Storypark</li></ul>
<b>TERM 4</b>	<ul style="list-style-type: none"><li>• Storypark</li><li>• Report – Academic and Social Developmental</li><li>• Standard Test – Reading Comprehension and Spelling</li></ul>

### PROGRESS REPORT

Storypark is used to report to parents and it is designed to reflect the school philosophy. It contains a wide variety of activities that your child has completed in Pre-Primary. All the activities are carefully planned so that each child has the opportunity to develop a wide range of skills throughout the year. They are continually encouraged and offered a wide range of materials and activities, which enable them to master the skills already taught and to develop new ones. It reports on both academic progress and the growth and development of your child in school activities. It is a valuable record of your child's development.

It is designed to show the process by which learning is accomplished.

Storypark contains samples of work. We hope this format is meaningful to students, parents and teachers and it is advisable that it be used in parent-teacher conferences.



## EARLY INTERVENTION/SCREENING

Children are all unique and develop differently, and for all children it is normal that there is a variation in the development process. Despite these individual variances there is, however, a normal sequence of acquiring new skills.

For this reason, at Emmanuel we are dedicated to early intervention to ensure that all students are given the best chance of performing at their best God given ability. If your child has been diagnosed with a disorder or disability, please inform your child's teacher. If you are unsure about your child, and have some concerns, then let the teacher know.

All students are monitored in the areas of Language and Speech during their Kindergarten year. Teachers will inform parents if there are any concerns arising and will advise of required actions. If your child is new to our school, he or she will take part in Term 1 of the Pre-Primary year.

Our Education Support Staff support teachers and students who have been identified as at-risk in their development and will also advise parents where necessary.

## COMMUNITY HEALTH NURSE

Routine eye and hearing checks take place for children aged 4-6 in Pre-Primary. Parents will be notified when this takes place.

## NEWSLETTERS AND NOTES

We aim to keep parents as fully informed as possible about school activities and events.

Teachers will send notes home on occasions and a *Parent Information Corner* will be a regular feature of our communication process.

The *Emmanuel Messenger* is an online newsletter, filled with write ups on events that have happened throughout the term.

You may use our web site [www.eccs.wa.edu.au/news/newsletters/](http://www.eccs.wa.edu.au/news/newsletters/) to view both versions of the newsletter.



## PARENT HELP

Parent help is appreciated in the Pre-Primary room at various times, but NO YOUNGER CHILDREN please. Feel free to write your name on our roster. Help is needed and will be very much appreciated.

## COMMUNITY INVOLVEMENT

During the term there are different opportunities for parents and grandparents to be involved in their child's school day. These include Grandparents' Day, Fathers and Mothers' Day, Multicultural Day, Police and Fire department visit, Farm and Animal visits. Parents can also support the teachers by helping students in activities such as computer or arts. There are many other opportunities to be involved in the education of your children.



*Mother's Day*



*Multicultural day*



*Excursion to Cuddly Animal Farm*



*Faction Carnival*



*NAIDOC Week*

## PARENTAL COMPLAINTS

A complaint is an expression of dissatisfaction with a real or perceived problem.

A complaint may be made if a parent thinks that the school has, for example:

- done something wrong;
- failed to do something it should have done; or
- acted unfairly or impolitely.

A complaint may be made about the school as a whole, about a specific department in the school or about an individual member of the staff. It is the school's policy that complaints made by parents are treated with confidentiality and respect.

Our school welcomes suggestions and comments from parents and takes seriously complaints and concerns that may be raised. We follow Biblical principles of conflict resolution found in Matthew 18:15-17 *"If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along so that 'every matter may be established by the testimony of two or three witnesses.'"*

*A complaint will be treated as an expression of genuine dissatisfaction that needs a response.*

- We respond to complaints within a reasonable time and in a courteous and efficient manner.
- We listen and take complaints seriously and take action where appropriate.

*How should I complain?*

- When you contact the School, ask to speak with the person with whom you have a grievance, if it is possible. If it is not possible, the next person you should contact is the School Principal. Be as clear as possible about what is troubling you. You may like to ask someone to come with you for support.

Members of the staff will be happy to help you. It may be best to start with the person most closely concerned with the issue, for example, your child's teacher. The teacher may be able to sort things out quickly, with the minimum of fuss. However, you may prefer to take the matter to a more senior member of staff, for example the Deputy Principal or Principal.

*"I don't want to complain as such, but there is something bothering me."*

- The school is here for you and your child, and we want to hear your views and your ideas. Contact a member of staff, as described above.

*"I am not sure whether to complain or not."*

- If as parents you have concerns, you are entitled to raise them. If in doubt, you should contact the school, as we are here to help.

*"What will happen next?"*

- If you raise something face-to-face or by telephone, it may be possible to resolve a matter immediately and to your satisfaction. If you have made a complaint or suggestion in writing, we will contact you within five working days, to respond to your concerns and explain how we propose to proceed. In many circumstances, the person you contact will need to discuss the matter with a colleague and consider it further before responding. You will be given a date by which time you will receive a response. If a detailed exploration of the issue is needed, a letter or report will be sent to you as quickly as possible. This will tell you of the outcome of your complaint. It will explain the conclusion, the reasons for it, and any action taken or proposed.

*"What happens about confidentiality?"*

- Your complaint or concern will be treated in a confidential manner and with respect. Knowledge of it will be limited to the Principal and those directly involved. The Chairman of the School Board may also need to be informed. It is the school's policy that complaints made by parents should not rebound adversely on their children.

We can not entirely rule out the need to make third parties outside the school aware of the complaint and possibly the identity of those involved. This would only be likely to happen where, for example, a child's safety was at risk or it becomes necessary to refer matters to the Police. You would be fully informed.

While information relating to specific complaints will be kept confidentially on file, we would point out that anonymous complaints might not be pursued.

Action, which needed to be taken under staff disciplinary procedures as a result of complaints, would be handled confidentially within the school.

*“What if I am not satisfied with the outcome?”*

- We hope that you will feel satisfied with the outcome, or at least that your concerns have been fully and fairly considered.

If you are not satisfied, the Principal will offer to refer the matter to the Chairman of the School Board. Alternatively, you may wish to write direct to the Chairman of the School Board. The Chairman will call for a full report from the Principal, and will examine matters thoroughly before responding. This may result in a positive solution, but if it does not, the Chairman will invite you to meet him. You may wish to be supported by a friend.

If the meeting does not bring about a resolution, the matter would be referred to the School Conciliation Committee which consist of a Pastor of the Girrawheen Baptist Church, a School Board member not previously involved in the case and the principal from another Christian school. Their task is to look at the issues in an impartial and confidential manner.

***The School recognises and acknowledges your entitlement to complain and we hope to work with you in the best interests of the children in our care.***

## PRIVACY POLICY - SUMMARY

### PROTECTING YOUR PRIVACY

Emmanuel Christian Community School is committed to protecting your privacy. The type of information Emmanuel Christian Community School collects and holds includes (but is not limited to) personal information, including sensitive information, about pupils and parents and/or guardians ('Parents') before, during and after the course of a pupil's enrolment at Emmanuel Christian Community School.

Pupils and Parents: In relation to personal information of pupils and Parents, Emmanuel Christian Community School's primary purpose of collection is to enable the school to provide schooling for the pupil. This includes satisfying both the needs of Parents and the needs of the pupil throughout the whole period the pupil is enrolled at the school. The purposes for which Emmanuel Christian Community School uses personal information of pupils and Parents include:

- to keep Parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-to-day administration;
- looking after pupils' educational, pastoral, social and medical wellbeing;
- seeking donations and marketing for Emmanuel Christian Community School;
- to satisfy the school's legal obligations and allow the school to discharge its duty of care.

In some cases where Emmanuel Christian Community School requests personal information about a pupil or Parent, if the information requested is not obtained, the school may not be able to enrol or continue the enrolment of the pupil.

Who might Emmanuel Christian Community School disclose personal information to?

Emmanuel Christian Community School may disclose personal information, including sensitive information, held about an individual to:

- another school;
- government departments;
- medical practitioners;
- people providing services to Emmanuel Christian Community School, including specialist visiting teachers and sports coaches;
- recipients of School publications, like newsletters and magazines;
- Parents; volunteers and
- anyone you authorise Emmanuel Christian Community School to disclose information to.

### Management and security of personal information

Emmanuel Christian Community School's staff is required to respect the confidentiality of pupils' and Parents' personal information and the privacy of individuals.

Emmanuel Christian Community School has in place steps to protect the personal information Emmanuel Christian Community School holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and passworded access rights to computerised records.

## Updating personal information

Emmanuel Christian Community School endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by Emmanuel Christian Community School by contacting the Receptionist or the school Bursar of Emmanuel Christian Community School at any time. The National Privacy Principles require Emmanuel Christian Community School not to store personal information longer than necessary. You have the right to check what personal information Emmanuel Christian Community School holds about you. Under the Act, an individual has the right to obtain access to any personal information which Emmanuel Christian Community School holds about them and to advise the school of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Pupils will generally have access to their personal information through their Parents, but older pupils may seek access themselves. **To make a request to access any information Emmanuel Christian Community School holds about you or your child, please contact the School Bursar in writing.** Emmanuel Christian Community School may require you to verify your identity and specify what information you require. Emmanuel Christian Community School may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, Emmanuel Christian Community School will advise the likely cost in advance.

### Consent and rights of access to the personal information of pupils.

Emmanuel Christian Community School respects every Parent's right to make decisions concerning their child's education. Generally, the School will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's Parents. Emmanuel Christian Community School will treat consent given by Parents as consent given on behalf of the pupil, and notice to Parents will act as notice given to the pupil. A parent may seek access to personal information held by the School about them or their child by contacting the School Bursar. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of Emmanuel Christian Community School's duty of care to the pupil. Emmanuel Christian Community School may, at its discretion, on the request of a pupil, grant that pupil access to information held by Emmanuel Christian Community School about them, or allow a pupil to give or withhold consent to the use of their personal information, independently of their Parents. This would normally be done only when the maturity of the pupil and/or the pupil's personal circumstances so warranted.

## ROLE OF THE SCHOOL BOARD

The Church has elected to place the general operation and wellbeing of the ministry of the School in the hands of the Board. The Board represents the School and therefore the Church and parents. It is a defined Ministry of the Church together with the other appointed Church Ministries, which ensure the ministry of the Church is maintained. The School Board structure is defined in the School Constitution, being incorporated, and a ministry of the Church, the School Board will keep proper records of its meetings, which will be presented to the Church Council.

Each member of the Board shall be made aware of their responsibilities and of the trust place upon them by their appointment to that position. Board members should recognise the appointment as being part of the Church ministry.

The Board has delegated the responsibility for the day-to-day functioning of the School to the Principal. The Principal will ensure that all staff fulfil their responsibilities as part of the ministering team of the Girrawheen Baptist Church. He or she will ensure School policies and Board directions are observed and carried out in a Scriptural manner.

The Board members shall have certain areas of responsibility; duly fulfil those responsibilities, and keep the Board informed of their activities.

### **The Board's mission is:**

- 1.1 The Board establishes the school's mission and ensures its integration in all aspects of the school.
- 1.2 The Board regularly reviews the mission statement as part of its strategic planning process.
- 1.3 The Board determines and reviews which existing and new programs and services are most consistent with the mission.
- 1.4 The Board receives an annual report from the Principal on the implementation of the mission within the school.

### **The Board's Role**

The Board:

- 2.1 Is accountable for exercising the authority given to it in its Constitution and the law of the land.
- 2.2 Sees its role as one of governance and holds its Principal accountable for the management of all delegated responsibilities.
- 2.3 Is accountable for the overall performance of the school.
- 2.4 Is responsible for determining Board development, discipline and for its own performance and processes.
- 2.5 Sets the Board's work plan and agenda for the year.
- 2.6 Establishes the extent of the Principal's authority to establish programs, budget, administer finances and otherwise manage the school according to sound practice.
- 2.7 Exercises due diligence, fiduciary responsibility and ensures that risk is identified and managed.

## USE OF PHOTOGRAPHS AND STUDENT IMAGES

Emmanuel Christian Community School publishes newsletters and magazines in print form and electronically through the school's website. Because these publications often include photographs, videos and other images of students, it is necessary that our school obtain **explicit** permission from parents to use such images.

Such permission is sought annually through a pro forma which requires parents to make a clear statement of their wishes. It includes a clear statement that the student's full name will not be used in conjunction with a photograph in any publication that will be freely available beyond the school community.

Emmanuel Christian Community School takes care when identifying students by names in a photograph in any publication that is likely to have a wide circulation. While this is easily controlled within the school, vigilance is needed in dealing with the local community newspapers.

Matters that need to be considered when publishing photographs which illustrate an article on student achievement are:

- The nature of the photograph, eg. of a swimming carnival or a photograph of a student in full uniform.
- The age of the students in the photograph.
- Whether there are reasons, linked to a student's circumstances, that mean he/she should not be identified.

It is important for Emmanuel Christian Community School to have as much information as possible in the form that parents are asked to sign in the initial request. Please see **Appendix 1** for a suggested type of permission form.

However, if a situation was to arise that is not covered in the form, then there may be a need for the school to obtain further authority from the parents.

### **SCHOOL NEWSLETTER – STATEMENT USE OF PHOTOGRAPHS**

#### **Posting of photographs or other images on Facebook and other social media outlets by parents.**

This statement appears regularly in the school newsletter. The School has become aware that photographs of students involved in activities at the School are appearing on social networking sites such as Facebook. The School recognises that parents often take photographs of their own child at various school events and display these photographs as they see fit. However, **the School requests that parents do not publish photographs of other students in any media or on any form of social networking sites without the express written permission of the other child's / children's parents.**

## TERM DATES - 2019

### TERM 1 (10 WEEKS)

<i>SCHOOL STARTS (Staff)</i>	<i>WEDNESDAY 23<sup>rd</sup> JANUARY</i>
<b>SCHOOL STARTS (Students)</b>	<b>MONDAY 4<sup>th</sup> FEBRUARY</b>
PRE-PRIMARY PARENT MEETING	WEDNESDAY 6 <sup>th</sup> FEBRUARY
GRADE 5 PARENT MEETING	THURSDAY 7 <sup>th</sup> FEBRUARY
GRADE 6 PARENT MEETING	FRIDAY 8 <sup>th</sup> FEBRUARY
GRADE 1 PARENT MEETING	TUESDAY 12 <sup>th</sup> FEBRUARY
KINDY KANGAROO PARENT MEETING	THURSDAY 14 <sup>th</sup> FEBRUARY 2PM
GRADE 3 PARENT MEETING	WEDNESDAY 13 <sup>th</sup> FEBRUARY
GRADE 4 PARENT MEETING	THURSDAY 14 <sup>th</sup> FEBRUARY
KINDY KOALA PARENT MEETING	THURSDAY 14 <sup>th</sup> FEBRUARY 2PM
GRADE 2 PARENT MEETING	TUESDAY 19 <sup>th</sup> FEBRUARY
MAG PARENT MEETING	THURSDAY 21 <sup>st</sup> FEBRUARY
LABOUR DAY	MONDAY 4 <sup>th</sup> MARCH
SWIMMING LESSONS (YEAR 3-YEAR 6)	TUESDAY 5 <sup>th</sup> MARCH – FRIDAY 15 <sup>th</sup> MARCH
GRADE 1 ASSEMBLY	THURSDAY 21 <sup>st</sup> MARCH
GRADE 2 ASSEMBLY	THURSDAY 28 <sup>th</sup> MARCH
SWIMMING CARNIVAL	WEDNESDAY 3 <sup>rd</sup> APRIL
EASTER SERVICE	THURSDAY 11 <sup>th</sup> APRIL
<b>END OF TERM</b>	<b>THURSDAY 11<sup>th</sup> APRIL</b>
<i>STAFF PROFESSIONAL DEVELOPMENT</i>	<i>FRIDAY 12<sup>th</sup> APRIL</i>

### TERM 2 (10 WEEKS)

<b>SECOND TERM STARTS</b>	<b>MONDAY 29<sup>th</sup> APRIL</b>
NAPLAN	WEEK 3
ANZAC SERVICE	
AFL CARNIVAL	THURSDAY 23 <sup>rd</sup> MAY
GRADE 3 ASSEMBLY	THURSDAY 30 <sup>th</sup> MAY
WA DAY	MONDAY 3 <sup>rd</sup> JUNE
NETBALL CARNIVAL	THURSDAY 6 <sup>th</sup> JUNE
SOCCER CARNIVAL	THURSDAY 20 <sup>th</sup> JUNE
KINDY KANGAROO ASSEMBLY	WEDNESDAY 26 <sup>th</sup> JUNE
<b>SECOND TERM ENDS</b>	<b>THURSDAY 4<sup>th</sup> JULY</b>
<i>STAFF PROFESSIONAL DEVELOPMENT</i>	<i>FRIDAY 5<sup>th</sup> JULY</i>

### TERM 3 (10 WEEKS)

STAFF CSA CONFERENCE	MONDAY 22 <sup>nd</sup> JULY
STAFF PROFESSIONAL DEVELOPMENT	TUESDAY 23 <sup>rd</sup> JULY
<b>THIRD TERM STARTS</b>	<b>WEDNESDAY 24<sup>th</sup> JULY</b>
GRADE 6 ASSEMBLY	THURSDAY 8 <sup>th</sup> AUGUST
KINDY KOALA ASSEMBLY	THURSDAY 15 <sup>th</sup> AUGUST
BASKETBALL CARNIVAL	THURSDAY 15 <sup>th</sup> AUGUST
GRADE 4 ASSEMBLY	THURSDAY 29 <sup>th</sup> AUGUST
SWIMMING LESSONS (PP - YEAR 2)	MONDAY 2 <sup>nd</sup> SEPT – FRIDAY 13 <sup>th</sup> SEPT
CROSS COUNTRY	THURSDAY 19 <sup>th</sup> SEPTEMBER
<b>THIRD TERM ENDS</b>	<b>THURSDAY 26<sup>th</sup> SEPTEMBER</b>
STAFF DEVELOPMENT	FRIDAY, 27 <sup>th</sup> SEPTEMBER

### TERM 4 (8 WEEKS)

FOURTH TERM STARTS	<b>MONDAY 14<sup>th</sup> OCTOBER</b>
JUMPS & THROWS	WEDNESDAY 23 <sup>rd</sup> OCTOBER
FACTION CARNIVAL	FRIDAY 25 <sup>th</sup> OCTOBER
SCHOOL CONCERT	THURSDAY 5 <sup>th</sup> DECEMBER
END OF SCHOOL YEAR	<b>FRIDAY 6<sup>th</sup> DECEMBER</b>

**SCHOOL OFFICE CLOSED MONDAY 9<sup>th</sup> DECEMBER 2019 – STAFF ON PD**

**SCHOOL OFFICE CLOSED FROM FRIDAY 13<sup>th</sup> DECEMBER 2019 TO FRIDAY 17<sup>th</sup> JANUARY 2020**

**SCHOOL OFFICE WILL RE-OPEN ON MONDAY 20<sup>th</sup> JANUARY 2020**

***\*Disclaimer: These dates are correct at time of printing, but may be subject to change. Please refer to Newsletter for up to date changes.***



*Psalm 127 verse 3*  
*Children are a gift from the Lord;*  
*they are a real blessing*

Starting school is one of the biggest events in your child's life. It is our prayer that your child's introduction to school in the early learning program will be a happy, fun filled and exciting journey into the future God has for them.

Your family and our school are partnered together to nurture and support your child.

# APPENDIX 1

## GENERIC PHOTOGRAPH DISCLAIMER

Name of child: \_\_\_\_\_ Class: \_\_\_\_\_

Parents acknowledge and accept that the EMMANUEL CHRISTIAN COMMUNITY SCHOOL and its agents and employees may use photographs and/or audiovisuals of the students and/or their work involved in EMMANUEL CHRISTIAN COMMUNITY SCHOOL - based activities for use in any publication, on display boards, in any electronic form or media or for any EMMANUEL CHRISTIAN COMMUNITY SCHOOL use whatsoever, and I/We fully understand the contents, meaning and impact of this release.

Parents hereby waive any right to inspect or approve the finished photographs, electronic images or final compositions that may be used in conjunction with them now or in the future, whether those uses is known to them or unknown, and waive any right to royalties or other compensation arising from or relating to the use of photographs or other audiovisual images.

Parents hereby agree to release, defend, and hold harmless EMMANUEL CHRISTIAN COMMUNITY SCHOOL and its agents or employees, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper or via electronic media, from and against any claims, damages or liability arising from or related to the use of the photographs, including but not limited to any misuse, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

# APPENDIX 2

## PARENT AUTHORISATION FORM



### PARENT AUTHORIZATION FORM

Date : \_\_\_\_\_ Name of Parent: \_\_\_\_\_

Name of Children

Child's Name	Year Level

AUTHORIZE the following:

NAME	Telephone Number	Relationship to the Child

Tick All that is applicable

- COLLECT MY CHILD/REN  
On (DATE) : (dd/mm/yy) \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- Other Special Arrangements  
Example : "Will be walking to Salcott from Casserley" OR any other special arrangement

Parent Signature \_\_\_\_\_

ADMIN OFFICER TO FILL UP (Tick if Done)

- Scanned and Saved form on the Shared Drive
- Filed on Student's Folder
- Uploaded in School Pro

Processed By (Admin Officer): \_\_\_\_\_ Date : \_\_\_\_\_