



Striving for Excellence

SWANBOURNE PRIMARY SCHOOL

Principal's Address

Swanbourne Primary School has acquired a reputation as a school that is engaged with our community.

It's a school where students, parents and the broader community work together within a climate of shared responsibility to ensure every child achieves academic success. With families from across the nation and from around the world, Swanbourne Primary School is a dynamic and vibrant learning community.

Whilst retaining some of the many fine traditions established over our 110 year history, we continue to embrace change, through innovative classroom programs. As part of our ongoing commitment to achieving the highest standards, students, staff and the community regularly review our progress and future directions. Currently we are pursuing innovation in literacy, numeracy and science teaching and learning.

Our dedicated staff are involved in ongoing programs of knowledge and skill improvement and this has the benefit of bringing the very best of contemporary teaching practice to our very modern and comfortable classrooms.

Sincerely

Lincoln Day

Our School

Swanbourne Primary School is situated 15 minutes drive west of the Perth CBD and is approximately one kilometre from the ocean. Swanbourne is one of the more affluent suburbs in Perth, being surrounded by Fremantle to the south, City Beach to the north, with Mount Claremont as an inland neighbouring suburb and Cottesloe directly to the south. The suburb Swanbourne is also well established and regularly features in real estate literature as one of the top ten most popular suburbs.

Swanbourne Primary School was originally established in 1905. The new school relocated to its Narla Road site in November 2001, replacing the inadequate facilities in Derby Road. An extensive consultation period with the representatives of the Nyungah Aboriginal Community was undertaken before building commenced. Aboriginal people lived in the area up until 1951 and their culture and history are recognised.

One of the conditions of the redevelopment was that the Department of Education set 1.5 ha of land aside to focus on Aboriginal heritage for use by the school, Aboriginal and wider communities.

The school's covered assembly area was extended and enclosed so it can be used as a school hall. Other conditions include dedicating a section of the new library for Aboriginal material and that a cross-cultural awareness program including Aboriginal history and culture is included in the school's curriculum.

The school's staffing profile consists of the Principal, two Deputy Principals and a Registrar. A part-time School Officer also assists in the front office. In addition the school has specialist teachers in Physical Education, Art, Music, Languages other than English (LOTE - Japanese) and Science.

Non-Teaching staff include Education Assistants for Kindergarten, Pre-primary and Years 1-3, a Library Officer and Education Assistants for Education Support students and students with special needs.

A Defence School Transition Aide (DSTA) is available to assist with the transition of Australian Defence Force families into our school community and when they leave. The DSTA can assist with any educational, emotional or social concerns families may have about their child/children and will liaise with the principal, parents, teachers and professional therapists.

School staff are hard working, conscientious and aim to cater fully for the individual educational needs of the students.

The school has general teaching areas, an education support teaching area, pre-primary teaching areas, kindergarten areas, specialist art and music rooms, library, canteen, administration block, hard courts, oval and 2.5 hectares of parks and gardens.

Upgraded IT facilities have greatly enhanced the school's educational program.

The school has an active P&C Association and School Council.

For further information about Swanbourne Primary School please refer to our web page, which can be found at www.swanbourneprimary.wa.edu.au

School Vision Statement

Our students are our absolute priority. We provide a safe and secure environment based on mutual respect and inclusivity to enable positive learning.

We are a school that recognises that there are many different styles of learning. Teachers engage students in meaningful learning programs that are based on extensive planning and a 'whole of school approach'. Effective teaching practices and differentiated learning ensures the needs of the individual are being met and enhanced. Student achievement is the outcome of a quality partnership between home and school.

The school community is inclusive and we communicate effectively. Everyone's ideas are sought, valued, respected and considered.

The strength of our school is a culture of collaboration. We create an environment of equity and respect where everyone works together towards the same goals. We celebrate success and acknowledge commitment and the sharing of ideas.

We are committed to the principle that leadership is the responsibility of all members of the school community. Leading by example, our leaders use exemplary interpersonal skills, possess sound knowledge of curriculum, are well organised and act with integrity.

This is the vision of all members of our school and when we confront change and challenges we look to our vision, and core values for direction.

Core Values and Beliefs

- ➔ We ensure we do our best for every child at Swanbourne
- ➔ We respect one another
- ➔ We work together as a team
- ➔ We act in an ethical manner

General Information

Our school's strength is its emphasis on the individual. The size of the school means that the administration and teaching staff can get to know each child personally. This creates a friendly and caring atmosphere, which encourages children to participate and fosters self-esteem and self-confidence. We believe that children are most likely to realise their potential if their learning environment is a happy one, which makes them feel valued.

Swanbourne Primary strives for academic excellence and personal growth. We aim to challenge all children and to nurture the development of competence, confidence and resourcefulness. We encourage children to operate both independently and co-operatively, to be socially responsible and to take pride and pleasure in their achievements.

Our new school was occupied by staff and students in late November 2001. The facilities we enjoy complement the educational program the students undertake.

An integrated curriculum that stresses Literacy and Numeracy is offered. In addition we provide programs in Science, Technology & Enterprise, Health & Physical Education, Music, Visual Arts and Languages Other Than English – Japanese (LOTE).

Additional curriculum programs are another of the school's strengths. The wide range of activities offered include a multifaceted Pastoral Care Program, Talented and Gifted Programs (decided each year), Environmental Studies, Instrumental Music and a variety of sporting activities such as swimming, athletics, cricket, basketball, netball, football, hockey and soccer.

Admissions

All students new to the school must provide a completed official Application for Enrolment and a School Enrolment Form for each child which gives us detailed emergency information, e.g. medical conditions, emergency contacts, etc. Immunisation records and birth certificates are also required on enrolment. Please remember, all information on the forms remains confidential.

It is important that parents inform the school of any change of address, phone number or emergency contact so that we can keep our records up to date.

Absences

Daily attendance of students is compulsory as laid down by the Education Act. Acceptable reasons for absence from school should be for illness, medical or dental appointments which cannot be arranged outside school hours. Please contact the Class Teacher or the Principal if you intend taking your child out of school for other reasons eg. Vacations. All absences need to be explained, in writing, to the child's teacher.

Parents are also required to sign their children in for late arrivals and out when removing their children from class during the course of the day at the school office.

Accidents & Sickness At School

If your child is so unwell he/she needs individual care and attention, please keep him/her at home. Your consideration for other children's health is appreciated. An email or telephone call to the school would be appreciated if your child is going to be absent for a few days, particularly if it is due to an infectious condition.

PLEASE NOTE IF THERE IS A MEDICAL EMERGENCY PARENTS OR GUARDIANS ARE EXPECTED TO MEET THE COST OF THE AMBULANCE

General Information

After School Care

Camp Australia operates a Before, After-School and Vacation Care program within our school. Information is available in the front office. Information can be found on their website <http://www.campaustralia.com.au/>

Canteen

The Canteen is open Monday and Friday. As volunteer helpers staff the canteen any assistance you can offer is always very much appreciated. Canteen menus are available from the office and on our website <http://www.swanbourneprimary.wa.edu.au>.

Children's Records

Please ensure that any change of address, phone number, place of employment, emergency contact person, and health issues are noted by the school office. A note to the class teacher or a telephone call to the office ensures that your child's records are accurate and kept up to date.

Changing To Other Schools

When possible, please notify your child's teacher and the office before your child leaves this school. Prior notification of impending change will enable the school to prepare books and records so that the student's progress is not impeded by the change. The children need to take their books and personal materials, but all student files and records are sent to the receiving school when requested by them.

Class Representatives

The P&C requires at least one parent representative for each class which involves being the liaison between school, P&C and parents.

Many activities require parent help which may include: helping with excursions; sports days; reading; cooking; art and craft activities. Please talk to your class teacher if you can provide assistance.

Community Nurse

A Registered Nurse comes to Swanbourne PS to conduct health assessments from K-6. Vision and hearing screening is otherwise provided as per the NHMRC schedule. Information regarding the schedule is available upon enquiry.

Voluntary Contributions & Charges

The Department of Education provides a grant for textbooks and some stationery but pupils must provide items for their own personal use such as pencils, pens, rulers, etc. These items will often need to be replaced during the year.

In order to provide the school with a working fund to enrich your child's education, parents are asked to pay the requested voluntary contributions and charges promptly. A schedule of proposed Voluntary Contributions and Charges will be sent home annually.

General Information

Covering Reading Books

As the school is continually purchasing new reading books parental assistance with covering of this material would be appreciated. Please let the library know if you would be available to help out.

Dental Health

The School Dental Service provides free general and preventive dental care for all enrolled students up to Year 11. The Dental Therapy Centre located at Swanbourne Primary operates from 8.15am to 4.30pm Monday-Friday and most school holidays. The DTC can be contacted on 9384 0855.

Dogs In The School Grounds

No dogs are allowed on the school grounds.

If dogs wander onto the school grounds during school hours the ranger will be notified.

Enquiries

Urgent messages only:

May be left for children at the office; i.e. your car has broken down and you are unable to pick up your child. To minimise disruption please ensure messages are left for emergencies only.

Through the class teacher:

Minor concerns such as lunch arrangements, reasons for absences, etc, can be directed to the teacher. The best time to speak briefly to teachers is between 8.30 and 8.50am and after 3.10pm. Please make an appointment if a longer interview is required.

By email:

All of the above can also be attended to by emailing the school on:

swanbourne.ps@education.wa.edu.au

Excursions/Incursions

These are an important part of our educational program. They provide experiences for the children which relate to classroom programs.

For each excursion/incursion children will require a signed permission note. Without permission children cannot attend the excursion/incursion. **NO CASH PAYMENTS WILL BE ACCEPTED.**

It is encouraged that parents can make a payment of \$50 - \$100 to credit their account and any charges can be deducted from their child's unallocated credit. If you would like further information please call the front office on 9385 5033.

Payments for excursions can be made via these methods:

1. CREDIT CARD/EFTPOS facilities are available in the administration building.
2. ELECTRONIC BANKING details are: BSB: 066-040 Account: 19902749. Please reference the payment by First name/surname/activity.
3. CHEQUES can be posted or forwarded to school via the classroom teacher.

General Information

In-Term Swimming Classes

All children from Years 1-6 attend swimming lessons during the year as part of the school curriculum.

Year 1-5 children attend Claremont Pool in term 1 and Year 6 students attend Cottesloe Beach during first term. All details of times and cost will be advised to parents.

Leaving The School

Children will not be permitted to leave the school grounds at any time, for any reason, without the knowledge and direct approval of the Principal or the person in charge of the school at that time.

Parents must sign children out through the office before collecting their child from the classroom if they are required to leave school for any reason during the course of the day.

Library

The School Library is used by all classes on a timetabled basis as arranged by the class teachers.

Our School Library is fully automated and has a variety of technology software and internet access for use by children in their studies. Children are entitled to borrow two books at a time, Year 1's one book, but children may return these books as often as they wish if they would like to borrow more books. Your help in returning the books promptly is requested. Should a book be lost or damaged, replacement costs may need to be met by the child's family.

Parental help in the day to day running of the library and the covering of books is also helpful and appreciated.

Lost Property

All student property should be clearly labelled with your child's name. Lost property can be claimed from the Dolphin Block. Any unclaimed items will be displayed at the end of each term before being handed over to charitable organisations or to the uniform shop for resale.

Medicines

Medicines can only be brought to school and administered to a child on the authority of a parent. These are to be left at the front office where a drug administration form must be completed by the parent.

All medicines, including asthma sprays/pumps, should be named and include all relevant information.

NB: It is very important for the office to have up to date medical information on students.

Parking

For safety reasons please do not use the marked Staff Car Park (upper car park) area unless using the disabled bays. Vehicles should be parked in the bays at the front of the school, especially during peak periods at the start and end of the school day.

Please take note of parking restrictions and bus bays in Narla Road. Do not double park as this causes a traffic hazard and is extremely dangerous. Please encourage your children to use the footpaths rather than walk through the car park.

The far oval will be available for parking during popular school activities to relieve congestion in the car park.

General Information

Personal Use Items/Booklists

Stationery for your child may be ordered through Stationery/Booklists for your child can be ordered through our selected supplier. Booklists are available from the front office. However, parents may choose any retail outlet to purchase these items. PLEASE MARK EVERY ITEM CLEARLY WITH YOUR CHILD'S NAME.

Reporting

Parent/Teacher interviews are held, or on request, to discuss student progress. Written reports regarding student progress are sent home twice a year.

Road Safety

A supervised crosswalk is available in Narla Road opposite the parent car park. An attendant is on duty from 8am to 9am and 2.45pm to 3.45pm. All parents are urged to encourage their children to cross at these places ONLY. We urge all parents to avoid 'stopping and dropping' on the crosswalk in the car park.

School Assemblies

Parents are invited to our assemblies which are usually held every second Wednesday morning at 8.55am, although at times this may change. Dates will be confirmed and placed in our school calendar on our website.

At these assemblies a class takes on the responsibility of presenting an item and merit certificates are presented to worthy recipients.

Parent Information

Our school community strives to create an open, caring, supportive environment. We ask parents to welcome new parents and share the joys and burdens of parenting. Parental involvement not only enhances your child's education but you can make the school a better place for other children by being active in the school community.

You can assist by:

- ➔ Being on the School Council
- ➔ Attending P & C meetings
- ➔ Accompanying excursions
- ➔ Listening to children read or assisting with other class related activities
- ➔ Support or help organise social functions
- ➔ Assist curriculum development
- ➔ Helping and organising fundraising activities
- ➔ Sharing skills or hobbies
- ➔ Assisting with clubs/activities/whole school events
- ➔ Helping in the Library, Canteen or Computer room.

General Information

Staff/Parent Interviews

Personal interviews with teachers are welcome. Parents may arrange an appointment with individual teachers by letter or a telephone call to the office. You are urged to use the interview to clear misunderstandings, discuss your child's progress and discuss any other matter that may be causing concern. It is in your child's best interest that regular communication between home and school exists. Teachers cannot come to the phone when they have a class unless the matter is urgent.

P & C Association

This is an important group within the school and relies on the support of the entire school community. Meetings are held in the staff room on the second Monday of each month commencing at 7.30pm. All are welcome.

For the continued education of our children it is necessary for the P&C Association to request payment of \$90 per child per year. The levy is based on a voluntary contribution and will be used for the purchase of necessary school equipment. Payment options may be discussed with the P&C President, Treasurer or the office. Your support is much appreciated by the children of Swanbourne Primary School.

School Council

The School Council was originally formed to provide community input into the School Planning Process. The government encouraged this process as they believed greater control and influence should become part of each school's operation. With the rise of devolution in the late 1980's and 1990 the Education Act was amended to ensure all school communities were involved in school planning and accountability.

We wish, therefore, to outline the various functions of the School Council and its relationship with the P&C Association to better enable you to be actively involved in your school.

Functions

1. Primarily the School Council formulates the following aspects of the School Development Plan.
 - ➔ A brief, but clearly expressed statement of the School's Vision and Purpose.
 - ➔ The education outcomes the school is seeking for students.
 - ➔ The school priorities for our next planning cycle.
2. Examines Performance Information in summary format i.e. School Annual Report, drawn from the school's Management Information System (MIS), to determine the success in achieving the School Purpose.
3. Views and endorses the School Budget.
4. May initiate the need for the school to formulate a policy and ensures policies reflect the School Vision and Ethos.
5. Endorses the School Development Plan.
6. Has the option of providing parent representation on local selection of staff.
7. To be an accountability and review body to ensure programs are in place and strategic plans are being undertaken.

General Information

The relationship with the P&C

The P&C Association continues to provide financial and resource input to the school as deemed necessary.

It also has the right to seek information and discuss matters which can then be passed on to the School Council for examination and possible inclusion in the School Development Plan and/or policy.

The P&C can only make policy for itself – not for the school.

P&C has the responsibility of providing four representatives on the School Council and thus has a strong influence in the decision making process.

Both the School Council and the P&C need to have good communications and a friendly relationship to enable the school to meet its purpose and vision.

Who to approach when issues/ideas arise

The teachers, Deputy Principals and Principal are the contact when a concern is about individual children or teachers.

The objectives of the P&C Association are to promote the interests of Swanbourne Primary School through:

1. Co-operation between parents.
2. The provision of facilities and amenities for the school; and
3. The fostering of community interest in education matters.

An association cannot:

1. Interfere in the control or management of a school or the educational instruction of students; or
2. Exercise authority over staff or other persons employed at the school.

Summary

Both the P&C and the School Council are essential for the smooth operation of the school because both service different areas of need within the overall operation of the school. We want this close relationship to continue to grow in a positive way.

Structure

The group should consist of nine people – one parent nominated by the P&C, four parents elected by the parent community and three staff elected by the teaching staff. The Principal is the ninth member. Up to two community members can be co-opted as required by the Council if their expertise is deemed valuable for a particular issue.

School Psychologist

The School Psychologist visits the school regularly and can be contacted for assessment of any problems affecting your child's academic, social or emotional progress. Referrals are made through the school staff following expression of concern in specified areas.

General Information

School Rules

The school rules are designed for the safety and well being of all children as well as for the maintenance of school property. School rules will be discussed with the children at the commencement of the year so they understand the need for their acceptance.

School Term Dates For 2016

- ➔ Term 1 Monday 1 February - Friday 8 April
- ➔ Term 2 Tuesday 26 April - Friday 1 July
- ➔ Term 3 Monday 18 July - Friday 23 Sept
- ➔ Term 4 Monday 10 October - Thursday 15 December

School Volunteer Program

The school is fortunate to be a part of the School Volunteer Program which provides senior members of the community as mentors to our students.

Sun Protection

All children MUST have hats for outdoors throughout the year for protection from the sun. There is a no hat/no play policy at all times during recess and lunch. Hats must also be worn for outdoor excursions/incursions. The application of sun block cream is also advised for school during summer. There is also sun cream in all blocks for student use.

Toys and Personal Effects

No toys, jewellery or valuables please.

Visitors To The School

All visitors and parent helpers to the school are requested to "sign in" at the front office and wear a visitor's sticker while in attendance at the school.

Allergy Aware School

OUR SCHOOL IS ALLERGY AWARE and we would appreciate your support with this matter. We need to emphasise the seriousness of this concern as we have students that can become seriously ill across the school. Even if food items contain traces of nuts please avoid giving them to your child in their lunch boxes and save these treats for home, as they will be removed.

Medications and Epi-Pens

If your child requires an EPI-Pen or other medication at any point throughout the school day, please do not send it in your child's bag. Ensure you hand any medication to the office and complete appropriate documentation, as well as inform the class teacher.

Behaviour Policy

Positive Environment

Each class will set up a positive environment with class core values, as endorsed by student council and staff.

Playground

Students who arrive before 8.30am sit outside the administration building until they are dismissed.

Students eat only in the quadrangle and remain seated at lunch time until dismissed.

No hat no play

Bicycles, scooters and skateboards must not be ridden inside school grounds.

Core Values

- 1: We ensure we do our best for every child at Swanbourne Primary School.
*Always talk with a positive attitude and attempt everything with optimism.
- 2: We respect one another.
*Use empathy by putting yourself in someone else's shoes.
- 3: We work together as a team.
*Everyone is involved and there is no exclusion.
- 4: We act in an ethical manner.
*Be nice and respect others, think of others' feelings and accept their differences.
* Student Council

Classroom

A set of understandings and behaviours, based on our Core Values is negotiated within the first two weeks of each school year in every classroom.

At Swanbourne Primary School we have a clear set of consequences for individuals whose behaviour does not reflect the school's core values, so that they are encouraged to recognise and respect the rights of others.

Consequences

1. Reminder of core values.
2. * Warning
3. Isolation within classroom (bench at recess or lunch).
4. Buddy classroom to reflect. Parent contacted by teacher.
5. Administration intervention.
6. Suspension (in school, or at home).
7. Exclusion as per Education Department regulations and procedures.

* In playground, name put in duty file.

Severe clause: administration

Junior Leadership Programs

The Our Junior Leadership program is developed through our outdoor education activities. We have distinct programs for the year five and six students.

Year 5

Canoeing and Water Safety program at the Marine Education Centre in Fremantle. A three day camp is held in Rottnest.

Year 6

Canoeing and Water Safety program at the Marine Education Centre in Fremantle. A seven day camp in Dampier follows this program.

Homework Policy

Homework Guidelines

Important: Homework is an issue that has as many proponents as it does opponents. This policy is, ostensibly, offered as a framework for those families who want to have their child participate in an ongoing cycle of homework. Each family will indicate their acceptance of having their child involved in homework by completing the permission slip attached to this policy.

The school is not intending on 'forcing' any student or family into something that they have decided is not advantageous for their family. It's a choice that is made by each family and the school supports all families and students irrespective of their decision on homework.

Homework is academic work designed to support and extend the learning, practice and application of skills, knowledge and understandings taught in the classroom. Homework supports the development of the student as an independent learner by providing an opportunity to learn skills such as time management, perseverance, goal setting and critical thinking.

Homework must:

- ➔ Be consistent and it must be used to facilitate the achievement of specific learning outcomes and,
- ➔ form part of a sequential learning program that is responsive to individual needs,
- ➔ must be relevant to classroom activities,
- ➔ must supported by existing classroom practice and
- ➔ where appropriate, developed in consultation with students and families.

Homework expectations must be outlined at class meetings and or interviews with parents. Teachers will clearly outline the class homework policy to their families. Also, teachers will need to outline the following:

- ➔ types of homework given,
- ➔ frequency of homework,
- ➔ marking arrangements and student feedback and
- ➔ the responsibilities of students, parents and teachers.

Homework Responsibilities of Students

Students are responsible for:

- a completing work to a high standard,
- b completing work independently (asking for assistance is a normal part of learning but we all know the difference between assistance and having another person complete the task),
- c submitting assigned tasks on time and
- d communicating with teachers and parents when assistance is required.

Homework Policy

Homework Responsibilities of Parents

Parents are responsible for:

- a supporting their child with their work,
- b communicating the need for their child to strive for high standards,
- c communicating with the teacher regarding any concerns and
- d assisting their child to develop goals and to be aware of timelines.

Homework Responsibilities of Teachers

Teachers are responsible for:

- a providing homework that is directly linked to class based learning programs that has a literacy, science, history and or numeracy focus and is not simply 'busy' work,
 - b providing guidelines on the approximate time students should spend on homework (NB the time required to complete a task may differ according to student ability/interest),
 - c communicating directly with parents when problems arise (class diaries are perfect for this aspect),
 - d providing a variety of approaches to completing assigned homework,
 - e providing timely feedback to students who have completed their homework,
- ➔ Specialist teachers, if homework is given to a child by a specialist teacher this must be communicated through the classroom teacher.

Further Guidelines

The following is a guide to the types of homework that will be provided at Swanbourne Primary. It is suggested that children keep a simple diary to encourage self-direction and discipline.

YEAR 1-3 (20 minutes total per night)

- ➔ Home reading of school provided texts – 10 minutes every night
- ➔ Learning of high frequency words/spelling activities – 5 minutes every night
- ➔ Times tables practice Year 3 only (clearly shouldn't be denied to younger students who are able to understand their tables) – 5 minutes every night
- ➔ Other activities as directed by the teacher

YEAR 4-5 (35 minutes total per night)

- ➔ Reading of school supplied novel – 15 minutes each night
- ➔ High frequency words and or class based spelling program – 10 minutes each night,
- ➔ Times table practice – 5 minutes

Homework Policy

Year 6 (45 minutes total per night)

- ➔ Reading of school supplied novel – 30 minutes each night
- ➔ High frequency words and or class based spelling program – 10 minutes each night,
- ➔ Times table practice – 5 minutes each night
- ➔ Project based research / writing 15 minutes (as required)

Clearly these activity sets will be adjusted over the school year as the students and the teacher will choose to focus on different activities. The above is set as a minimum.

Advice For Parents

- ➔ Children must have the opportunity to play and relax after school, and spend time with the family.
- ➔ A quite well lit and organised environment should be provided for you child to complete their homework.
- ➔ Typically, children will become more independent and responsive for their homework as they reach middle / upper primary

If your child is already completing extra tuition independent of the school please communicate this with your class teacher so that children are not 'overloaded' and unnecessary stress is placed on any individual.

The above is very important because enjoying ones childhood is a once in a lifetime gift that can never be recaptured. We all need to ensure that we reach an appropriate balance between striving for achievement and enjoyment.

It is the policy of the school that homework is optional. The school does not intend to affect family decisions regarding the allocation and prioritising of family time. As noted above, childhood is a once in a lifetime gift. Decisions as to how homework and any other extra curricula activity, is managed, are decisions that remain with the family.

Research concerning the efficacy of homework is, from the perspective of the school, inconclusive. There are persuasive arguments that support the provision of homework. Equally, there are arguments that denounce the practice. Again, it appears that the best position that the school can adopt is to leave the decision to each family unit.

Dress Code

The Swanbourne Primary School Council has established a dress code for all students. Acceptance of enrolment assumes an agreement that the enrolling student will dress within the guidelines of the Code.

The School Council supports the wearing of school uniform and believes that the school dress code is important as it can:

- ➔ Help promote a positive image of oneself and the school;
- ➔ Reflect pride in both the school and individuals;
- ➔ Help create a sense of identity for the students;
- ➔ Address health and safety issues; and
- ➔ Address equity issues.

Uniform

- ➔ School colours are royal blue and white, and the school tartan is blue, white and green.
- ➔ All items of school uniform are available for purchase from the Uniform Shop.
- ➔ No logos other than the school logo will be permitted to be worn.
- ➔ Footwear must be appropriate for the activity. Thongs are not appropriate for any normal school day activities.

Non-compliance with Dress Code

- ➔ If students are unable to wear a school uniform on a particular day, they must have a written note from their parent/guardian.
- ➔ Students not complying with the Dress Code will be issued with a note informing their parents of the breach of code expectations and seeking the parents' support in rectifying the matter. The student's name will be recorded for future reference.
- ➔ Persistence and/or willful breach of the Dress Code by a student, without appropriate exemption or parental note, may result in restrictions being applied to the student's activities such as:
 - ▶ Restricted play
 - ▶ Exclusion from any activities in which students are representing the school in the wider community eg: assemblies, excursions etc.
 - ▶ Parents seeking an exemption for their child not to comply with the dress code must make a written request to the principal each year.

The School is keen to maintain its positive public image within our community and to direct its time and energies for effective teaching and learning. With parental support our resources will not be wasted following up non-compliance with the Dress Code.

Uniform Policy

Swanbourne Primary School Dress Code

- ➔ Students are strongly encouraged to wear the school uniform at all times, as agreed through the School Council.
- ➔ All clothes worn to school should be clean, safe and appropriate for school activities.
- ➔ The wearing of jewellery is discouraged. In the interests of safety no dangling earrings or loose neck chains are permitted.
- ➔ Hair which is touching the shoulder must be tied back neatly.
- ➔ Footwear must be suitable for general activities, including sport. No thongs, beach sandals or high heeled shoes are permitted.

Students who do not conform to the stated dress code may be denied the opportunity to represent their school at official school activities such as excursions, social and sporting events.

School Uniforms

Items of school uniform can be purchased at the P&C Uniform Shop, located in the Stingray Block, on Monday mornings from 8.30-9.30am. Second hand uniforms are also available. Students whose families may experience financial difficulties regarding the purchase of a uniform should contact the school administration to discuss the situation.

Girls' Uniform

- ➔ Summer blue and white check dress available for all years.
- ➔ Royal blue polo shirt with Swanbourne logo and tartan skirt/skort
- ➔ Girls may also wear shorts.
- ➔ Black tights are preferred in winter.

Boys' Uniform

- ➔ Royal blue polo shirt with Swanbourne logo
- ➔ Royal blue shorts in Gaberdine Years K-4 and Microfibre Years 5-6

Sports Uniform

- ➔ Faction polo shirts (Red - Morrison, Green - Shenton, Yellow - Collins)
- ➔ Boys - Gaberdine shorts (K-4) and Microfibre shorts (5-6)
- ➔ Girls - Shorts as above or tartan skort

Tracksuits

- ➔ Unisex royal blue tracksuits in fleece are available for all years.
- ➔ Microfibre tracksuits are also permitted Years 5-6.

Hats

- ➔ Swanbourne Primary has a No Hat No Play policy. School hats are available in Medium or Large through the Uniform Shop.

