



Hawker Park Primary School

An independent public school

FAMILY HANDBOOK

2027

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Welcome to Hawker Park Primary School



Hawker Park, an Independent Primary School, was opened in 1982 and our motto, Together We Grow, has been in effect since 1991 when it was nominated by the Martin family. It is symbolic of the partnership between students, teachers and parents that we foster daily.

It supports the Classroom First Strategy which promotes Successful Students, Effective Teachers and Good Schools. As students spend much of their childhood here at our school, we invite you to be involved with us as partners in your child's education.

We provide not only an effective learning environment but a place where your children can thrive in social interactions with their peers.

Hawker Park is a strength based school where students are encouraged to strive to do their best in all their endeavours. We focus on strengths and we ask – How are you SMART? Above all, there is a belief that a commitment to respect, kindness and manners in all that we do, will enable us to grow together.

We currently cater for Kindergarten (5 days a fortnight for students who turn 4 years old by June 30) and Pre-primary to Year 6 (children must attend by law). Please be aware that although Kindergarten is not a compulsory year of schooling in WA, once enrolled, the expectation is that your child attends each session.

Hawker Park Primary School is spacious with modern, air-conditioned facilities and a natural bushland ambience. The School Crest (featured above) is of a Grasstree which are prolific in this area.



Dr Irma Roberts
Principal

Mr Andrew Etheridge
Associate Principal

School commences 8:30am sharp
Recess 10:45am - 11:05am
Lunch 12:35pm - 1:25pm (children eat lunch until 12:50pm then play)
Dismissal 2:50pm

Teachers are preparing work prior to the start of lessons so are not available for supervision in the morning. Students should arrive 10 minutes before the first bell. *Parents are asked not to enter classrooms.*

School Office Hours are Monday to Friday 8:00am - 3:30pm

School Contact Number (08) 9422 2000

Email HawkerPark.PS@education.wa.edu.au

Canteen Contact Number (08) 9422 2010

Check <https://www.education.wa.edu.au/> for information such as term dates.

Vision statement

At Hawker Park we work together, using respect, kindness and manners, to motivate, inspire and prepare all students to become positive, confident learners.

Hawker Park School Creed

To Hawker Park we come each day,
With school pride in every way.
Growing, learning, playing too,
We always try in what we do.
We help each other to get it done,
With teachers and parents we work as one.
We strive for the future, wherever we go,
Together we learn, Together we grow

Kindergarten and Pre-Primary message

Kindergarten and Pre-Primary

The early years of school provide the transition from the familiarity of your home to the new world of primary school. They provide the foundation of your child's education. Our aim is to provide a safe, warm and inclusive environment where each individual is respected, develops to their full potential, and displays a positive attitude towards learning. We encourage children to make the most of their opportunities and provide stimulating integrated real-life experiences. We encourage children to think for themselves and be independent at Kindergarten and Pre-Primary. Please do the same at home.

The first few days of Kindergarten

During our initial transition sessions (weeks 1 - 2), we encourage you to engage your child in an activity, then make goodbyes brief and positive. Be assured that tears (if any) will not last long - there is a lot to explore! Too many extra adults in the classroom can be daunting and in the early days we want to focus on the children.

To allow children to settle in smoothly to Kindergarten, we implement a transition timetable for the first two weeks. All children will attend full days by the third week from 8.30am - 2.50pm and this is when we ask parents to drop their child at the classroom door to be greeted by their teacher. This morning routine is in line with whole school procedure.

Please practice putting on shoes, using zips, buckles, buttons, opening up lunch boxes and water bottles at home. This will assist children to be independent during their day at school. The expectation is that children will commence Kindergarten toilet trained, unless extenuating circumstances prevail.

Kindy and Pre-Primary - Morning routine

Children must always be dropped off and collected from Kindergarten and Pre-Primary by an adult (not a sibling). If that person is not the regular parent or guardian, you must provide written instructions for the collection of your child. Please remain with your child until the commencement of the school day.

School uniform

Kindergarten clothing

The most appropriate clothing for Kindergarten is our unique “I’m a Hawker Park Kid” t-shirt, available from the uniform shop with any appropriate bottoms (mid-thigh or longer). Please clearly label all clothing.

Pre-Primary and Primary School uniform

All Pre-Primary students are expected to wear the school uniform as this is the first compulsory year of education. Primary students must also wear full uniform.

Footwear policy

Sneakers or joggers are encouraged as the best footwear. Soles on other shoes can be slippery for climbing and children may be asked to remove these for safety reasons when playing outside. Velcro fastenings are preferable, unless children are able to tie their own shoelaces.

Hat policy

All children are required to have a hat and leave it at school to comply with Hawker Park’s “No Hat, No Sun” policy. Kindergarten students can bring any hat from home but please note it will stay at school during the year.

Factions

Our factions are named after Australian authors:

Paterson (blue) Banjo Paterson

Lawson (red) Henry Lawson

Gilmore (green) Dame Mary Gilmore

Students are allocated to factions upon enrolment in Pre-primary and Primary. Students also participate in interschool competitions in athletics, netball, football and soccer. Parents are welcome to help with sport.

School uniform

Uniform Shop

Uniforms can be purchased from Lowes Warwick.

Located: Warwick Grove Shopping Centre.

Address: Erindale Rd, Warwick WA 6024

Phone: (08) 6116 8719

The school and P&C will not have any involvement in the sale of uniforms. For all sales of uniforms and enquiries on stock levels, please contact Lowes directly.

Dress code

Tops

- Hawker Park Primary school polo shirt
- Faction shirt
- Kindergarten only - "I'm a Hawker Park kid" shirt
- Year 6 only - Year 6 graduation shirt

Dress

- Hawker Park blue-check dress
- Hawker Park polo dress

Bottoms

- Plain navy blue shorts or skorts (mid-thigh or longer)
- Plain navy blue track pants or trousers
- **No** jeans or denim
- Plain navy leggings or tights may be worn under a garment only, not on their own

Jackets

- Hawker Park Primary school windcheater
- Hawker Park Primary school rain jacket
- Plain navy zip up or crew neck jumper, no hood

Footwear

- Sensible, closed-in sport-appropriate shoes
- Suitable flat sandals with ankle support

Hats

- Wide brimmed school hat must be worn for recess, lunch and physical education lessons 'No hat, no sun' policy applies
- Kindy only - any hat

Hair and accessories

- Hair should be clean, neat and free of artificial colour
- Hair below the collar must be tied up at all times, for health and safety reasons
- Stud earrings, sleepers and non-smart watches are the only appropriate forms of jewellery

Items not permitted

- Bike shorts/short leggings, branded clothing, cargo pants, denim or jeans, skirts, boots, thongs, nail polish, make-up, hooded garments, crocs
- Watches with communication facilities must be handed in to the front office each day as per mobile phone policy

School uniform

Uniform Policy

The school uniform (endorsed by the School Board) promotes a sense of school identity and pride, team spirit and equality. There is an expectation by our community the school uniform is worn by all Pre-Primary and Primary students every day. The School Board has requested the School sends a reminder to parents of students repeatedly not wearing the school uniform. If a child needs adjustments to their uniform, please contact the school.

Dress code



School polo



Navy trackpants
or pants



School dress



Zip rain jacket



Zip fleece jacket



School faction shirt



Navy skirt



"I'm a Hawker Park kid" Kindy
shirt



Navy shorts



Reversible bucket
hat



All items must be clearly labelled with your child's name

Attendance

Kindy Attendance

Please be aware that although Kindergarten is not a compulsory year, once you have enrolled you have made the commitment to attend each session.

Whole School Attendance

Students are expected to arrive at school in time to be ready for an 8:30am start. This includes being organised, settled, and prepared to begin learning promptly at the commencement of the school day. Regular punctuality supports a smooth start to lessons and maximises learning time for all students.

Student Attendance

“Student Attendance and Educational Outcomes; Every Day Counts” was prepared for the Department of Education by the Telethon Institute for Child Health Research, UWA in May 2013. The report was based on the attendance patterns of some 415,000 Government school students in WA. It tables some interesting points.

KEY FINDINGS

- 1. Disparities in attendance rates are evident from early schooling.** It is critical that good attendance patterns are established in the early years, particularly Kindergarten.
- 2. In all analyses, average academic achievement on NAPLAN tests declined as absence rates increased.** Every day of attendance contributes positively toward a child's learning. Gaps in student learning from one poor year of attendance have a flow on effect in future years.
- 3. Educators cannot improve attendance alone.** The community needs to recognise the importance of education. Absences for *birthdays, holidays in term time, appointments that could be done out of hours, for a day of rest after a busy weekend etc.* are not legitimate reasons for non-attendance at school.

Absences

If your child is absent, please notify the office using the absentee form on Compass or email hawkerpark.ps@education.wa.edu.au before 8.30am.

Attendance

Late Students

If your child arrives after the morning bell at 8.30am, they must sign in at the front office and receive a Late Note for the teacher.

Signing Students In / Out of School

Students are not permitted to leave school grounds without getting a Leave Pass from the front office, authorised by a staff member. On return to school, you must Sign In at the front office.

School communication

Compass

Compass is the main source of information from the School and Teachers. Download the Compass app to your phone to receive updates and important information. Please send any absentee notes via the Compass app or email the school hawkerpark.ps@education.wa.edu.au.

School Website

Our main communication with parents is through our Hawker Headlines which shares good news, acknowledges achievements related to our community, and conveys essential information. It is available on the website <https://hawkerparkps.wa.edu.au/hawker-headlines/>

Parent Teacher Meetings

You may discuss your child's development or any concerns informally or after school. Alternatively, you may wish to make an appointment for a meeting by emailing the classroom teacher.

Parent Information Evening

A Parent Information Evening is held in the second week of first term each year followed by our Welcome Picnic. During the year teachers are available by appointment to speak to you confidentially about your child's progress or about any issues or concerns that there may be.

School Communities

School Board

The School Board comprises of; the Principal, three staff members, six parents and two community members (12). The Board meets once a term to ratify the School Business Plan (priorities and direction for the following 5 years) and Budget, review and develop School Policies and other matters as they arise.

Parent Involvement

Parents are partners in the education process. We encourage parents to support school activities and events which will benefit their children. By being involved, parents develop a greater understanding of the aims and objectives of the program. Throughout the year, parents are invited to participate in various ways and help facilitate groups of students for specific learning purposes or incursions. Grandparents or other family members may volunteer, however, they will require a Working with Children check card.

Please indicate to your child's teacher if you would be interested in helping out in the classroom either through sharing your own skills and talents, or helping students with activities such as reading, sport or art or more functional tasks such as covering books.

Parents are invited to our Thursday assemblies which are run by the students and showcase their skills. Dates are advertised on the school calendar and are available on the home page of the website.

School Communities

Parents and Citizens' Association (P&C)

The Parents and Citizens' Association (P&C) is a dynamic group of people interested in the functions of our school. It provides much appreciated financial support through fundraising activities.

Currently, the P&C supports;
Canteen, Fundraising, Grants and Grounds Committees.

P&C membership is \$1 per family, and support is requested in the form of a voluntary contribution of \$30 per year per family.

P&C Meetings are held twice per term in the Hawker Hub at 6.00pm.

Canteen

The Hungry Hawker is run by the P&C Association with parent coordinator – Nikki Fitzpatrick. Volunteers are always encouraged and welcome.

Please click the link to be directed to the [Sign Up Zone](#) to volunteer your time.

Hungry Hawker, the school canteen, is available for all students (K-6) every Wednesday and Friday. Orders can be placed over the counter by 9.30am or online ([quickcliq](#)) by 8:30am.

Recess is available for Years 1- 6 and those that are pre-ordered are picked up by the children at the counter. Recess items can also be purchased over the counter at recess (10.45am-11:05am).

All lunch orders must be pre-ordered. These orders are delivered to the classrooms at 12.15pm (ready for lunch at 12.35pm). After the designated time for eating, children may come to the counter to collect pre-ordered afters (e.g. ice-creams) or to purchase.

Please note that children are limited to purchasing only one afters item per visit unless pre-organised by parents (i.e. for siblings).

For further details please call the canteen on (08) 9422 2010 on canteen days.

What to bring

- large backpack - to fit lunchbox, change of clothes (for younger students), and any work going home
- crunch and sip container - limited to fruit and vegetables only
- healthy recess in a separate container
- packed lunch every day - please no lollies or chocolate
- water bottle - a smaller sized water bottle, clearly labelled
- hat - to stay at school

Please label **ALL** of your child's belongings. If your child's name is on their property, we can easily return it to your child.

Reports

Student reports are emailed to parents of PP - 6 students at the end of each semester. Kindy children will receive a hard copy of their report.

Voluntary Contributions

We encourage all parents to pay the annual voluntary contribution, it is used for a wide range of class and school needs including reading materials, art, craft materials and sports equipment. We provide most text materials and work books; however, you will be required to provide some items for personal use.

If you are experiencing financial difficulties, please contact the Manager Corporate Services or the Principal to make alternative arrangements.

A breakdown of estimated charges for your child's participation in incursions, excursions and activities for 2027 has been included in the schedule below. Students only incur costs when they are involved in a particular activity. The amounts indicated represent the maximum charged for scheduled activities in 2027. Each year, in Term 4, you will receive an updated schedule for the upcoming year's charges.

CHARGES SCHEDULE – 2026								
Description	K	PP	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Swimming Lessons		\$85	\$85	\$85	\$85	\$85	\$85	\$85
School Photos	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$80
Dance	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40
Interschool Sport			\$10	\$10	\$10	\$25	\$25	\$25
Incursions and Excursions	\$100	\$120	\$120	\$120	\$120	\$120	\$120	\$160
EYE/PEAC (per course max)			\$10	\$10	\$10	\$50	\$300	\$300
School Camp								\$500
Instrumental Music (Identified Students)							\$130	\$130
Classroom Activities	\$40	\$50	\$50	\$50	\$50	\$50	\$50	\$50
Graduation Meal & T-Shirts, Yearbook								\$140
Total	\$260	\$375	\$395	\$395	\$395	\$450	\$830	\$1510

General Information

- Our school catchment area is bound by Erindale Road to the east and the Mitchell Freeway to the west. The northern boundary is the south side of Warwick Road, and the southern boundary is the north side of Beach Road.
- Applications for out-of-boundary enrolments are welcome and can be made by written application to the school prior to the end of term 3 of the preceding year. Birth certificates and Australian Immunisation Records (AIR) are required for enrolment. Please give at least one week's notice if you are leaving our school so that we can complete our documentation before your child's transfer to the new school.
- Parents are asked *not* to enter classrooms unless invited to do so by the teacher or a meeting has been organised. If you feel that you have a concern that is not adequately resolved with the teacher, please follow it up with the Associate Principal or Principal. We look forward to establishing positive relationships with your whole family.
- Mid way through Term 2, parent teacher interviews will be organised.
- Parents are asked to make an appointment to speak to the classroom teacher if they wish to discuss their child's progress or have concerns.
- Teachers will communicate with parents prior to the end of a semester if they believe a child will achieve a "D" grade in the end of semester report.
- Parents have been asked to approach the teacher first if they have queries or concerns and then administration should the issue not be resolved.
- A Parent Information Evening Term 1, Week 2, will coincide with the Welcome Picnic.
- For students of substantial Educational Needs, parents will be communicated with on a needs basis.
- Parents are to advise teachers of adjustments to their child's health and well-being which may affect their child at school.
- Dogs are permitted on the school site at Hawker Park Primary School but only if carried.

'FREE FROM' zones

To support a safe environment, Hawker Park is free from

- Smoking, vaping, drugs and alcohol - as are all Government buildings & grounds
- Mobile phones (there is no insurance cover for loss or damage of personal items of students by the Department of Education). Phones brought to School must be handed in to the front office and collected at the end of the day.
- Skateboards, e-scooters and scooters - for safety reasons.

Services

At Hawker Park, we provide the following services:

- School Chaplain – works with students and parents who may need support during grief, loss or difficulties. Parents are welcome to make an appointment through the school office. The chaplain facilitates programs on topics such as resilience but does not teach religion.
- School Psychologist – School psychologists are registered health practitioners who support the work of schools in enhancing student achievement, engagement and wellbeing. They apply their expertise in mental health, learning, human development, behaviour and school systems. School psychologists work in a range of diverse education settings with students, school leaders, staff, parents, the community and interagency partners. Please note, the School psychologist does not provide 1:1 therapy sessions.
- School Nurse – for health concerns and vision, hearing and general developmental screening of all Kindergarten and Pre-primary students (with permission).
- Dental Clinic – a free clinic located at Greenwood Primary School - 12 Merivale Way, Greenwood. Phone (08) 9203 5611.
- Canteen – operated by the P&C on Wednesdays and Fridays with parent volunteers. The canteen provides nutritious food incorporating the healthy food “traffic light” choices.
- Scholastic Book Club is coordinated by the P&C. The Book Club brochure, featuring age-appropriate selections, is distributed twice each term. A percentage of all purchases is returned to the school in the form of resources.

Publishing photos and images

Parents, please be aware that schools are not public places and Principals are responsible for everything that happens in and on school grounds. A reminder to everyone that you **must not take photographs or images of any child except your own.**

- Photographs taken at school should not be posted on social media if there is an image of another child in the photo, excluding your own.
- when taking images, focus on your child only.
- images that may include other students must not be placed on the Internet, social media or any other public display without the written permission of other parents involved; and
- to protect the privacy of all individuals, ensure no names are attached to any images

Thank you for your understanding and respect of other people. Please note this Policy is also available on the school's Website.

Code of Conduct

At Hawker Park Primary School, our Code of Conduct encourages all members of the school community to act with respect, kindness, good manners, care, and consideration for others. It also promotes following agreed rules and expectations that support the safety, wellbeing, and positive environment of our entire school community.

Such a Code of Conduct is based on the following assumptions:

1. Students demonstrate respect, kindness and manners.
2. Students adhere to our Playground, Safety and Health Rules.
3. No tackling games without adult supervision.
4. Students display conduct that is conducive to the growth and development of others.
5. School grounds, buildings and equipment are used respectfully.
6. Illegal and/or dangerous items are not permitted on school grounds.
7. Toys/other valuable items can only be brought to school with teacher permission.
8. Students consider their own safety and the safety of others in the classroom and playground.
9. Students follow directions from staff at all times.
10. Wearing of school uniform is compulsory. Only watches and stud or sleeper earrings may be worn. Refer to School Uniform Policy.
11. Mobile phones are handed in to the office. Students found using mobiles will have them confiscated and stored for parent pick up.
12. Hawker Park has a “good standing” requirement. Good standing is included in classroom agreements. If a child is (1) violent towards another child or is (2) disrespectful towards a staff member, he/she loses “good standing” hence would also lose the privilege of going on an excursion, camp, or any other extra-curricular or school social activity. A child can re-gain the status of “good standing” by making amends and behaving appropriately.

If concerns arise, which are rare due to the many preventative processes and programs we have in place, they are dealt with promptly and fairly. Mutual support is expected from students, parents and teachers to seek solutions and improvements. Under Department of Education Regulations, our Behaviour Support Policy has consequences that include Student Withdrawal, Suspension and Exclusion.

Where there is a severe breach of student behaviour (violence, obscenity, abuse, or breaking of the law) suspension can be incurred immediately.

Our Behaviour Support Policy is designed to optimise the learning opportunities for students and ensure a happy and productive school life.

School Priorities for 2027

THE 2027 SCHOOL PRIORITIES ARE:

Spelling, Gifted and Talented and Neurodiversity.

VALUES are highlighted throughout the year as the students are taught to care for the rights of others and to be responsible for their own actions. The School Chaplain plays a major role in our values education programme.

Values for Australian Schooling:

- Care and Compassion
- Responsibility
- Doing Your Best
- Respect
- Fair Go
- Freedom
- Honesty and Trustworthiness
- Integrity
- Understanding, Tolerance and Inclusion

LEARNING AREAS, SCHOOL DEVELOPMENT AND IMPROVEMENT PLANS

Our school follows the expectations of Government Schools in Western Australia. We set priorities through the School Business Plan and support the ethos and purpose statements of the Education Department. The West Australian Curriculum is implemented as appropriate.

There are eight learning areas in the WA Curriculum.

These learning areas include the following values:

- Knowledge and potential
- Self-acceptance and self-respect
- Respect and concern for others and their rights
- Social and civic responsibility
- Environmental responsibility

Health and Physical Education	Maths	The Arts
HASS (Humanities and Social Science)	Science	English
Languages other than English (LOTE) (Indonesian)		Technologies

Bring Your Own 1:1 Laptop Program

All Year 4, 5 and 6 students have the opportunity to bring a parent-purchased laptop to school for use in the classroom each day.

Current recommended models and specifications are available on our school website:

[Programs – Hawker Primary School.](#)

Suitable devices include:

- Apple Nero
- 11-inch or 13-inch MacBook Air
- The school's recommended Lenovo Windows laptop

Laptop specifications are quite specific, so please do not purchase a new or second-hand device until you are fully aware of the school's current requirements.

Devices may be purchased through JB Hi-Fi or another retailer, provided they meet the school's required specifications. We also strongly recommend ensuring that appropriate insurance is in place.

[JB Hi-Fi parent portal](#)

Second-Hand Devices

Second-hand laptops are acceptable; however, families must ensure that the model and specifications meet the school's current requirements. For Mac devices, macOS Mojave or later is required.

When purchasing a second-hand device, please consider its age and whether it is likely to remain suitable for the full three years of the program. For example, a device that is already seven years old when purchased will be ten years old by the time a student reaches Year 6.

Alternative Devices

To ensure consistency in classroom learning and technical support, devices that do not meet the school's requirements cannot be used as part of the 1:1 Laptop Program.

Homework

The Department of Education Guidelines suggest that homework can support higher levels of student achievement by extending the time available for students to consolidate skills and concepts learned at school. It may also extend the time available for the exploration of new ideas. Homework may be a means of furthering school-home relationships and assist in keeping parents informed about the student's learning program and progress.

At Hawker Park, we believe that if homework is given, it should not be more than about 30 minutes a day Monday to Thursday. Teachers may set homework that may include spelling, reading, maths and project work. At our parent information evening on Tuesday Term 1, Week 2, each year, teachers will inform parents of what they may expect in the form of homework for their child during the year.

Homework should not impinge on reasonable time for family, other pursuits or recreation.

If homework is provided, we firmly believe that it should be a positive experience for the student. Homework may assist with developing independence hence students should be able to complete the task with minimal parental assistance.

There will not be a punishment for a child who does not complete homework. Where possible, parents are asked to communicate to the classroom teacher if set homework could not be completed.

Parents at Hawker Park have a choice regarding whether their child is given homework or not. If parents do not wish their child to receive homework, they may request this in writing to the class teacher.

Extra curricular programs

Hawker Park offers a variety of extra-curricular learning programs:

- **SEN** (Student Educational Needs) early identification and intervention through screening in Kindy and Pre-primary ensures students' needs are addressed.
- **EYE** (Early Years Extension) Year 1 & 2 students
- **PEAC** (Primary Extension and Challenge) Students in year 4 are tested for possible attendance at extension programs in years 5-6. Students must choose courses in which they have an interest and an aptitude. As costs and transport to one of the four PEAC centres (Balcatta SHS, Padbury SHS, Graylands PS and Kinross PS) are the responsibility of the parents. Students need to maintain their normal schoolwork.
- **1:1 BYOD** (Bring Your Own Device) At Hawker Park we run a 1:1 BYOD program with students in Years 4, 5 and 6 using Apple or Lenovo laptops every day. The requirements of the devices can be viewed on the school website each year.
- **Instrumental Music** (Percussion and Clarinet) Students are tested in year 4 for weekly tuition in year 5 & 6 by visiting specialists. It is expected that students taking these lessons practise conscientiously.
- **Swimming** (In-term and Vacation) In-term swimming is compulsory and part of the students' physical education program and incurs some cost for bus hire (usually subsidised by the P&C) and pool entry. Vacation swimming is voluntary during October and summer holidays.
- **Excursions and Incursions** – provide students with engaging educational activities, music or sporting representation. They may incur some costs such as transport and/or entry fees. Generally, parent assistance is required to ensure appropriate ratios, however, siblings may not attend for legal purposes.
- **SMARTS Programme** (Strengthening Minds And Realising Talents and Strengths) Our mantra is "How Are You Smart?" Students are offered opportunities to enter competitions and excel in individual talents.
- **G&T** (Gifted and Talented Program)

Our Library is well-resourced. All classrooms have a computer and Smart TV with internet access. Students do not use the internet without adult supervision.

Health

Please ensure that once enrolled, your student's records are accurate and up to date (even temporary changes should be noted). Please include a mobile phone number in case of accident or illness.

Any medical conditions must be noted on the application form. Including conditions such as diabetes, epilepsy, anaphylaxis or other allergies.

Generally, medication will not be administered by school staff. However, if it is essential while your child is at school and there is a Medical Plan signed by a medical practitioner, the Principal or delegate will manage medication.

Due to limited staff, the large and increasing number of students requiring medication during school hours, and to ensure children do not miss their medication dose, we will be streamlining our process to help minimise disruption to learning time.

Medication will be administered at 12:30pm each day.

We ask you adjust medication times at home to align with this schedule, if possible.

A serious medical situation (for example, asthma or allergies) requires a Student Emergency Action Plan which **MUST** be completed by the parent, signed by a medical practitioner and updated each year or if conditions change.

If your child is injured or becomes sick at school, you or your emergency contact will be notified. If contact cannot be made in an emergency situation, an ambulance will be called and parents are expected to cover the cost. To minimise the spread of infection, please do not send your child to school when they are sick.

Children enrolling in Kindergarten must be up to date with all the scheduled immunisations for their age to be able to attend school. You will need to show your child's Australian Immunisation Register (AIR) Immunisation History Statement as proof of immunisation.

If your child is not immunised, please provide your Immunisation Exemption Form. Please be advised that during outbreaks of vaccine preventable diseases such as measles, the Department of Health may direct that your children not attend school for a period of time. In the case of measles, this is usually until 14 days after the onset of the rash in the last case.

Absences

If your child is absent, please notify the office using the absentee form on Compass or email hawkerpark.ps@education.wa.edu.au before 8.30am.

Health

Please keep your child home if they have any of the following infectious diseases:

- **Head Lice**
- **Whooping Cough** (runny nose, irritating cough in violent spasms)
- **Chicken Pox** (clear water-blobs becoming dry scabs)
- **Mumps** (pain/swollen salivary gland on one or both sides around neck/ear)
- **Measles** (a cold type set of symptoms with spreading red spots on face/hands)
- **Rubella** (sore throat and rash) also known as German Measles, please notify the school
- **Scarlet Fever** (bright-red rash, tiny sandpaper bumps, sore throat) can lead to Rheumatic Fever
- **Ringworm** (circular red area)
- **Impetigo** (red weeping sores which must be covered) also known as school sores.
- **Conjunctivitis** (creamy discharge in the eye, soreness) very contagious.
- **Gastroenteritis** (vomiting and diarrhoea) extremely contagious.

*If your child has **any** diarrhoea and/or vomiting they must be kept away from school for a 24 hour period.* For other illnesses, your doctor will inform you of the length of time you need to keep your child home. Please bring a medical certificate on your child's return.

Nuts and allergies

Hawker Park is an allergy aware school, which means we take steps to prevent students from encountering known allergens. You can access supporting information and resources from <https://allergyaware.org.au>.

Anaphylaxis - Several students attending our school have a condition known as ANAPHYLAXIS, which is a sudden, severe and potentially fatal allergic reaction to food, especially peanuts, tree nuts and other food. This condition is not a disease – your child cannot catch it.

The school strongly encourages you help to make our school environment allergy safe. You can do this by choosing alternatives to nut products for your child's lunch. Students **are not** to share food.

Bike safety

Hawker Park supports the Bikewest, Student Accident Prevention Foundation and Police policies regarding rider age in which students younger than **9 years** should not be riding unaccompanied to school.

Older students can ride, but parents are asked to ensure that:

- an adult accompanies them until competent
- the road rules are known by the student
- a helmet is worn and the bike is roadworthy
- the bike is locked into our bike racks (the school takes no responsibility for damage or loss)
- riders walk their bike on footpaths and in the school grounds and do not go in car parks

Outside school hours care

Zig Zags OSHC supports a fun approach to learning life skills and building self-confidence. Younger children are escorted to and from Zig Zags OSHC and their classrooms. Staff have first aid, asthma and anaphylaxis training. Children attending before and after school care will be offered a choice of healthy breakfast and afternoon tea. To enrol, please visit: www.zigazagsoshc.com.au.

Parking

For safety reasons, our staff/visitors car parks have cable gates. Parents must not pick up or set down students in our car parks as bays are reserved for staff use only. Parents dropping off or picking up children from Zig Zags OSHC may utilise the staff car park before 7.30am and after 4.00pm only.

Please do not park in the school driveways or across residents' driveways or verges. Street parking times are well sign posted. Be aware that our school is in a 40kph school speed zone. As well as the Kiss 'n Drive in Hawker Avenue, parents can use the carpark at Hawker Reserve or park on Kirkholm Way, Hawker Avenue (south end of oval) or the east side on Sanday Place. Please carefully supervise your children especially in the Kiss and Drive bays and when setting down and picking up students.

Birthdays

We enjoy making each child's birthday a special day. You are welcome to send in a special treat (e.g. Freddo Frog or bubbles) to be distributed at the end of the day. We would appreciate the handing out of birthday party invitations to be outside the classroom to avoid any potential upsets.

First aid procedure

We have staff members who are trained in first aid. All staff are committed to supporting student health and safety, and follow the procedures to the best of their ability at the time.

In the event of a serious accident:

1. A staff member to notify the school administration and call an ambulance (000) where required/situation dependent.
2. Parents/carers to be contacted as soon as practicable.
3. The principal or delegated staff member to determine which staff member will accompany the student in the ambulance if a parent/carer is not present.
4. Appropriate supervision of all other students must be maintained at all times.
5. An on-line school incident report be completed in accordance with Department of Education and school procedures.

Parents/guardians are responsible for covering any ambulance costs incurred.

Please ensure that all emergency contact details are kept up to date so we can contact you quickly if needed.

If offsite, a similar process will be followed and the school will be informed. The safety and wellbeing of all students is our priority.

Off-Site Activities or Excursions

1. The supervising teacher/staff member assess the situation and calls an ambulance (000) where required/situation dependent.
2. The school must be contacted as soon as practicable.
3. Parents/carers must be notified as soon as possible.
4. A staff member designated by the teacher-in-charge will accompany the student in the ambulance if a parent/carer is not present.
5. The supervising teacher will ensure the ongoing supervision and safety of the remaining students.
6. An on-line school incident report to be completed in accordance with Department of Education and school procedures.

We invite you and your family to enjoy many years of happy association with Hawker Park Primary School, as numerous families have before you, during the last 40 plus years!

Contact Information

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we
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