



**River Valley**  
PRIMARY SCHOOL

**ECE Parent Handbook  
2025**



**LEARNING TOGETHER**



# Message from the Principal

The River Valley Primary School Early Childhood Program focuses on high quality education in the Early Years. The Kindergarten program assists in the development of competent, confident and creative learners who grow to become responsible citizens. Students at River Valley Primary School access high quality programs, environments and pedagogical practices that acknowledge and respond to each child's uniqueness in the way they develop, grow and learn.

Educators use the *Early Years Learning Framework*, the WA Curriculum and their own professional knowledge to develop high quality programs that are aligned with whole school plans and initiatives, and tailored to community contexts. The Early Years program take advantage of relevant research evidence and are refined and enhanced through reflection, analysis of data and ongoing professional learning. Educators have high expectations for all children's learning and demonstrate understanding of the relevant guidelines, frameworks and curriculum materials and the relationship between these documents.


Students in early years continue to build foundations of effective communication (including Information Technologies), literacy and numeracy and are introduced to key ideas and concepts of other learning areas. Building effective learning and life skills require cognitive skill and strategies, social and emotional competence, cultural competence, physical and personal development and creativity to be addressed.

Our program compliments and motivate children's natural curiosity, sense of fun and zest for learning. Educators provide opportunities for students to learn through an orchestrated balance of play, deliberate, intentional and explicit teaching and spontaneous experiences and interactions. Curriculum experiences are active, engaging, challenging and connected to children's lives. Students are encouraged to make decisions and take risks in learning, show initiative, make choices, reflect, problem solve and persist. Kindergarten indoor, outdoor and temporal environments are used to enrich learning and reflect effective early childhood pedagogy for children of this age.

Educators' knowledge and ongoing assessment of each child's achievements, interests and dispositions are used to build on student's learning. Assessment is used to differentiate the curriculum to provide equitable learning outcomes for all children. Learning intentions are made clear to learners and educators encourage students to reflect on their learning and ways to improve in order to support individual children achieve their potential.

For children to build a positive sense of identity, considerations of belonging, being and becoming are evident in programs. Educators support students to build respectful, reciprocal relationships that promote a strong sense of social and emotional wellbeing and assist them in working productively with others. Wellbeing is sustained through effective transition processes that support children in moving from home and children's services to Kindergarten and Pre-primary and the wider school community.

Educators acknowledge parents as children's first educators and involve families in supporting student's learning and contributing to the program. In Kindergarten, collaboration and participation are important elements in sustaining parental involvement in children's learning. Effective partnerships with stakeholders that support children's learning and development are built on common goals and expectations, clear communication and mutual respect.



Carly Hernaman  
Principal

# Our School Behaviour Expectations

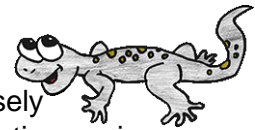


## **Resilience**

- Persevere before seeking help
- Learn to self-regulate and identify own emotions
- Give your personal best at all times

## **Responsibility**

- Set up ready to learn
- Manage your time effectively
- Use resources and equipment wisely
- Respond quickly to signal for attention or sirens
- Be aware of safety risks



## **Respect**

- Be an active listener and participant
- Greet and speak to others in a friendly manner
- Use appropriate voice volume and tone
- Consider and respect others opinions, feelings and personal space



# Important Dates/Times

## Term Dates 2025

<b>Term 1</b>	Wednesday 5 January – Friday 11 April
<b>Term 2</b>	Monday 28 April – Friday 4 July
<b>Term 3</b>	Monday 21 July – Friday 26 September
<b>Term 4</b>	Monday 13 October – Thursday 18 December

School Development Days will be ratified by the School Board and parents will be informed via Class Dojo.

## School Hours

<b>8:05am</b>	Classroom doors open; ECE gate open	<b>10:20am - 10:40am</b>	Recess
<b>8:15am</b>	Parents exit classrooms	<b>11:50am – 12:10pm</b>	Lunch Play
<b>8:20am*</b>	Start of School day – formal program commences; ECE gate locked	<b>1:10pm – 1:30pm</b>	Lunch (Eating)
		<b>2:25pm</b>	Bus students collected; ECE gate open
		<b>2:30pm</b>	End of day

\*Any students arriving after 8:20am MUST present at school Administration to be signed in.

If your child has an appointment during school hours, please present at Administration to sign them In/Out.

## Kindergarten Hours

<b>Semester 1</b>	<b>Tuesday &amp; Thursday, 8:20am – 2:30pm</b>
Term 1	Thursday 6 February – Thursday 10 April
Term 2	Tuesday 29 April – Thursday 3 July
<b>Semester 2</b>	<b>Tuesday, Thursday &amp; Friday, 8:20am - 2:30pm</b>
Term 3	Tuesday 22 July – Thursday 25 September
Term 4	Tuesday 14 October – Thursday 18 December





# Attendance

## Drop off & Pick Up Procedures

Please note that Kindergarten and Pre-Primary aged children must be delivered directly to the classroom by an adult. For their own safety, children should not be left unattended at any time before or after school. Our doors open at **8:05am** and you are welcome to enter the Kindy and complete an activity or read a book with your child/ren. We ask that parents/guardians exit the Kindy at **8:15am** to allow our formal program to commence at **8:20am**. The ECE gates will be locked at this time.

All students arriving after **8.20am** must register at Administration before joining their classmates. Lateness and/or absenteeism on a regular basis will be followed up by Administration, in the best interests of our students.

Please be prompt in picking up your child each day. Young children quickly become distressed if they have a long wait and staff require the out of session time to prepare, clean up and attend to non-teaching duties. Teachers often have regular, after school commitments. If for some reason you are going to be late picking up your child, please inform Administration as soon as possible. Please note that if you are late picking up your child, they may be sent to Administration to wait for you.

In case of emergencies, please contact us on **9586 0850**, so that suitable arrangements can be made.

Kindergarten and Pre-Primary students will not be allowed to leave the class unless accompanied by a parent or guardian. If someone other a parent will be picking up your child, as a one off incident, please ensure the school or teacher is notified.

If your child will be picked up by another adult on a regular basis, you will need to provide their details to Administration, to add to your child's contact information. Children will not be allowed to leave with any adult not listed on their contact information.

Please note:

Siblings under 18 years of age are not permitted to pick Kindergarten or Pre-Primary children up from school.

## Absences

The Department of Education requires a record of attendance for every student enrolled. When the student returns to school, parents are required to provide information explaining the reasons for their child's non-attendance.

If your child is unable to attend, please phone Administration on **9586 0850** or alternatively send an SMS via **Message You** to **0488 903 697**. Please include student name, date and reason for absence - "Family reasons" does not give sufficient information for the absence to be recorded and further information will be requested. If the reason is of a sensitive nature, please contact the school directly. Please do not use Class Dojo to inform an individual staff member, as they may not be

**Message You** is a system that uses mobile phone Short Message Service (SMS), to send text messages to parents/guardians notifying them of an unexplained absence of their child. SMS may also be used to provide information to parents for emergency situations and unplanned events, such as school closures.

When a child is absent and an explanation has not been provided to the school, before the time the SMS is due to be sent, you will receive a text message.

### How do I reply to an SMS message from the school?

When you receive an SMS, reply to the number and make sure that the text includes the student name, date of absence and reason for absence.

**Do not call the number as it is an automated system**, using a virtual number which is not manned by a person.

The school can be contacted by SMS 24/7 for student absences. **Please notify Administration immediately if your mobile number changes.**

### When is it OK to not go to school?

An OK reason is one that prevents your child from getting to school. This could include:

- your child is unable to attend because they are sick;
- attending cultural or religious observances such as sorry time and funerals;
- an unavoidable medical appointment;
- an unavoidable natural event such as flood waters, bushfire or a cyclone.

The principal decides if the reason given for your child's absence is acceptable, however, if the following reasons are given, these will all be marked as an **unacceptable reason**:

- is celebrating a Birthday;
- is visiting family and friends;
- has family and friends visiting;
- has slept in or had a big weekend;
- is looking after other children;
- has sport or other recreational activities that have not been approved by the school;
- has appointment such as haircuts and minor check-ups;
- The *School Education Act 1999* does not allow principals to give permission for families to take holidays during the school term. As students are required to attend school every day, time off for holidays is recorded as an absence.

If possible, routine medical and other health appointments should be made either before or after school, or during the school holidays.

### Do you need to let the school know if your child will be away from school?

Yes, you need to let the front office or classroom teacher know the reason why your child is going to be, or has been, absent from school, *as soon as possible*. Where possible, please discuss any upcoming absences in advance so we can let you know of important learning or activities your child will miss out on.

This requires a responsible person, usually a parent, to provide a reason for the absence within **three** school days.

Having information about why your child is missing school helps us plan for their return to school, and work out whether we can provide any further help to you.

***Surely 1 or 2 days absent a week doesn't seem much but this is how it is..***

If your child misses...	That equals...	Which is...	And over 13 years of schooling that's...
1 day per fortnight	20 days per year	4 weeks per year	Nearly 1 ½ years
1 day per week	40 days per year	8 weeks per year	Over 2 ½ years
2 days per week	80 days per year	16 weeks per year	Over 5 years
3 days per week	120 days per year	24 weeks per year	Nearly 8 years

***If your child is late 10 minutes a day - surely that won't matter or affect my child..***

Only missing just..	That equals..	Which is...	Over 13 years of schooling that's...
10 minutes per day	50 minutes per week	Nearly 1 ½ weeks per year	Nearly ½ a year
20 minutes per day	1hour 40minutes per week	Over 2 ½ weeks per year	Nearly 1 year
30 minutes per day	Half a day per week	4 weeks per year	Nearly 1 ½ years
1 hour per day	1 day per week	8 weeks per year	Over 2 ½ years

# Talking about your concerns

Communication between you and your school is an important part of your child's education. You should feel confident that we will listen and respond to your concerns, and work with you to resolve complaints. Contact your school as soon as you have concerns. Talking to your child's teacher, school administration or principal is the best place to start. Contact the school to arrange an appointment or if you prefer, email, phone or write a letter. You may be asked to put your concerns in writing if you need to tell us about multiple or complex issues.

## **Talk to your school's principal if:**

- you were not able to achieve a satisfactory outcome with the teacher or staff member;
- the matter is about the conduct of a teacher or staff member;
- the matter is about something impacting your child's education.

## **Talk to your school's education regional office if:**

- you believe that your concern was not resolved by the school;
- the matter is about the conduct of the principal.

You can find a list of education regional offices on our website – [education.wa.edu.au/contact](https://education.wa.edu.au/contact)

## **Make an anonymous complaint**

You can make a complaint anonymously, however, it may be difficult to resolve the issue if we can't talk to you about details of your complaint.

## **Access support**

Making a complaint can be overwhelming for some people. You can access support by phoning the complaints advice line on 1800 655 985. The Parent Liaison Office is able to provide support by acting as a liaison between schools, education regional offices, central services, parents and carers, and members of the school community. You can contact the Parent Liaison Office for advice at any time during the complaint handling process by email: [parentliaison@education.wa.edu.au](mailto:parentliaison@education.wa.edu.au)

## **How to make a complaint or get more information:**

Contact your school or education regional office. Find contact details: [education.wa.edu.au/schoolsonline](https://education.wa.edu.au/schoolsonline)

Phone the complaints advice line: 1800 655 985 8:30am to 4:30pm Monday to Friday

Make a complaint and understand the complaints process: [education.wa.edu.au/complaints](https://education.wa.edu.au/complaints)

If you are not happy with the handling of your complaint or believe the outcome is unreasonable, then you may wish to request an independent review at any stage throughout the process by contacting the Ombudsman Western Australia - [ombudsman.wa.gov.au](https://ombudsman.wa.gov.au) If you have concerns, talking to your child's teacher or principal is the best place to start.



# Medical Information

## Medical Information

All students with medical conditions are required to have a medical action plan. When the school is notified of a student's severe medical condition; relevant management plans are developed to manage the condition.

Should any students require medication, please attend school Administration to complete relevant permission forms.

## Illness and Injury of Children

During the school day children may receive an injury or become ill. When this occurs, school staff treat the child to the best of their ability.

Where an injury or illness is considered to be serious, school staff will:

- Apply first aid as deemed necessary.
- Contact the parent to advise them of the nature of the illness.
- If parents are not contactable, emergency contact numbers will be used.
- If this is still unsuccessful, continued efforts will be made to contact a parent while the child's well-being is monitored.
- If the injury or illness is deemed to require immediate medical treatment, the child will be transported to the nearest doctor or hospital, either by ambulance or private vehicle, while the parents are contacted.

Parents are responsible for any cost incurred for transport or treatment of their child.

## Allergies

***Please insist that your child does not share his/her food with others.***

We are an allergy aware school and within the student population we have some children who have allergies. You will be advised if there are particular foods to avoid sending to school as a result.

Within the school in 2024, but not the ECE classroom, we have students with the following food allergies:

- Ingesting ALL nuts
- Touching egg and egg based products (products that state "may contain traces of egg" are not of concern).

We request that parents consider not sending ANY nut or nut based products to school.

Please encourage your child to:

- Wash their hands after eating something their classmate or friend is allergic to;
- Not share food with friends who have a food allergy.

This will also be taught and reinforced in the classroom and across the school.

If you have any queries, please do not hesitate to contact Administration or the classroom teacher.

## Immunisation Records

***You are requested to provide a copy of your child's Australian Childhood Immunisation Register (ACIR) History Statement on enrolment.***

As your child completes further immunisations, please submit an updated record to the school.

# Early Childhood Program

Your child's time in the early childhood centre establishes the foundation for their attitude to learning and school.

The program is developmental, catering for each child's intellectual, social, creative and physical growth. The emphasis on "hands on" activities is essential for the development of pre literacy and numeric concepts.

Our centre aims to provide a warm, family atmosphere in which your child will feel safe and welcomed.

Parents are welcome to take an active interest in the Kindergarten. Your support is essential to creating a meaningful positive program for your child. The classroom teacher will advise the need for Parent Helpers, who must sign in at Administration.

Please feel free to settle your child in class, but we ask that you leave by **8:15am** to enable the class program to begin.

Students are required to bring:

- a water bottle containing water only,
- fresh fruit or vegetables for Crunch & Sip, together with healthy snacks for recess and a healthy lunch.
- A spare set of clothing to be kept in their school bag.



# Specialist Services

## School Psychologist

The main role is assisting teachers in achieving positive learning outcomes for all children. This may entail assisting children with social, emotional, behavioural or learning difficulties.

## School Nurse

The school nurse conducts screening of Kindergarten students and promotes and monitors the health of our students.

## Chaplain

River Valley Primary School has available the services of YouthCARE Chaplains, who are based at our school two days per week.

Chaplains care for the social, emotional, and mental wellbeing of students, families and staff both academically and in their social and family lives. They are qualified in pastoral care and youth work and respect all people, no matter who they are, where they are from, or what their personal belief system is.

As part of the enrolment process, parents/guardians complete a permission slip indicating whether the Chaplain is able to speak with your child, if required.

Parents/guardians are welcome to arrange an appointment to discuss any concerns. Please see the school office to make an appointment.

## Dental Service

The school dental service (Mobile Dental Therapy Centre Van) provides free ongoing preventative and general dental care for students turning 5 until the age of 17 or completion of Year 11 in WA government schools.

Parents will be notified when and where the mobile van is located in the area. An appointment will be forwarded to parents via the school.

All children enrolled with this service are welcome to attend the Dental Therapy Centre for emergencies, if required, where ever the van is at the time.

In the event that the Harvey Mobile Dental Van is not available for any emergency treatments, please contact the South Bunbury Dental Therapy Centre on **9721 1497** or a private dental practice.



# Personal Details

## Custody Issues

Notification in writing of custody issues is required at enrolment time.

If there are any changes to existing orders or any new orders the school must be notified immediately.

## Change of Contact Details

Please notify the school office of any change of address, email or telephone numbers as soon as possible. This will ensure efficient handling of any situation, which may require the parents to be contacted.

This is a legal requirement for all children enrolled in Government Schools and includes: change of address, emergency contact names and phone numbers, medical information and custody details.



# Parent Involvement

Parents are welcome at River Valley Primary School and encouraged to become actively involved in school activities.

Parental support is essential to assist in the running of sports days, educational excursions, canteen, class activities, library and the P&C.

**Please ensure you sign in/out at Administration before entering the classroom.**

## Parents & Citizens Association (P&C)

The P&C meet once term in the late afternoon/early evening. The aim is to keep all meetings as short as possible, but still provide a forum for parents to air their views. Cost for membership, with voting rights, is \$1.00 per year.

Parents are advised of meeting dates and times through the school newsletter and Class Dojo.

The P&C offers a forum where parents can contribute their ideas on school matters, and become involved in fundraising and social events.

It provides essential support to the school by operating a uniform shop and organising fundraising activities.

All parents are encouraged to attend meetings to contribute to the development and achievement of the P&C goals and support the educational programs of River Valley Primary School. The AGM will be held during Term 1, 2024 and parents advised of the names of the office bearers.





# Uniforms

The uniform shop is located in the canteen, in the undercover area and is operated by volunteers of the River Valley Primary School Parents and Citizens Association.

Please place a completed order form with full payment in the P&C locked box in the office and email [rivervalleypnc@gmail.com](mailto:rivervalleypnc@gmail.com). Alternatively, contact Natalie Norris, Uniform Shop Coordinator on 0400 228 778

## Boys

- Navy blue track pants.
- Short sleeve polo shirt with school logo.
- Navy blue jacket with school logo.
- Navy blue shorts.
- Navy blue hat with logo.

## Girls

- Navy blue track pants.
- Short sleeve polo shirt with school logo.
- Navy blue jacket with school logo.
- Navy blue skorts.
- Navy blue hat with logo.

We encourage Kindergarten students to wear the school uniform.



# Communication

Our main communication methods are *Class Dojo* and *Connect*. These platforms enable us to engage by sharing photos and videos of wonderful classroom moments. They create a positive school culture, by teaching and encouraging students to be ambitious and demonstrate the school values and skills of Respect, Resilience, and Responsibility.

*Connect* also gives the students a voice, as they can share and showcase their learning by adding photos and videos to their own portfolios.



*Class Dojo* is utilised as our free and frequent rewards for our whole school Positive Behaviour Support Program (PBS).

*Class Dojo* is also used as a communication tool to advise parents/guardians of relevant information, including upcoming events and excursions.

The *Class Dojo* app can be downloaded from the [Apple App Store](#) or [Google Play](#). Parents will be invited to connect to their child's class when the school year commences.



*Connect* is a secure online environment developed by the Department of Education for staff, students and parents in public schools.

This platform is used for a number of reasons however, the main purpose is so that we are prepared in the event of any move to online learning.

*Connect* gives our teachers a tool to deliver content to the students, via an online classroom. This means your children will be able to share with you what they are learning about, submit assignments and discuss issues together online anywhere, anytime. For you, *Connect* provides easy access to information relevant to your child's classes and learning.

Parents are able to use their parent account in *Connect* for secure access to their child/ren's Student Academic Reports. This option means parents can access current and previous reports from their child/ren's current and previous schools in one place.

The *Connect Now* app can be downloaded from the [Apple App Store](#) or [Google Play](#).

When the school year commences, you will receive your login details, via the email address we have on file. If there are any changes to your email address, please inform us by phoning **9586 0850** or emailing [rivervalley.ps@education.wa.edu.au](mailto:rivervalley.ps@education.wa.edu.au) so we can update our records.

If you would like to know more, please watch the short video clip on *Connect* at: <https://vimeo.com/connectwa/welcome>.

## School Administration

**Principal**

Mrs Carly Hernaman

**Manager Corporate Services**

Mrs Marilee Hall

**School Officer**

Mrs Paula Ewing

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