PARENT INFORMATION HANDBOOK
Welcome
School Vision and Purpose
School Times
School Contact Details
Assemblies
Attendance
Before and After School Care
Belongings
Bicycles
Booklists
Child Custody and Access
Class Meetings
Curriculum
Dental Service
Emergency Contact Information
Enrolment Procedures
Excursions and In-school Activities
Factions
Guitar
Hats
Homework
Hot Weather and Wet Weather
Leaving school early or during the day
Library
Lost Property
Medical Response Plans
Medications
Messages
Mobile Phones
Money and Valuables
Newsletter
OSHCLUB Before and After School Care at Caversham PS
Parent Help
P & C
Picking your child up from school
Reporting Students’ Learning
School Behaviour Expectations
School Council
School Road Safety
School Safety
School Uniform and Dress Code
School Watch
Sickness, Accidents and Health
Student Records
Support Services
Voluntary Contributions and School Charges
Appendix
1. Behaviour Management Years 1 - 6
2. Infectious Diseases
3. Parking Programme
Welcome to our school. We look forward to a long and happy association with you, and to working with you to ensure that your child’s time here will be enjoyable and rewarding. Parents play a very important part in a child’s education and you are always very welcome to visit the school to discuss the educational programme and your child’s progress. Please keep in touch with us.

Other ways you can help are:

- Show interest in what your child achieves at school
- Help you child to develop the habit of getting things done
- Help your child form opinions.

Your child is a unique and special person. Please don’t make comparisons with other children.

VISION

We have a vision that as a school community we will teach, learn and reflect society’s expectations whilst embracing educational change through a supportive environment that recognises and acknowledges individual needs and achievement.

PURPOSE

Our purpose is to ensure that the students at Caversham Primary School reach their individual potential by developing personal attributes and skills to become citizens with a positive attitude towards life long learning.

SCHOOL TIMES

The school day commences at 8.45 am. All students should be in their classrooms and ready to start lessons by this time. If children are late to school they miss roll call, morning routines and activities that set the context of the day. They are also registered on the system as being late.

The Caversham Primary School English Plan outlines the manner in which English is taught across the school. It emphasises the explicit teaching of skills across all areas of English in a planned, systematic and instructional manner. The English Block occurs from 8.45-10.40 am and is as free from interruption as possible. In creating this interruption free block, Teachers have the opportunity to conduct explicit English teaching supported by Education Assistants and Support Teachers. This is particularly important in our Early Childhood area.

Students should NOT be on school grounds before 8.30 am as there is no teacher on duty until this time.

At the end of the day ALL students must wait outside the Library until they are collected by an adult.

Before-and-after school care services, provided by OSHClub are available onsite to provide supervision outside of these school hours. Please see Before-and-After School Care in this booklet for details.

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>8.45 am</td>
<td>School commences</td>
</tr>
<tr>
<td>8.45 - 10.40 am</td>
<td>Whole School English Block</td>
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<tr>
<td>10.40 – 11.00 am</td>
<td>Recess</td>
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<tr>
<td>12.45 – 1.25 pm</td>
<td>Lunch eating time/break</td>
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<tr>
<td>3.00 pm</td>
<td>School finishes</td>
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SCHOOL CONTACT DETAILS

Address: 65 Coast Road West Swan WA 6055
Phone: 92502711    Fax: 92502416    Website: www.cavershamps.wa.edu.au
ASSEMBLIES
Assemblies are held every fortnight in the school undercover area for Years PP - 6. The times, dates and the host class are printed in on the Term Planners sent home with the School Newsletter.

All classes take turns to host the assemblies and present class items. Honour Certificates are also presented at these assemblies. Parents, relatives and friends are very welcome to attend. We ask that younger children accompanying parents be supervised so that their behaviour does not detract from the performing class’s efforts. Please remember to turn off your mobile phone.

ATTENDANCE
Attendance at school is compulsory from the beginning of Pre-Primary – Year Six. Parents are required to send a note to explain all absences. Staff also appreciate it when parents ring the school to let them know that their child will be absent for a particular period of time. Students who arrive after 8.50 am must be accompanied by an adult when going to the Office to collect a ‘Late Note’ that is presented to the class teacher. Students leaving early must also be signed out in the Office by an adult. Teachers are required to monitor student absences and lateness on their rolls. When concerns and patterns emerge, parents are contacted. You may notify the school of your child’s absence by email to cavesham.ps.absentees@education.wa.edu.au or via the electronic form available on the website.

The School Education Act 1999 requires that an explanation of a student’s absence is provided within three school days from the start of the absence.

Extended holiday periods must be negotiated and authorised by the Principal. In the event that an absence is negotiated and authorised but is then extended beyond the date agreed, the additional absences will be marked as an Unauthorised Vacation. All requests must be placed in writing addressed to the Principal.

BEFORE-AND-AFTER SCHOOL CARE
OSHClub currently operate a Before-and-After School Care at Caversham Primary School. They are open from 7am – 9am and then again from 3pm – 6pm during school term. Families must be enrolled to attend the program. Parents can create an account online at www.oshclub.com.au. All bookings and cancellations can also be managed via your online account. For on the day bookings parents must contact the Coordinator directly on the contact number below.

OSHC program phone: 0428 779 868 Coordinator: Lisa
OSHC Head Office: 03 85649000

BELONGINGS
We do not encourage students to bring unnecessary money, toys or personal valuable items such as Mobile Phones to school. The school takes no responsibility if students choose to bring these items into the school grounds.

Mobile Phones must be handed in at the Office upon entry to the school grounds and collected at the end of the day. If students are to be found with a mobile phone in his/her bag or out in the playground, they will be asked to hand the phone over to staff. Parents will then be contacted and asked to collect the phone from the Office.

Parents are advised that the school has a “no liability” stand on valuables such as wristwatches, electronic equipment and toys that are lost or damaged if brought to school.

BICYCLES
It is requested that parents do all they can to ensure that children are conversant with the rules of the road (as applied to cyclists) before they permit their children to ride their bicycles on the open road. Children should always wear a helmet when riding their bikes to and from school. Students must walk their bikes to and from the bicycle rack. Bicycles are stored at owner’s risk. The school cannot take any responsibility for bikes. All bikes and scooters must be placed on the bicycle rack, they cannot be stored in the administration block.
BOOKLISTS
We distribute booklists in November each year for the following year. It is essential that students come to class fully prepared. Borrowing of other student’s equipment is discouraged. Parents do not have to buy items from the supplier of the booklist. These can be purchased from other suppliers provided they are the equivalent of what is on the list.

CHILD CUSTODY AND ACCESS
Custodial parents are expected to provide the Principal with information about custody and access. This is vital. Custodial parents need to be aware that non-custodial parents have the right to access students’ reports etc. unless prohibited by a specific court ruling, which has been sighted and recorded at the school. Please notify the school administration immediately if there has been a formal change to access/custody arrangements.

CURRICULUM
The school has developmental programmes for students in all learning areas. Programmes within Caversham are linked to the Western Australian Curriculum. Staff plans ensure that the curriculum is balanced and appropriate.

DENTAL SERVICE
See section on Support Services.

EMERGENCY CONTACT INFORMATION FORM
Parents are requested to complete the enrolment form with all information, including mobile telephone numbers and emergency contacts at the time of enrolment. The information provided enables us to make contact with a parent or caregiver if students are hurt or ill. Please let us know as soon as possible if any of your contact information changes.

In an emergency the school may call an ambulance on behalf of the parent. This means that the parent may be faced with an account from St John’s Ambulance.

ENROLMENT PROCEDURES
Please let the Office know as soon as you decide to enrol your child at Caversham Primary School. When you enrol your child, you will need to produce your child’s birth certificate, immunisation records, documented proof of address and details of any provision for duty of care for your child. Children must be enrolled with the name on the birth certificate (legal surname). All schools are staffed on current and estimated enrolments so it is important that we are able to keep our register up to date.

EXCURSIONS AND IN-SCHOOL ACTIVITIES
A well-rounded educational programme includes an experiential component. As such every effort is made to invite cultural and educational groups to the school and to take children on excursions to support the learning program. There is usually a charge made to cover the costs of these activities. The maximum cost for such activities is listed in the Voluntary Contributions and Charges Schedule sent home in December each year.

Children are not permitted to leave the school grounds on school excursions without the written consent of their parents. The school will issue information sheets and permission forms for all excursions.

FACTIONS
All students belong to a faction. These factions are named after the first three Principals of our school.

The Factions are:

**ARNUP** – blue
**BODLEY** – white
**CAREW** – yellow

GUITAR
The school has a guitar teacher who works with small groups of senior students. Students are selected on the basis of a music aptitude test administered towards the end of Year 5.
HATS
The school’s Sun Protection Policy “No Hat No Play” requires children to wear a broad brimmed, bucket or legionnaire’s hat all year round. No caps allowed.

HOMEWORK
Homework is set on a class basis. It is suggested that students read each night in addition to homework set by the class teacher.

HOT WEATHER AND WET WEATHER
Hot weather procedures – students are encouraged to play in shaded areas and to drink water frequently throughout the day.
Wet weather procedures – students are encouraged to remain in covered areas during Wet Weather.

LEAVING SCHOOL EARLY OR DURING THE DAY
If it is necessary for your child to leave school throughout the day, a note must be sent to allow your child to leave school for any reason at any time other than dismissal time. Once a child has arrived in the school grounds, they are not allowed to leave without written permission. Parents are required to sign the register in the office when removing children from the school and collect an Early Departure Note. This is then given to the classroom teacher. If your children go home for lunch, you must notify the class teacher in writing. If a student is arriving late, an adult must sign the register that is located in the Office, and complete a ‘Late Note’ to be given to the classroom teacher.

LIBRARY
Each class (PP-6) visits the library to borrow books at least once a week. Each student therefore requires a library bag to ensure the protection of the book.
NOTE: Lost or damaged books will incur a replacement cost for which parents are liable.

LOST PROPERTY
All lost property is taken to the Office Foyer and placed in the lost property box. If we find names on the items, we endeavour to return them to the students. Parents are asked to make certain that all of their child/ren’s clothing and belongings are clearly labelled.

MEDICAL RESPONSE PLANS
Some students may require a Medical Response Plan for conditions such as chronic asthma or anaphylaxis, so that appropriate medical intervention can occur. If this applies to your son/daughter please inform the school administration so that an appropriate plan can be developed.

MEDICATIONS
It is preferable for students requiring medication to do so at home under parent supervision. However, if your child requires medication at school, please complete the necessary forms at the Office. Written instruction (form available) must be given to the school and a daily dosage needs to be supplied. Please note: for Prescription drugs the form must be signed by your doctor. We cannot dispense medications that are not clearly labelled with the name of the medication, the times etc and the name of the child. If your child requires regular Asthma medication this should also be discussed with your child’s teacher and Principal. We will put in place a plan to cater to your child’s needs. All medications, apart from Asthma, must be stored in the Office.

MESSAGES
Messages can be sent to teachers in any written form. Telephone messages through the Office to your children during the day should only be requested on an emergency basis.

MOBILE PHONES
See Belongings

MONEY AND VALUABLES
All money paid to the school for class activities or school programmes must be sent in a sealed envelope clearly marked with the child’s name, class, amount and purpose along with the permission slip, signed and dated. This is given to the classroom teacher. No money will be accepted at the office.

Parents are advised that the school has a “no liability” stand on valuables such as wristwatches, electronic equipment and toys that are lost or damaged if brought to school.
NEWSLETTER
The school newsletter is sent home every fortnight via the eldest child in the family and contains information about the school’s activities and policies. A Term Planner is included each term. If you do not receive a copy of the newsletter please collect a copy from the Office or visit the school website at www.cavershamps.wa.edu.au. We encourage parents to subscribe to the e-newsletter via the website. The newsletter is delivered straight to your email inbox fortnightly. A hard copy is sent home with your eldest child so you have easy access to ordering forms for events etc.

PARENT HELP
We are always pleased to welcome parents and friends in classrooms and around the school to help with a variety of activities. These include:
- assisting in the classrooms with the language programme, reading or telling stories.
- help in the art and craft programme
- helping classroom teachers where required.

Please contact the classroom teacher if you would like to help.

P & C ASSOCIATION
Throughout the years Caversham Primary School has been ably supported by parents. Although the Government does provide funding and equipment a proportion of the schools resources is supplied by the P & C Association through money raised by the voluntary efforts of the parents interested in the well being of the school. The Association works in close liaison with the Principal and extra equipment and resources for classrooms are purchased and replenished from time to time. For an effective P & C to be operating parental assistance with all P & C activities is greatly appreciated.

PICKING YOUR CHILD UP FROM SCHOOL
Please notify your child’s teacher of any arrangements if another adult, or a regular caregiver is to collect your child/ren. It is best for written authorisation to be given if any changes occur. Please make sure your child is collected as close to siren time as possible. Children get very anxious if they are waiting for a period of time outside the Office. Siren for the end of the day goes at 3.00 pm sharp. If picking up your child/ren is not possible at siren time then please make use of the Before and After School Care facility that is operated at the school. OSH Contact details Ph: 92613200

REPORTING STUDENTS’ LEARNING
Parents are provided with opportunities throughout the year to receive feedback about student learning. These include:

- Term 1- Interim Reports
- Term 3- Learning Journey
- Term 2- Semester 1 Report
- Term 4- Semester 2 Report

Parents of students requiring additional support will be contacted in Term 1 to attend an interview and to develop an Individual Education Plan for their child with the class teacher. All parents are welcome to make an appointment at any time to discuss their child’s progress. Please see your child’s teacher to arrange a convenient time.

SCHOOL BEHAVIOUR EXPECTATIONS

• We are Achievers  • We are Respectful  • We are Responsible  • We are Safe  •

At Caversham Primary School, parents, caregivers and teachers are united in the belief that all teachers have the right to teach, and students have the right to learn in a safe, orderly and positive environment.

Effective student behaviour management, therefore, aims to foster and develop student responsibility for their actions by rewarding positive, courteous and responsible behaviour. It also seeks to administer fair and consistent consequences for those students who choose inappropriate or disruptive behaviours.
SCHOOL COUNCIL
The School Council is formed with the fundamental purpose of enabling parents and members of the community to engage in activities that are in the best interests of students and that will enhance the education provided by the school.

The main functions of the School Council:
- To monitor the school’s strategic direction.
- To approve plans and school policies of a strategic nature.
- Review the expenditure of the school
- To monitor the implementation of the plans and school policies.
- To advise the Principal about strategic matters.

Members of the School Council consist of:
- Staff representatives.
- Parent representatives.
- The Principal
- A Community Representative.

SCHOOL ROAD SAFETY
Please be aware of the 40 km per hour zone on the street surrounding the school. Parents, caregivers and bus drivers are asked to abide by the following guidelines when dropping off and pick up children. Please park your car in the “Parking” sections on the street. A copy of the Parking Policy is attached at Appendix 3.

SCHOOL SAFETY
After School Safety Rules
Please discuss the following with your child:
- Children are to remain at the library building until they sight their parent.
- Children are not permitted to play on any playground equipment unless supervised by a parent or guardian after the school siren.
- Please ensure that your child knows who will be collecting them after school.
If you have any queries regarding this procedure please see the classroom teacher.

SCHOOL UNIFORM AND DRESS CODE
This dress code is endorsed by the School Council and P & C Association is a part of our school's promotion of a strong sense of belonging to a great school community.

GIRLS: Royal blue wrap-around skirt/skort or pants
  - Gold Caversham T-shirt, polo shirt or skivvy
  - Royal blue shorts.
  - Blue checked dress
  - Royal blue jumper or zip jacket
  - Royal blue Caversham tracksuits

BOYS: Royal blue shorts
  - Gold Caversham T-shirt, polo shirt or skivvy
  - Royal blue jumper or zip jacket
  - Royal blue Caversham Tracksuits

School uniforms are available for purchase at the school on Monday afternoons from 2.30pm -3.30pm and Thursday mornings 8.30am - 9.30am or by leaving a completed uniform order at the office with payment in a clearly labelled envelope. Parents are asked to order uniforms in advance if possible as the uniform shop is run by volunteers.

Second-hand uniforms are available from the Gold Coin Shop which is operated by Senior Students.

Please note:
- No name brand clothing or jewellery – studs and sleepers to ears only.
- Please ensure your child is wearing safe footwear. No thongs, slip-ons or raised heels.
- Students are discouraged from wearing nail polish or make-up.
- Long hair needs to be tied back.

SCHOOL WATCH
Parents and neighbours are asked to report any suspicious activity at school to the School Watch Hotline on T: 1800 177 777 or Police: 131 444

SICKNESS, ACCIDENTS AND HEALTH
If your child is sick please do not send them to school. They often become distressed and would be more comfortable at home or with a friend or relative. If your child is hurt or becomes sick at school, we will contact you if we feel they would be better off at home as we do not have the facilities or staff to nurse and supervise students. Should your child require medical assistance and we cannot contact you, we will call a local doctor or ambulance. Please keep the school updated with your current work and home phone numbers and let us know of any changes to your emergency contact details and mobile. This enables us to keep up to date records of important information affecting your child’s welfare. We will ring the emergency contact in the event of not being able to contact parents/guardians.

Measles, Mumps, Chicken Pox etc
We also need to know if your child has contacted any childhood diseases as these diseases are quite contagious and carry with them exclusion periods from school. Family members may also be excluded for a period of time if a brother or sister is infected. Please check with the Office (See Appendix 2).

Head Lice Please inspect your child’s/children’s hair on a regular basis. If your child has head lice please contact the school for information about how to treat them. Do not send your child to school until they have been treated and lice and eggs removed. It is a time consuming process to get rid of lice in a school and therefore head lice are best treated early before more children get them and the cycle continues. The school will inform you of any occurrence of head lice in your child’s class.

STUDENT RECORDS
The school maintain a Pupil Record Folder for each child. The folders contain enrolment information; copies of student assessments and reports; any relevant documentation related to a student’s learning needs and special education programmes; and any medical information provided to the school by you or your child’s practitioners. The Pupil Record Folder serves as a cumulative record of your child’s schooling.

SUPPORT SERVICES
The following services are available through the school free of charge. These are:

School Psychology Services – This service assists our school to improve learning outcomes for all students through the application of specialist educational counselling and Education Psychology Services to assist with the academic, social, emotional and behavioural needs of students, in matters related to the child’s schooling. This service is accessed via the school administration.

School Health Services – All students in kindergarten are offered vision and hearing screening. If you are concerned about your child’s vision, hearing, growth or development and wish for your child to be assessed, please discuss this with the class teacher. A “Referral to Community Nurse” form needs to be completed and signed by the parent/guardian prior to any health assessment.

Dental Service – Dental treatment is available through the Dental Therapy Clinic located on the grounds of Guildford Primary School. Parents will be asked to fill in Dental History sheets prior to treatment. Contact Phone: 92795869.

SCHOOL CHARGES AND VOLUNTARY CONTRIBUTION
Voluntary funds are used towards the cost of materials, services and facilities used by students in the educational programmes. Please see attached scheduled Voluntary Contributions.

School charges cover the cost of educational programmes offered by the school, such as swimming and dancing lessons, incursions and excursions. Please refer to the Voluntary Contributions and School Charges Schedule sent home in December each year for the following year to find a full list of possible charges throughout the year.
APPENDIX ONE

CONSEQUENCES FOR A BREACH OF CLASS CODE OF CONDUCT

1. First Formal Warning (Name on board)
The student is issued with a Formal Warning for inappropriate behaviour. No consequence is given.

2. Second Formal Warning (Tick on board)
The student is issued with a second Formal Warning for inappropriate behaviour. No consequence is given, however the student is reminded that a further breach will result in a ‘Time Out.’

3. In-class Isolation (Time Out)
The student is issued with a 5-10 minute ‘Time Out’ at a designated area within the classroom. At the completion of the ‘Time Out’ the student will be asked to complete a ‘Think Sheet’ to reflect on his/her behaviour and serve as a basis of discussion with the classroom teacher.
Note: When a student receives 3 ‘Time Outs’ during a term, contact is made with parents/caregivers by the classroom teacher.

4. Out-of-class Isolation (Buddy Class)
The student is sent to a ‘Buddy Class’ to serve a period of isolation (Time to be negotiated). On return to the classroom, the student may be asked to complete a ‘Think Sheet’ to reflect on his/her behaviour and serve as a basis of discussion with the classroom teacher.
Note: When a student reaches the ‘Buddy Class’ stage, contact is made with parents/caregivers by the classroom teacher.

5. In-school Isolation (Administration Team)
The student is sent to the Administration Team to serve a period of In-school Isolation within the Office for the remainder of the day. Work is to be supplied by the teacher for the student to complete.
Note: When a student reaches the ‘In-school Isolation’ stage, contact is made directly with parents/caregivers by the school administration to discuss the situation. Formal written notification or phone notification is given to the parents outlining the specific nature of the incident(s).

Additional consequences- e.g. Suspension/withdrawal of privileges etc
If the student’s inappropriate behaviour escalates, contact is made with the parent/caregivers and additional consequences are administered at the discretion of the school administration.
Infectious Diseases
The following diseases require exclusion from school: -

- Conjunctivitis
- Chicken Pox
- Rubella
- Measles
- Mumps
- Influenza
- Trachoma
- Ringworm
- Mumps
- Headlice
- School Sores

For your information a list of the more common infectious diseases and their exclusion periods is included. If your child is diagnosed with an illness and you are unsure if there is an exclusion period please contact the school office to enquire.

Conjunctivitis
Exclude from school until discharge from eyes has ceased.

Chicken Pox
Exclude from school for at least 5 days after vesicles (rash) appear and until vesicles have formed crusts. Note that crusts alone do not warrant exclusion.

Infectious Hepatitis (A)
Exclude from school for at least one week after onset of jaundice or two weeks after onset of symptoms (if not jaundiced.) Extra exclusion may apply for high risk groups please consult the school office before returning student to school.

Impetigo (School Sores)
Exclude from school for 24 hours after antibiotic treatment commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing.

Influenza-like illness
Exclude until symptoms resolved.

Measles
Exclude for 4 days after the onset of the rash, in consultation with Public Health staff.

Mumps
Exclude for 9 days after onset of symptoms, in consultation with Public Health staff.

Head Lice
Exclude from school until after treatment has commenced and live lice have been successfully removed from hair. Contacts: Family contacts will probably be infested and should be treated accordingly. Cooperation is sought from all parents to prevent the spread of head lice. Ultimately it is the parents’ responsibility to ensure that their children are not affected. Control of the problem is only possible if all parents regularly check their children’s hair. This should be done at least weekly, preferably on a Friday.

Ringworm
Exclude until person has received anti-fungal treatment for 24 hours.

Rubella (German Measles)
Exclude for 4 days after onset of rash.

Whooping Cough (Pertussis)
Exclude until 5 days after an appropriate antibiotic treatment, or for 21 days from the onset of coughing.

General Note - Check with the Principal for the length of exclusion in each case. If in doubt, consult your doctor. Children suspected of having an infectious disease will be sent home.
WHAT IS THE PARKING PROGRAM?

In the interest of providing the safest possible environment for all students at Caversham the school has designed a parking program to assist in minimising the number of junior students required to cross the main road before and after school.

HOW CAN PARENTS HELP?

The school asks that parents use this brochure as a guide to where they will park to set down and collect their children.

HOW DOES THE PROGRAM WORK?

The carpark areas of the school have been divided into areas in relation to the age of students. Parents are asked to park in the area designated in relation to the youngest student they are collecting.

WHAT TO DO IF THERE IS A SHORTAGE OF PARKING?

If there is a shortage of parking for a particular age group resulting in younger students being required to cross the road, parents are advised to collect their child/ren from the school and walk them across the road.

Designated Areas for parking –

**Kindergarten/Pre-Primary Students:**
Students who attend the Pre – Primary and Kindergarten Centre are provided with parking near the Centre. Access to this area is via a driveway on the left hand side of the Pre – Primary / Kindergarten.

**Families that have youngest child in Years 1 – 3:**
Families who have a child attending the school in Years 1 to 3 are encouraged to park on the same side of the road as the school is located. As younger children seem to make a bee-line straight for their parents they are not always looking out for cars on the road.

**Families that have youngest child in Years 4 – 6:**
Families who have a child attending the school in Years 4 – 6 are encouraged to park on the road opposite the school. It is recommended that these students are educated in the safety rules of crossing the road. This also encourages the senior students of the school to take responsibility for their own safety.

**Disability Parking:**
The parking bay indicated by the disabled parking sign on the map overleaf has been set aside to provide convenient parking for students/adults with disabilities. **No parents are to drop off or pick up from the staff carpark unless you or your child has a disability, this is for the safety of all students.**
PARENT PARKING FOR STUDENTS YEARS 1 - 3

PARENT PARKING FOR STUDENTS YEARS 4 - 7

GARDENER AND SPORT SHEDS

ADMINISTRATION

STAFF PARKING
ONLY No dropping off or picking up of students from this area.

PARENTS ON SCHOOL BUSINESS

PRE – PRIMARY AND KINDY CENTER

PRE – PRIMARY AND KINDERGARTEN

Library