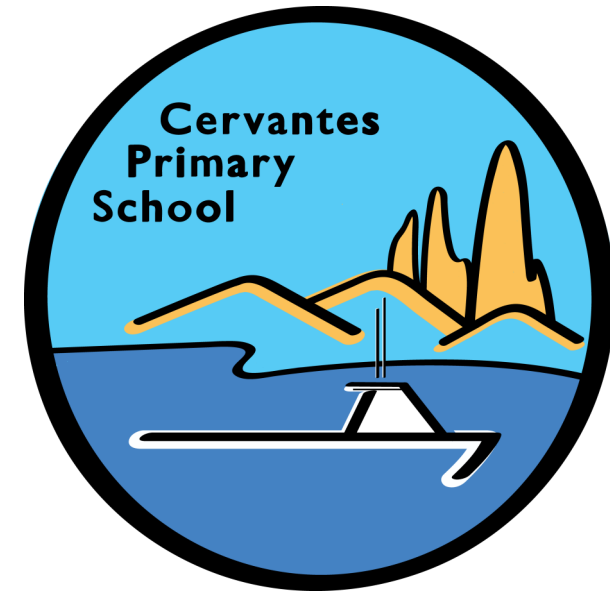


## OUR SCHOOL CREED

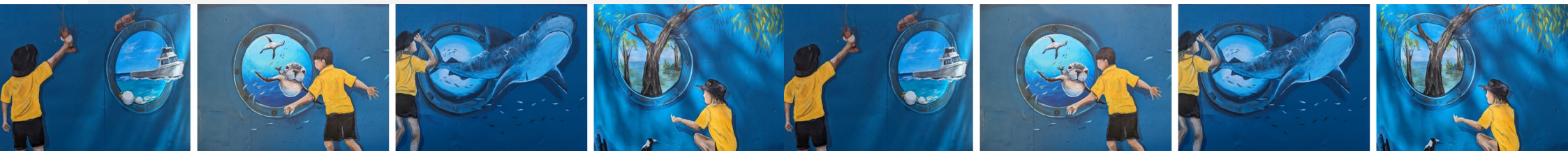
We at Cervantes Primary School  
Are learning and growing together,  
Respect and concern for each other  
Are our black and golden rules,  
As the ocean tides rise and fall  
Upon our shores,  
We enjoy the friendly atmosphere,  
At our school from year to year.



## 2024

### PARENT INFORMATION BOOKLET

26 Iberia Street, Cervantes, WA, 6511  
TELEPHONE: 9688 5000 MOBILE: 0400 350 086  
EMAIL: [cervantes.ps@education.wa.edu.au](mailto:cervantes.ps@education.wa.edu.au)



'THE PINNACLE OF LEARNING AND GROWING TOGETHER'

'THE PINNACLE OF LEARNING AND GROWING TOGETHER'

## WELCOME TO CERVANTES PRIMARY SCHOOL

Cervantes Primary School is a Level 3 school in the Mid West Region with an average enrolment of 50 students over the last three years. Multi age classrooms are kept to small sizes and supported with regular Education Assistant time. Numeracy and Literacy remain a focus with many resources directed to them, ensuring an individualised approach.

Traditions at Cervantes Primary include a summer Surf Carnival, involvement in the town ANZAC service, Year 6 leadership development, Mother's Day Afternoon Tea, Father's Day Breakfast, involvement in local Arts and Craft Festival, Year 6 Graduation celebrations and the End of Year Beach Party.

Our sea murals painted by a past student along with recent building improvements help make our school a colourful and inviting environment. Staff continually promote and explicitly teach our school values of Respect, Responsibility and Relationships across the curriculum. We often receive feedback from visitors about our friendly and polite students.

## OUR VISION

Our vision of 'The Pinnacle of Learning and Growing Together' reflects our unique environment and our mission to respect the individuality of each child and encourage them to succeed in a changing world. We are known for our collaborative approach between students, parents and staff to achieve each child's potential.



## 2024 TERM DATES

Term 1:	31 Jan - 28 March
Term 2:	15 April - 28 June
Term 3:	15 July - 20 Sept
Term 4:	7 Oct - 12 Dec

## SCHOOL DEVELOPMENT DAYS ( PUPIL FREE)

27 January - Term 1
26 April - Term 2
16 August - Term 3
7 October - Term 4
13 December - Term 4

## PUBLIC HOLIDAYS

March 4:	Labour Day
March 29:	Good Friday
April 1:	Easter Monday
April 25:	ANZAC Day holiday
June 3:	WA Day
Sept 23:	King's Birthday

## SCHOOL CONTACT INFORMATION

Address:	PO Box 42 or 26 Iberia Street Cervantes WA 6511
Email:	<a href="mailto:cervantes.ps@education.wa.edu.au">cervantes.ps@education.wa.edu.au</a>
Phone:	9688 5000
Junior Class:	9688 5008
Mobile:	0400 350 086

## PEAC

State wide testing is carried out in Year 4. If the results show a student sits in the top 3%-5% of the state, they will be given the opportunity to participate in extension classes throughout the year.

## STUDENT LEADERS

All Year 6 students are given the opportunity to be a student leader. They are invited to attend a leadership course in Term 1 and work with their Teacher and the Principal to plan how their leadership will look over the year.

If any Year 6 students demonstrate consistent negative behaviour they will lose the privilege of being recognised as a leader.

With the responsibility of leadership comes specific tasks:

- Rotation of jobs each week including; setting up and packing away Junior Class outdoor equipment, organising town rubbish bins for collection and sports equipment organisation.
- Host the last assembly of the year.
- Plan fundraising events throughout the year.

Our leaders are recognised at the Concert & Graduation Night and invited to a Graduation Dinner with parents and staff. There is also the highly anticipated Apple Bob at the Beach Party on the last day of the year.



## STAFF FOR 2024

Principal: Natalie Dennis

Teachers: Katrina Griffith & Anna Simione – Senior Class  
Carly Radford & Karen Lewis – Middle Class  
Hayley Curtin – Junior Class  
Kenichi Mori - LOTE

Assistants: Natasha Birch, Kara Isles

Manager Corporate Services: Stella MacKay  
School Officer: Jordy Thompson  
Library Assistant: Natasha Birch  
School Psychologist: Rose Tassone  
Chaplain: TBC  
Cleaner: Jo-Anne Wyatt  
Gardener: Rick Evans

## SCHOOL TIMES

School Day 9.05 - 3.20  
Recess 10.45 - 11.05  
Lunch 12.45 - 1.25  
Kindy Days Tuesday, Thursday (Semester 1)  
Tuesday, Thursday & Friday (Semester 2)

Every second Tuesday, Early Close is at 2.30pm.

We ask that students arrive by 8:50am and make their way into class. If they arrive before this time, they should sit in the undercover area and wait for their teacher to collect them.



## SCHOOL VALUES

Be Responsible  
Show Respect  
Build Relationships



## BEHAVIOUR EXPECTATIONS

- ✦ Consider the safety of themselves and others at all times.
- ✦ Display respect for people, property and the environment.
- ✦ Build relationships and work cooperatively
- ✦ Be punctual, prepared and well presented for class.
- ✦ Work responsibly and persevere in all activities.
- ✦ Be an active participant in the school community.

## REWARD SYSTEM

The School celebrates good behaviour each Friday afternoon with a half hour of Golden Time where the students choose a fun activity to participate in.

We also have a faction reward system where students earn points for their team and are acknowledged at assembly.

Students are also acknowledged for showing the school values weekly.

Students who continuously demonstrate good behaviour are invited to participate in an End of Term Reward activity.

## BEHAVIOUR MANAGEMENT POLICY

Each class follows a behaviour management procedure related to gaining or losing Golden Time, to reinforce the school's Behaviour Expectations and Values. During break times, students who are not demonstrating the values or rules are sent to sit out on the office veranda for 5 minute increments.

## DIGITAL TECHNOLOGIES



The students are provided with access to a range of teaching tools and learning opportunities through online services, including; an individual email account, access to the internet, digital resources and online learning activities. They will be asked to sign a Student ICT Usage Agreement annually.

Parents are asked to abide by our Social Media Code of Conduct to ensure our Facebook page remains a place to build upon our welcoming, informative school spirit and bring to everyone's attention the things that make our school great.

## PHOTOGRAPH PERMISSION

Parents are asked to complete a Media Consent form as part of the enrolment procedure. This consent allows us to publish images of your child in newsletters, on the school website, in social media and other media. If your consent changes please notify the school immediately.

## STUDENT SUPPORT

The school has access to numerous health professionals if parents and the school have concerns. Teachers or the Principal may discuss with parents a referral to the School Psychologist, Health Nurse, Speech Pathologist or Occupational Therapist.

## ASSEMBLIES

Assemblies are held once a Term on a Thursday at 9.05am. The dates of assemblies are published in the newsletter and the term calendars.

Assemblies are alternately hosted by the classes. During each assembly, class items are presented and Faction Points are announced. Achievement and Value Award certificates are awarded to children for their efforts or achievements in class. All parents and friends are welcome to attend.

## PARENT INFORMATION MEETING

At the beginning of each year, parent information sessions will be held for each classroom. This enables teachers to inform parents about the processes and procedures that will be in place for the year.

## SHARING

While we encourage students to share their stories we discourage them bringing personal belongings to school because we would hate to see them lost or broken. If an item is brought to school for a special reason please ensure the teacher knows and can help keep it safe.

If your child wishes to share a birthday cake with the class please organise a suitable time with the teacher.

## HOMEWORK

It is our intention at Cervantes PS that homework is a practice and revision activity. Students of the various year levels do different amounts and types of homework. Each child is asked to read, allowing them to practice their fluency and improve their vocabulary and comprehension skills. Students begin revising their spelling skills by having sound and sight words to practice and as they get older, practice their weekly spelling words by completing simple activities. From Year 3, students are given mathematics homework that is from a level below their actual learning level, again to reinforce and practice concepts and skills previously learnt.

If your child is having any difficulties with homework, Please discuss it with the classroom teacher so a solution can be gained.

The giving and marking of homework takes a considerable amount of time, indicating the importance we believe it has. We therefore ask that students demonstrate the necessary respect and responsibility to complete the work to an appropriate level.

## BOUNCE BACK PROGRAM

### *AT CERVANTES PRIMARY WE ARE LEARNING THAT:*

**B**ad feelings always go away.

**O**ther people can help you to feel better if you talk to them.

**U**nhelpful thinking makes you feel more upset.

**N**obody is perfect. Mistakes help you learn.

**C**oncentrate on the good things and have a laugh.

**E**verybody feels sad and worried sometimes, not just you.

### SO YOU CAN BOUNCE BACK



## KEEPING YOU INFORMED

At Cervantes Primary we believe that parents are vital partners in the education of their children and we encourage you to keep the lines of communication open:

- Cervantes Primary School Connect - Department of Education online communication App
- Diary, telephone call, text, chat
- Email: [cervantes.ps@education.wa.edu.au](mailto:cervantes.ps@education.wa.edu.au)
- Newsletter sent electronically throughout the term
- Assembly once a term
- Open door policy to all classrooms; be an active classroom helper, ask if you have any concerns or questions
- Portfolios and reports at the end of each semester
- Information Board at front of the school
- Facebook page
- See-saw communication app
- Website: [www.cervantesprimary.com.au](http://www.cervantesprimary.com.au)

All staff have an education email address that you can use:

[natalie.Dennis@education.wa.edu.au](mailto:natalie.Dennis@education.wa.edu.au)

[stella.MacKay2@education.wa.edu.au](mailto:stella.MacKay2@education.wa.edu.au)

[katrina.griffith@education.wa.edu.au](mailto:katrina.griffith@education.wa.edu.au)

[anna.simmione@education.wa.edu.au](mailto:anna.simmione@education.wa.edu.au)

[carly.Radford@education.wa.edu.au](mailto:carly.Radford@education.wa.edu.au)

[karen.lewis@education.wa.edu.au](mailto:karen.lewis@education.wa.edu.au)

[hayley.curtin@education.wa.edu.au](mailto:hayley.curtin@education.wa.edu.au)

## ATTENDANCE MATTERS

If your child is absent from School please contact the school ASAP via phone, text message (0400 350 086) or write an absent note.

If your child arrives at school after 9.05am they will need to visit the office first to obtain a Late Note before going to class.

If students need to leave school during the day, please notify the school office and complete an absentee note or if they are returning the same day, retrieve a Leave Pass.

## SPORT AND FITNESS



Exercise is a part of each classroom's daily curriculum and students need to wear suitable footwear every day. We have several whole school or interschool events throughout the year:

- |        |   |
|--------|---|
| Term 1 | Swimming Lessons<br>School Faction Surf Carnival              |
| Term 2 | Interschool Winter Sports Carnival Yr 4 - 6,<br>Cross Country |
| Term 3 | School Faction & Interschool Athletics Carnivals              |
| Term 4 | T20 Cricket Competition Yr 3-6                                |

## RIDING TO SCHOOL

We encourage students to walk or ride to school using the pathways in town. All students who ride, must wear a helmet.

## INSURANCE POLICY

Our P&C has a world wide, 24 hr accident policy to cover all students attending Cervantes Primary School. A \$9.00 fee is payable to the P&C at the beginning of each year. This insurance covers students for accidents requiring medical attention or emergency ambulance over and above Medicare and Private Health Insurance.

## INCURSIONS AND EXCURSIONS

Students will be invited to participate in various incursions and excursions throughout the year to compliment the school's learning programs.

Parents are asked to consent to students walking within the town boundaries when they first enroll their child. Teachers will inform parents if they plan to take students off school grounds. For any excursions out of town, parents will be informed and asked to complete a permission form before the day.

A small fee may be charged for incursions or excursions if the need arises.

## HEALTH & WELLBEING



Parents are required to complete a Student Health Care Summary when enrolling their child. If any medical details change, please inform the school immediately. If your child suffers from an ongoing medical condition, you may be required to complete additional health forms and/or a Health Care Plan.

Please follow our Healthy Food and Exercise policy; less packaged food makes a healthier lunchbox. No confectionary, packet chips or cool drink should be sent to school. These will be removed from students and returned to them at the end of the day to take home.

Students have the opportunity to have daily Crunch 'n Sip and are encouraged to bring a fruit or vegetable snack to school. We encourage students to have a water bottle in the classroom, which they can refill throughout the day.

Be on alert for head lice. Students are checked regularly and parents informed when head lice are found. If live nits are found in the child's hair, parents will be asked to collect their child as soon as possible.

We have a No Hat, No Play policy. Any student who forgets their hat will be asked to sit in the shade or play in the undercover area.

**LUNCHES** can be ordered on Monday and Thursday.



## SICKNESS



Parents are asked to keep their child at home if they are unwell. We would appreciate you notifying the staff if your child will be absent from school due to sickness.

Diseases such as Chicken Pox, Conjunctivitis, Diarrhoea, Measles, Glandular Fever, School Sores and Hand, Foot and Mouth all have exclusion times. Please contact the school immediately.

## IMMUNISATION

Proof of immunisation must be shown when enrolling your child.

## SCHOOL UNIFORM

- Plain black shorts, pants or skirt with gold top, school rugby jumper or jacket. **Please ensure all uniforms are clearly labelled.**
- School hat only to be worn (this is supplied by P&C on enrolment as we have a "No Hat No Play" policy)
- Shoes need to be worn to allow students to participate in outdoor or sport activities.
- Faction coloured t-shirts (red or blue) are to be worn only on Sport Carnival days.
- No denim is to be worn.
- No make up or nail polish to be worn
- No excessive jewellery or hair accessories.
- Longer hair to be tied up or secured off student's face.



## SCHOOL CONTRIBUTIONS & CHARGES

These fees are due at the beginning of the year. For 2024 Contributions are \$60 per child. If you require a progressive payment option please see Stella MacKay in the office.

Payments can be direct debited in the School Bank Account:

**Cervantes Primary School**

**BSB: 016 760**

**Account Number: 3409 46177**

All parents are asked to please supply the stationery items on the booklist at the beginning of the year.

## STUDENT PICK UP

We ask that parents with students in the Junior Class pick up their children from the Kiss and Drop Zone or the classroom veranda. If a person other than a parent or guardian is picking up your child, please notify the teacher or the school office.

Car parking is limited so please take care in the area.

## BUSHFIRE ZONE

Our school is on the Bushfire Zone Register, so if there is a **Catastrophic** warning level in Cervantes or the Shire of Dandaragan the school will be closed for the day. This decision is directed by the Director General of the Department of Education and the Emergency Services personnel. Parents will be notified the day before, if possible.

Updates on Fire Warnings can be found on [www.emergency.wa.gov.au](http://www.emergency.wa.gov.au) or via the ABC radio.

## TURQUOISE ALLIANCE ACTION

In 2012 Cervantes PS, Leeman PS and Jurien DHS formed the Turquoise Coastal Schools Alliance when they became Independent Public Schools. This alliance allows us to work closely together to benefit the students and staff in all three schools.

By working together we:

- Ensure the three schools share the same School Development Days
- Students from Cervantes and Leeman visit JBDHS and participate in activities utilising the high school resources
- Teachers meet to work together
- Principals meet and work together in their leadership role

## SCHOOL BUS

There is a school bus run available for families living out of town. To access this resource, parents will need to contact School Bus Services at <http://www.schoolbuses.com.au>

## PARENT SUPPORT

Parenting can be a hard job and we sometimes need support. The following people and agencies are available:

- Teacher and Principal
- School and community nurse
- Parenting WA 1800 654 432
- State Child Development Centre 9426 9444
- Child and Adolescent Mental Health Services

## COMPLAINT PROCEDURE

If you have a concern please ensure you follow it up firstly with the class teacher and then the principal. If you feel the matter is still unresolved you are able to contact the Regional Director.

Midwest Regional Office, Geraldton

Phone: 99561600

Email: [midwest.ero.managers@education.wa.edu.au](mailto:midwest.ero.managers@education.wa.edu.au)

## P&C AND SCHOOL BOARD

We encourage you to be a part of these important groups. The P&C meet once a term and the Board meets on a Wednesday in weeks 4 and 8 of each term.

For more information please contact the school or the following:

P&C President: Nikki Thompson 0402 422 809

School Board Contact: Opal Wilkins 9652 7084

## STUDENT BANKING

There is an opportunity for students to open a Commonwealth Banking Account and deposit money on a weekly basis. For enquiries contact our Student Banking Coordinator, Tanya Jones.