



SORRENTO
PRIMARY SCHOOL

**Information
Booklet**

Principal

- Mrs Anne Alford

Deputy Principals

- Mrs Beth Hutchinson
- Ms Monica Ross
- Mrs Victoria Carlisle (Mon/Tues)

Manager of Corporate Services

- Mrs Amanda Carrigy

School Officers

- Karen Weston (Mon/Wed)
- Gail Preston (Wed/Fri)



Contact Details:

Sorrento Primary School
Phone: 9235 4200
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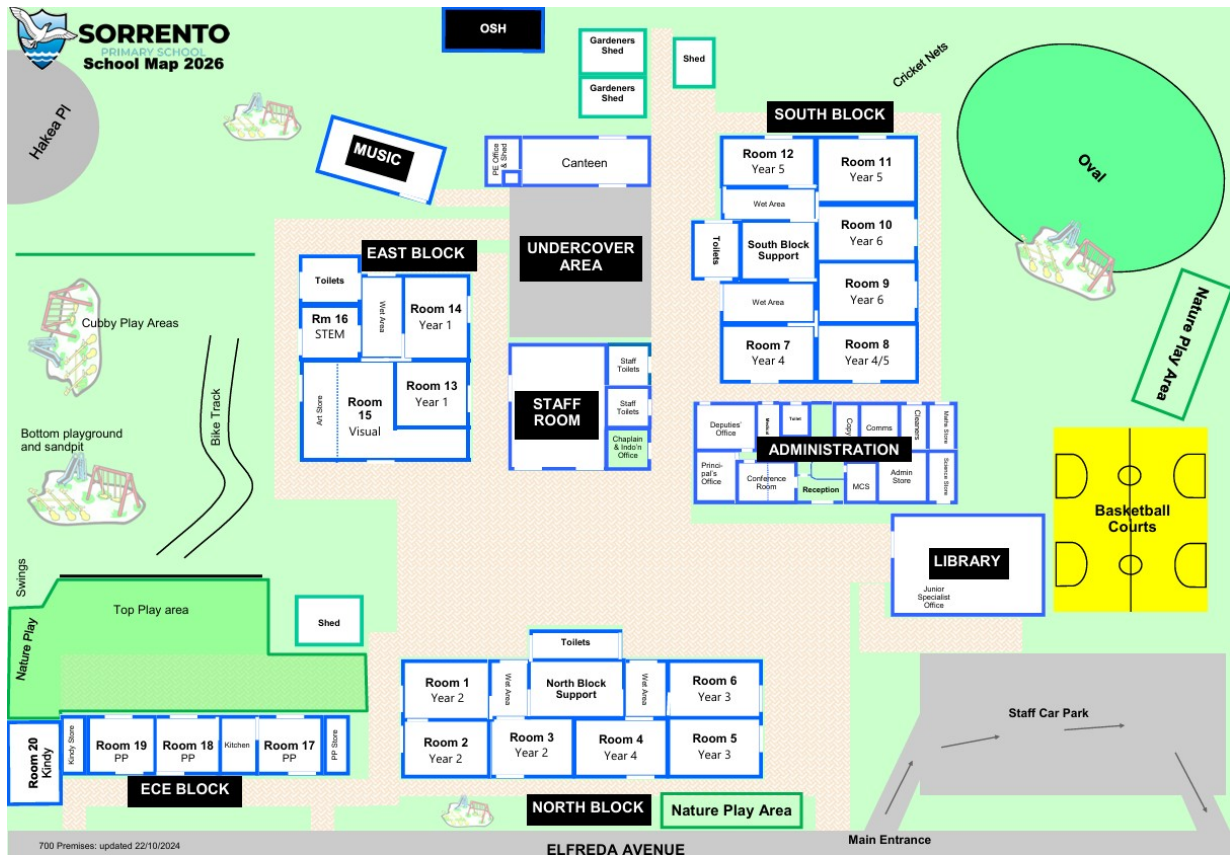
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SCHOOL ORGANISATION

MAP OF THE SCHOOL



POSITIVE BEHAVIOUR SUPPORT (PBS) VALUES

Be TRUE
Be Tolerant
Be Respectful
Be United
Be Excellent

SCHOOL PROFILE

Address: 14 Elfreda Avenue, Sorrento, 6020
Telephone: (08) 9235 4200
Email: sorrentops@education.wa.edu.au
Website: www.sorrento.ps.wa.edu.au
Class: PS Level 5
Region: North Metro Region
Shire: City of Joondalup

Buildings & Grounds

The school was opened at this site in January 1970. Our school is situated in Elfreda Avenue which is a one-way street with access from the eastern end. Parents are asked to observe the parking restrictions and to drive carefully when near the school. A "Kiss and Drive" zone operates in Elfreda Avenue. This is a no parking zone and, intermittently during the year, operates as a bus bay.

The school buildings comprise:

- Three teaching blocks –
 - North (Teaching Areas 1 - 6)
 - South (Teaching Areas 7 – 12)
 - East (Teaching Areas 13, 14, 15, 16, 17)
- A library resource centre
- Kindergarten (Room 20) and Pre Primary (Rooms 17, 18 and 19) area
- An assembly area and canteen
- A music room
- The Administration block. Visitors are asked to make their initial contact with the school at the office.

Please note times the office is attended between 8am and 4pm.

Grounds

Two Basketball Courts, Oval, Playground Area, Play equipment, Nature Play Areas

ETHOS

Sorrento Primary School provides a safe, caring and challenging learning environment for students.

PURPOSE

The purpose of Sorrento Primary School is to provide an education through which each student can, to the best of her/his ability, develop academic, creative, personal, physical, social skills and attitudes to function at school and in the wider world.

THE SCHOOL BUSINESS PLAN

This plan outlines the priorities of the school, the strategies for achieving the priorities and the indicators to assist in monitoring student outcomes.

The School Plan includes the strategic plans of the Department of Education.

It monitors the allocation of the school's resources. This plan is developed within the context of the whole school's operation.

It can be found on our website at www.sorrentops.wa.edu.au

LEARNING ENVIRONMENT

At our school we endeavour to provide students with a challenging learning environment. To meet this outcome, we provide: -

Academics:

- PEAC - Academic Extension Program
- Extension Programs - STEM / Literacy

Arts:

- Choir - Years 4-6
- Instrumental Music - Flute, Clarinet, Brass and Guitar
- Sing-along - Whole school involved
- Music - All students from Years 1-6
- Each class will host an assembly and present an item.

Sport:

- Fitness programs run before school: Running Club, Dance Club.
- One period of Physical Education per week.
- Years 3/4/5/6 have one hour of sport per week.
- We are involved in a variety of events such as: Athletics Carnivals, Swimming Carnivals, Surfing Yr 6, Cross Country, Triathlon, Basketball competitions
- In-term swimming (2 week program) for Pre Primary to Year 6

ICT:

All classrooms have access to networked computers, iPads, robotics and Interactive White Boards (IWB).

SCHOOL BOARD

The Board consists of -

- Four representatives elected by and from the school community
- Two representatives elected by and from the staff of the school
- The Principal

Its purpose is to provide the school's community with opportunities to work together to formulate the school's Business Plan to ensure appropriate resourcing supports the targets we seek to achieve. It will seek staff and parent opinions and views and will be responsible for representing these groups in decision making.

SCHOOL HOURS

School commences at 8.40 am.

The school day closes at 2.50 pm.

There is a morning recess break of 20 minutes (10.30 -10.50 am).

Lunch is a 40 minute break (12.40 - 1.20 pm).

Children need to be at school in time to prepare for daily lessons but not any earlier than **8.25am**.

SCHOOL CONTRIBUTIONS

To enable the school to provide additional amenities and resources to maintain and enrich the learning programs, parents are asked to make a voluntary contribution. These details will be provided with the Personal Items Requirements List, which can be found on the School Website.



LIBRARY

Library Resource Centre

The use of the School Library by all students is encouraged. Children have a fixed library period each week.

Borrowing

Children in years PP to 6 are allowed to borrow books each week. If the child does not finish reading the book within a week, he/she should bring it back to be renewed for another week. Kindy students can borrow every fortnight.

Every child must have a waterproof library bag, which can be purchased from Uniform Concepts – 5/7 Delage Street, Joondalup (08) 9270 4660). Please make sure the bag is labelled with your child's full name.

Parents are asked to assist by -

- reading and discussing books with your children
- ensuring books are returned by the due date
- ensuring books are cared for while at home

Parent Helpers

We encourage parents who can spare an hour or so to help in the library. Help includes activities such as shelving books, repairing and covering books and tidying shelves. Any parents who would be prepared to spend any time on a regular basis are asked to contact the Library Officer.

EARLY CHILDHOOD EDUCATION

Arrival and Departure

Parents must wait with their child until the session begins. Please be on time so that our program is not interrupted. Ensure that you collect your child promptly at the end of each day. If you know you will be late due to some unforeseen circumstance, please ring the school so that we can assure your child that everything is fine and that you are on your way.

Kindergarten

Kindergarten is the first year of education in the Government School system and is non-compulsory. At Sorrento Primary School we offer a 15 hour (5 days per fortnight) program.

Pre Primary

Pre Primary is the first year of compulsory education, that is, parents are required by law to send their child to school. Students will attend 5 days per week with lessons commencing at 8.40am and concluding at 2.50pm.

SCHOOL POLICIES

ALLERGY AWARE POLICY

We have several students in the school with severe allergies (Anaphylactic reaction) to products, particularly nuts. We are seeking your support in creating a safer environment by:

- Not providing peanut paste or Nutella sandwiches or snack bars with nuts at school.
- Encouraging your child to not share or swap their food with others.
- Encouraging your child to wash their hands before and after eating.
- When having other children to play or for a party to be aware they may have allergies, including anaphylactic reactions. Plan for any dietary needs and medication in discussion with the relevant parent.

INFORMATION AND COMMUNICATION TECHNOLOGY

Online services

Students at Sorrento Primary School are provided with the following accounts and access to provide a contemporary learning environment:

- A *student username and password* (firstname.lastname – sometimes with a number at the end). This is used to log into school computers, the school wireless network and online services.
- A *student email account* (firstname.lastname@student.education.wa.edu.au) – this account is provided to all government school students and is monitored by the school. Students generally begin using their emails from Year 3.
- Access to *Connect*, the Department of Education's online Content Management System.

Parents and guardians are also provided with access to *Connect* via their own username and password, providing access to formal reports, attendance records, communication and notifications relevant to their child's education.

Accessing the services

To access the school network or our online services, whether it is via computer, school-based iPad or BYOD iPad, students must agree to the conditions of use as stipulated by the school and the Department of Education. Students, with their parents, will be required to sign either the

- ICT Acceptable Use Agreement (Kindy to Year 2); or the
- ICT Acceptable Use Agreement (Years 3 to 6).

Copies of these can be found on the school website under *Teaching and Learning » ICT and BYOD*.

Digital Citizenship

Online services, including email, at Sorrento Primary School are filtered to minimise the likelihood of student exposure to inappropriate online content, and relevant, age-specific cyber-safety content is embedded across learning in classrooms. We recommend the use of appropriate Internet filtering software at home and have suggested resources available via our website.

Positive Behaviour Support

Positive Behaviour Support (PBS) is a whole school framework which helps schools to create positive learning environments. Our school values, guide the behaviour of everyone in our school; staff, students, parents and community members. This is achieved by developing proactive systems to define, teach and support appropriate student behaviour. At Sorrento we strive to 'Be True', *Tolerant, Respectful, United and Excellent*.

A Behaviour Expectation Matrix, formulated by the school community, articulates what these expectations look like in everyday school life. A number of verbal, non-verbal and tangibles are used to reinforce students who display the desired behaviour.

 PBS Behaviour Matrix		BE TOLERANT Be understanding Be encouraging Be accepting	BE RESPECTFUL Be responsible Be polite Be kind	BE UNITED Be helpful Be collaborative Be trustworthy	BE EXCELLENT Be organised Be persistent Be exemplary
SORRENTO PS 	All Times 	<ul style="list-style-type: none"> We accept differences in others We listen with empathy We accept mistakes and learn from them We encourage others We use our 'Zones of Regulation' toolkit to manage our emotions We celebrate others' achievements We demonstrate sportsmanship 	<ul style="list-style-type: none"> We use manners and greet others We care for personal, others' and school property We put our rubbish in the bin We wear our school uniform correctly to represent our school positively We follow instructions and directions 	<ul style="list-style-type: none"> We are inclusive of others We are good friends We cooperate with others We help others in need We wear our school uniform with pride 	<ul style="list-style-type: none"> We embrace new challenges We strive for excellence We set SMART goals We reflect and respond to feedback We are organised and prepared We are punctual
	School Times 	<ul style="list-style-type: none"> We show patience towards others We tolerate differences in abilities We share play spaces and equipment 	<ul style="list-style-type: none"> We believe teachers have the right to teach and learners have the right to learn We show 'Whole Body Listening' We move around the school safely and respectfully We sit down to eat and wait to be released 	<ul style="list-style-type: none"> We include everyone We share equipment We are 'Waste Wise' 	<ul style="list-style-type: none"> We are a role model We have a go at all set tasks We take pride in the presentation of our work We wear our hat every day
	Digital Citizenship 	<ul style="list-style-type: none"> We accept others' digital choices 	<ul style="list-style-type: none"> We respect others' digital rights We use technology appropriately We are aware of what we say online and how it affects others We make informed decisions about what information we should share 	<ul style="list-style-type: none"> We ask others' permission before sharing We help others in need We report online anti-social behaviour 	<ul style="list-style-type: none"> We follow Sorrento's 'Digital Guidelines' We stay on task We come to school with a fully charged iPad

Zones of Regulation

The Zones is a systematic, cognitive behavioural approach used to teach self-regulation by categorizing all the different ways we feel and states of alertness we experience into four concrete coloured zones. The Zones framework provides strategies to teach students to become more aware of and independent in controlling their emotions and impulses, manage their sensory needs, and improve their ability to problem solve conflicts.





The **Red Zone** is used to describe extremely heightened states of alertness and intense emotions. A person may be elated or experiencing anger, rage, devastation, or terror when in the Red Zone.

The **Yellow Zone** is also used to describe a heightened state of alertness and elevated emotions; however one has more control when they are in the Yellow Zone. A person may be experiencing stress, frustration, anxiety, excitement, silliness, the wiggles, or nervousness when in the Yellow Zone.

The **Green Zone** is used to describe a calm state of alertness. A person may be described as happy, focused, content, or ready to learn when in the Green Zone. This is the zone where optimal learning occurs.

The **Blue Zone** is used to describe low states of alertness and down feelings such as when one feels sad, tired, sick, or bored.

ZONES OF REGULATION!

Blue	Green	Yellow	Red
			
Sick Sad Tired Bored Moving Slowly	Happy Calm Good to Go Focused Ready to Learn	Frustrated Worried Silly/Wiggly Anxious Excited	Mad/Angry Mean Yelling/Hitting Out of Control I Need Time and Space

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PARENT LIAISON

PARENTS & CITIZENS ASSOCIATION

The P & C Association plays an important part in the life of the school.

Apart from providing essential support in supplementing the school's resources, the P & C provides valuable opportunities for close co-operation among parents, citizens, school staff and students.

The P & C Association provides a recognised forum to which a representative of the School Board report.

The Annual General Meeting, when office bearers and committee are elected, is held early in the school year. All parents are welcome to attend meetings which are held at least once a term.

SCHOOL INFORMATION

The school newsletter is published via Compass on a Saturday morning twice a term. It is also available on the school's website. Please ensure the school office has your current email address.

Notices are sent out on Compass from administration or the class teachers. If you do not know your Compass log in details, please contact the administration office. The Compass apps are free to download and provide access to newsletters, school calendar and website.

SCHOOL ASSEMBLIES

These are held approximately every second Friday commencing at 8.40am. Classes are rostered to lead the assembly and present items of interest - songs, poems, plays and stories.

The calendar on Compass and the school website will advise the date and organising class for each assembly.

REPORTING TO PARENTS

Student work samples, Department of Education reports and interviews are used to report student progress. Interviews are available at any time.

Formal reports are published electronically and securely via Connect each semester. A report is designed to give parents a clear view of a teacher's assessment of the child's progress. Comments and assessments on reports are arrived at through continuous assessment and appraisal of a child's work for the entire semester.

Above all, the report is provided to keep parents aware of their child's progress and is another link in the communication between school and home.

Parents should not hesitate to arrange a teacher-parent interview if they have concerns.

PARENT-TEACHER INTERVIEWS

Teachers will contact parents to arrange an interview when student performance exceeds expected level, or their progress is a cause for concern, or when staff require information about your child.

Parents are encouraged to arrange an interview when they have similar concerns, positive or negative.

Please contact the teacher to arrange a suitable time and date for an interview.

PARENTAL INVOLVEMENT

Parents are encouraged to be involved in the operation of our school.

Individual teachers solicit help with classroom programs, excursions, and other calls for help are made in the newsletter.

Through involvement parents get a better understanding of the school's organisation and operation.

Parent Concerns and Complaints

Communication through parent meetings early in the year, school or classroom newsletters, interviews and informal contact before and after school go a long way

towards reducing misunderstandings. Most problems can be dealt with informally at the teacher level if they are raised promptly.

It may be necessary, however, for a teacher to request a more suitable interview time if discussions interfere with teaching times. The Principal can be involved in an interview on the request of either party.

Concerns and complaints will be responded to in a timely and fair manner at the school level.

The school operates within the Department of Education Regulations as well as its own school policies to serve the interests of the whole student body.

KISS AND DRIVE

The area around the school holds safety concerns especially during the peak afternoon pick up period.

Your co-operation and patience when using the Kiss and Drive system will provide your children with a safer environment.

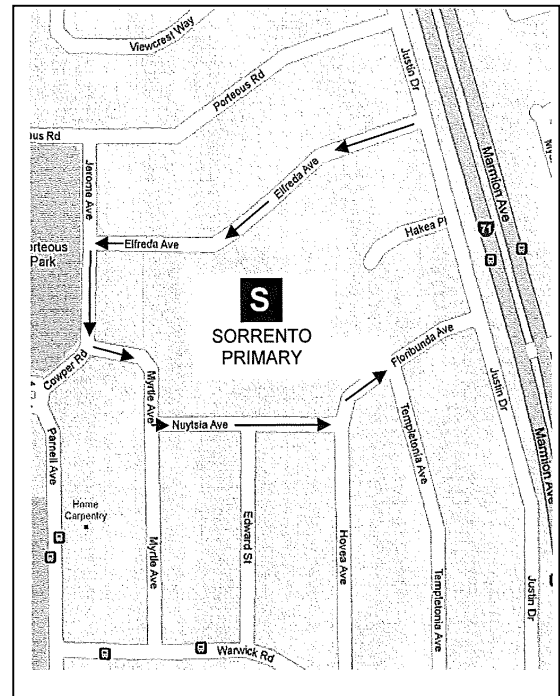
Four parking bays in Elfreda Ave have been designated Kiss & Drive vehicle bays especially set aside for the set-down and pick up of students. The process allows up to ten vehicles to use the same bay in the 10 to 15 minute peak period after school.

How the Kiss and Drive works

- Move as near to the front of the Kiss & Drive bays as possible.
- Always be courteous to other road users.
- Children will wait ready for pick up near the Kiss & Drive bays.
- Bays to be used only for set down and pick up of students.
- If your child is not ready don't stop – drive around the block and try again.
- No parking permitted in the pick up bays.
- Always indicate to enter and leave the Kiss & Drive bays.
- Ensure children entering the vehicle put on their seat restraint.

How to use the Kiss and Drive Morning

- Stop in Kiss & Drive bays (use forward most bays).
- Students alight from left of vehicle.
- Parents/carers must remain in the vehicle.
- When students clear of vehicle indicate right and enter traffic flow.



Afternoon

- Queue in Elfreda Ave (see attached map for traffic flow).
- Only enter Kiss & Drive area if your children are ready to be picked up.
- If children are not ready drive on around the school and rejoin the queue.
- It is extremely important that you:

Keep the engine running – Apply the handbrake – Stay in the vehicle

STUDENTS

CODE OF DRESS

Sorrento Primary School community actively encourages the wearing of school uniforms and strongly recommends that all items are clearly labelled and identifiable. A uniform dress code reinforces in students a sense pride in their own appearance, instils recognition of themselves as an integral part of the school community, and assists in developing pride in representing their school. Issues of equality, health and safety and expense are also factors that contribute to the establishment of our uniform policy. The uniform policy applies during school hours, when students are on excursions and/or when representing the school for functions and sport.

School uniforms include clothing items below:

- Turquoise/white polo shirt (with school logo)
- Black shorts
- Black cargo shorts
- Black day skirt
- Black sports skirt
- Summer dresses
- Faction Tees – Red, Blue, Yellow, Green
- Black track pants
- Black zip jacket (with school logo)
- Black rain jacket
- Leggings or tights to be worn only under skirts or dresses
- Navy blue legionnaire (K & PP) or Black broadbrim hats (Yr 1 – 6) are required at all times when students are outside in line with our sun smart policy
- Standard school socks black or white (1/2 calf length), sneakers or closed-in shoes.

Other Matters

- Jewellery should allow for studs and sleepers only, bangles, wristbands, loom bands are not allowed because of safety reasons, watches (NOT smart watches) and 'medic alert' bracelets are acceptable.
- Make up and nail polish are not permitted to be worn by students.
- Hats must be worn outside during recess, lunch, sport and any other outside activity. Hats are not worn inside.
- Appropriate footwear is expected to be worn at all times e.g., fully enclosed shoes or sandals. (Roller shoes and thongs are not permitted.)
- All hair shoulder length or longer (regardless of gender) must be tied back to maintain safety, hygiene and contain the transfer of hair lice. Dreadlocks and hair colour is not permitted during a normal school day.
- Hoodies are not permitted to be worn by students.
- Correct school uniform must be worn at all times by students, unless specifically advised.
- Parents seeking exemptions to the uniform due to religious beliefs, ethnic or cultural background, student disability, health condition or economic hardship must meet with the Principal or Deputy Principal to advise and discuss these exemptions.
- Items listed are available through Uniform Concepts - 5/7 Delage Street, Joondalup

MOBILE PHONES AND SMART WATCHES

Any emergency contact in school hours required for students should be made via the office. As such, students should not require mobile phones or smart watches at school. If a parent feels a student needs a mobile phone or smart watch during school hours, the phone or watch is to be left in the admin office during school hours and collected at end of day. No responsibility for any student's mobile phone or smart watch that is left in their bag is accepted by the school.

CANTEEN LUNCHES

Sorrento Primary School Canteen is operated by the P&C Association with the assistance of parent volunteers. All profits generated by the canteen are directed back to the school via the P&C to improve educational outcomes and opportunities for our students.

- Available Tuesdays and Thursdays for recess and lunch for students from Pre-Primary to Year 6 (not Kindy).
- Order by 8:30am via www.spriggyschools.com.au or the Spriggy School App.
- Follow the P&C Facebook page and Surf Shack for specials and important information.

ABSENCES AND APPOINTMENTS

Department of Education regulations state that children between ages 5-17 years are expected to attend school regularly on a daily basis.

Regulations require all absences to be explained by a note from parents. Notice prior to planned absences is appreciated. If your child is to be absent you are required to advise the school office by sending an attendance note through Compass

Students should be at school at least 5 minutes before lessons commence at 8.40am, but no earlier than 8.25am.

EARLY RELEASE

If you have to pick your child up early at any time outside of school hours, please enter details into Compass. You must go to the Administration to collect your child. Please as a courtesy, email the teacher the day before to advise so they can be organised and ready for you to collect them. Please ensure whoever is collecting is on the contact list. No student will be able to walk or ride home early from school by themselves even with parent permission.

SUDDEN SICKNESS OR ACCIDENT

Emergency contact phone numbers must be kept up to date. It is the parent's responsibility to inform the school of any changes that occur during the year. Minor injuries occurring at school are treated using the school's first aid materials.

For more serious injuries or illnesses, the parents, or emergency contact persons, are notified to enable the child to receive treatment. Please ensure your contact details are up to date.

Children who are sick or have symptoms of illness before school should be kept at home. If a child has vomited at school, please keep them home the following day to ensure all symptoms have passed. It is impossible for a child to accommodate schoolwork when not well. Furthermore, the school has limited facilities to give sick children the correct level of care.

CUSTODY DISPUTES

In the interests of student welfare, parents are requested to notify the school and classroom teacher of any dispute which may cause emotional stress for the child and affect classroom performance. Teachers do not need to know personal details, but the child is our concern. The school will follow instructions given by a custodial parent or contained in a court order but cannot physically prevent the other parent from gaining access unless a court order is in force. The most recent court order for custody or restraining order must be provided for school records.

COMMUNICABLE DISEASES

Communicable illnesses can be spread easily when children are in close contact with one another. Please keep sick children at home to reduce the spread of infection and to allow them time to recover. If your child has vomited or had diarrhoea, please keep him/her at home for 24 hours. With contagious illnesses or diseases such as chicken pox, measles and head lice, please notify staff so that we may inform parents. The Health Department of WA website has information regarding when to exclude children with the common illnesses.

http://ww2.health.wa.gov.au/Articles/A_E/Communicable-disease-guidelines

Head lice are a common problem and parents are asked to regularly check their children's hair. Children whose hair sits on their shoulders or below are required by regulation to have it tied back.

LOST PROPERTY

Parents are asked to label each child's articles of clothing and equipment with first and surname. Children are expected to accept responsibility for items of clothing. Unclaimed items are placed in the red bin behind the admin block where they can be checked and collected.

All lost property, if unclaimed or unidentifiable, is disposed of.

BICYCLES

All riders should be aware of the road rules, share the dual use paths with pedestrians and wear a helmet while riding.

Bicycle Security

The school cannot accept responsibility for bicycles that are stolen or damaged. Locks are a deterrent, but care needs to be taken of keys.

DENTAL THERAPY UNIT

All children from years Pre Primary - 6 enrolled at Sorrento Primary are registered at the Marmion Dental Therapy unit for dental care.

Appointment notices are distributed through the school and parents are to make the transport arrangements themselves. The unit is located at Marmion Primary School, phone 9447 1275.

SCHOOL HEALTH

A nurse from School Health Services attends the school periodically for routine checks of the children. However, should any parent have any concern over children's health affecting their learning, they should contact the class teacher who may request a check by the school nurse.

SCHOOL PSYCHOLOGIST

The school has access to a part-time school psychologist each year. Conferences may be initiated by the classroom teacher or the administration if there is concern regarding student learning or behaviour. Parents will be notified of appointments by email, phone or a letter sent home.

INSTRUMENTAL MUSIC

Students in Year 4 will be tested for musical aptitude, and some may be invited to join clarinet, flute, guitar and brass classes provided by the Department of Education in Year 5 and continue into Year 6. These positions are limited. There is no charge for the lessons, but parents will be requested to purchase music books as well as pay the administration and hire charge for use of the instrument.

SCHOOL CAMPS

The present policy is Year 6 students are offered a camp which is usually in Term 4.

Parents will be expected to provide up to date medical details for each child for reference while students are on camp.

EXCURSIONS AND INCURSIONS

Excursions may be undertaken to provide firsthand experiences relating to the class program. Because of our situation in relation to the places of interest, the travel makes excursion costs quite high.

Children will not be able to join an excursion without permission slip and full payment from a parent.

We provide artistic and creative activities by inviting visiting performers to come to our school.

Insurance Cover

Parents who are concerned about the cost of personal injury to students, or loss of belongings, are advised to take out a personal cover as the Department of Education does not provide one. While in transit on excursion buses students will be covered by third party insurance and public risk policies held by the bus contractor but there can still arise “no negligence” situations which leave the child uninsured.

SCHOOL SPORT

The school follows a non-gender based sport policy with accent on skills and participation. Children from Years 4 to 6 have a one hour team sport session each week with modified rule sports played. Children are to be suitably clothed for this program. Parents are encouraged to participate in sport sessions through coaching and umpiring.

Faction Teams

The school has four factions – Red, Blue, Gold and Green - for competition and incentive purposes. Children are assigned to a faction on admission to the school. All children from the one family will be in the same faction. Factions are used in sporting competitions and for citizenship points in each classroom. T-shirts in faction colours are available from the uniform shop and should be worn on sport days.

A faction carnival is held in athletics, as well as a swimming carnival and a cross country carnival.

SCHOOL CREED

As I start this day,
Help me to live the friendly way.
Let me be kind.
Let me be true.
Trying my best in all that I do.



SCHOOL SONG – BE TRUE

This is our school,
where we work and play.
This is our school,
We try our best each day.
Sorrento, a place by the sea,
Sorrento belongs to me.

Be happy in all that you do,
Be friendly, be kind, be true.
True to self, true to school,
true to life's Golden Rule,
Helping others the whole day through.

This is our school,
where we work and play.
This is our school,
we try our best each day.
Sorrento a place by the sea.
Sorrento belongs to me.