



An Independent Public School

School Information Booklet



Orkney Crescent
Canning Vale WA 6155

Tel: 9456 5255

Fax: 9456 5266

Email: ranford.ps@education.wa.edu.au

Web: www.ranfordps.wa.edu.au

Ranford Primary

**Orkney Crescent
Canning Vale WA 6155**

Phone: (08) 9456 5255

Fax: (08) 9456 5266

Email: ranford.ps@education.wa.edu.au

Web: www.ranfordps.wa.edu.au

Principal: Mrs Bronwyn Tester

**Deputy Principals: Mrs Kylie Godfrey
Mrs Belinda Baldey**

Manager Corporate Services: Mrs Bev Hills

**School Officers: Mrs Chris Sawatzky
Mrs Marina Brophy
Mrs Yvette Heath**



Vision

Through teamwork our school community will provide a challenging, innovative and caring environment that empowers and motivates all to achieve their potential.

Beliefs

We Believe In:

- Education being the responsibility of all – the student and their family, the school and the community
- Respecting diversity and multiculturalism
- Motivation as a powerful learning tool
- Teamwork and cooperation to inspire and empower students and staff
- A supportive and nurturing environment that ensures the wellbeing of all
- Providing a comprehensive, innovative and challenging curriculum for all
- Members of the school community having the right to feel respected and valued
- The pursuit of excellence and the achievement of individual potential
- The focus always being on the individual child
- The importance of values in developing self worth and citizenship
- Supporting the professionalism and commitment of all staff
- The pursuit of excellence in teaching through models of best practice
- Respect for one another, the environment and ourselves
- Optimizing learning through a positive attitude and an active and healthy body
- Preparing our children for being a responsible member of the global community



Respect | Perseverance | Success

Location/Catchment

Ranford Primary is situated in the suburb of Canning Vale and is located in the Ranford Estate. The catchment area is as follows: all of Ranford Estate, Sanctuary Waters Estate, Glenariff Estate, Douglas Green Estate, Kennel area, parts of Banjup and the rural area attached to Ranford Estate. A detailed map of the catchment is available to view at the front office and on the school website. As a local intake school Ranford Primary enrolments are restricted to this local intake area. Parents wishing to enrol students from outside this area should complete an enrolment application form available from the front office and due processes will apply following this.

School Times

Day Commences:	First siren 8.43am, Second siren 8.45am
Morning Recess:	10.15 – 10.35am
Lunch:	12.05 – 12.45pm
Afternoon Break:	Approximately 2.00pm, depending on the activities of the class
Day Finishes:	2.55pm
Kindergarten:	A Group Mondays, Tuesdays and alternate Wednesdays B Group – alternate Wednesdays, Thursdays and Fridays

Note: Due to duty of care requirements, parents are asked to ensure that children arrive at school after 8.30am when classrooms are open and students can prepare for the day. Any children arriving before this time must go straight to the Undercover Area where a teacher will be on duty. Children will be released from there at 8.30am to go to their classrooms and prepare for the day.

Term Dates

Term Dates can be found on our website.

Absentees – Attendance is managed through a computerised data base.

On the day following an absence from school, Department of Education regulations require a written explanation from the child's parent/guardian. These notes are retained and must coincide with absences marked on the class record. The teacher will follow up all unexplained absences. Any continual unexplained absences will be referred to the school administration.

Permission to leave the school grounds will not be granted unless parent advice has been received. Parents are asked to sign a school register whenever children leave school early. Children who arrive late will also be required to report to the office and provide a reason which will be noted by **the Office**. Parents who sign children in late and leave early are not required to write an additional note. A record of each child's attendance is provided in the two reports that go home each year at the end of Term 2 and Term 4.

There are a variety of reasons why students are absent and records differentiate these with a code, as follows:

- C Cultural or religious significance to the family.
- E Approved Department of Education programs – eg: PEAC.
- K Unauthorised Vacation not approved by the Principal.
- L Late by not more than 30 minutes or recorded as an absence.
- N The school has been notified that the student is unwell.
- R Acceptable reason for absence – eg: medical appointment, high school interviews.
- U No explanation has been given for the absence – follow up is required.
- X Unacceptable absence – eg: haircuts, basketball, dance rehearsals, birthday parties.

Parents need to be aware that unauthorised absences will be recorded for holidays taken during term time. This means, the absence will not be approved. Whilst it is understood that holidays are cheaper during term time, this is not a legitimate reason to be absent from school and contravenes the Education Act. Teachers are not required to provide work packages for students taking holidays during term time.

Accidents/Sick Children

Parents need to ensure that their phone numbers and the phone numbers of emergency contacts are kept up to date as they will be contacted in the case of an emergency, accident, or sickness at school. It is preferable for children to be aware of those people who are listed as their emergency care, particularly for occasions when they may need to be picked up from school. As facilities at school are very limited in catering for sick children, parents are requested to make a fair judgement on mornings when children genuinely complain of feeling unwell. Those children who are genuinely ill should be kept at home for the health and well being of themselves and others.

Allergies

Parents are asked to ensure that all current information regarding allergies and conditions which require emergency care and procedures is provided **to the Office** for inclusion in the school's records. It is a parents' responsibility to ensure that all medications provided are within date of expiry (see Medication).

Assemblies

Formal assemblies are held once per fortnight in the undercover area on Tuesdays.

Terms 1 and 4 Assembly will commence at 8.45am
Terms 2 and 3 Assembly will commence at 2.15pm

They are hosted on a roster basis by a class and parents are encouraged to attend. Certificates of Excellence are presented to individual students twice per term, an item is performed by the host class and any special events are highlighted and acknowledged. Pre Primary to Year 6 classes attend the assemblies. Kindergarten classes attend in Term 4. For those students receiving a Certificate of Excellence a morning tea is held on the Thursday following the assembly to which a family member is invited.

Informal assemblies are held on the alternate weeks to the formal assemblies and are for the purpose of disseminating information to students only. Values certificates are presented at this assembly.

Bicycles

Whilst every precaution is taken, we cannot accept responsibility for the safety of bicycles, skateboards or scooters at school. Those riding to school should ensure that their bike and helmet are secured with a padlock and chain in the bike enclosure. **Skateboards and scooters should not be brought to school.**

Safe age for riding to school – The Accident Prevention Foundation of Australia in research has found that children below the age of nine years are at serious risk riding bicycles in traffic. Neither peripheral vision nor directional hearing has developed sufficiently to give warning signs before this age. Children are therefore not encouraged to ride to school before Year 4 unless in the company of an adult. Students riding bikes to school must park their bikes in the bike racks, which are situated near Discovery Block. Students must walk their bikes when on the school grounds.

NOTE: BICYCLE HELMETS ARE COMPULSORY! This law will be enforced randomly by a Community Police Officer.

Camp – Year 6

The Year 6 group participate in a Camp during Term One. The Year 6 teachers will conduct a meeting with parents of these students at the beginning of the year to advise the camp program. Costs have been notified on the Contributions and Charges information sheet and in the permission notes sent home. Detailed information is communicated to parents in Term 4 of Year 5 to facilitate payment options for parents.

Canteen

The Canteen is organised by the P&C Association and employs a manager. The Canteen is open 3 days a week, closing Mondays and Tuesdays. A roster of volunteers forms the staff who assist the Manager. Lunch orders are placed at the canteen after 8.30am and delivered to classrooms and distributed by teachers as the children are dismissed for lunch. The canteen is also open at recess time and lunch time when additional purchases can be made.

The current menu is available on the school website and complies with the required Traffic Light Food Category System as required in the Healthy Food and Drink Policy of the Department of Education.

Chaplain

Ranford Primary is fortunate to have the resources and skills of a School Chaplain which greatly enhances the pastoral care programs of the school. Further information is provided regularly in newsletters.

Communications Diary

As listed and paid for as part of the school contributions, all children in Years P to 6 will be issued with a Communications Diary. (Payment includes cover, forty-weekly diary pages and weekly behaviour/attitude stickers and photocopying). This diary is intended to assist and promote communication between home and school. At each level from P to 6 the diary will take on many forms as appropriate. At the junior level it may be a simple "memory jogger", at a senior level, a list of homework tasks. As well as this it is a line of communication between parent and teacher as the need arises. In addition to the daily diary entries – there is a focus school Value which is highlighted each week. The value of Respect is permanently highlighted. Parents are informed about how their child has demonstrated these values during the week. Information about this change from the previous sticker system is included in the class parent meetings in Week 2 of Term 1.

Each class (PP – 6) will decide on developmentally appropriate criteria required to receive each of the stickers. This involves the children in making decisions about their behaviour and attitude. This process is linked to the whole school policy - Motivating Student Learning (MSL) and keeps parents informed on a daily basis. Part of this policy includes incentives for responsible behaviour and attitudes. Our aim is to quickly and positively address any problems together with parents before any negative patterns are established which may impact upon the child's learning.

It is expected that parents will sign the communication diary a minimum of each week on Friday should there be no other communication from the teacher.

Contributions

The following information about school contributions and charges was provided to parents in November last year and complies with the requirements of the Education Act. This schedule was endorsed by the School Board.

Kindergarten

Consumables contribution	\$50.00
P&C Contribution	\$100.00

Pre Primary to Year 6

Technology and Enterprise	\$25.00	
Food and Nutrition	\$ 5.00	
Ranford Communication Diary	\$ 3.00	
Media (Photographs/project work/displays)	\$17.00	
Art Consumables	<u>\$10.00</u>	
TOTAL	\$60.00	(\$15.00 per term)

P&C Contribution (Pre Primary to Year 6)	\$10.00
--	---------

Preferred method of payment is via the QKR app which can be downloaded from app stores onto mobile phones, tablets and computers.

Curriculum

The school offers a curriculum developed from the eight learning areas of English, Mathematics, Science, Humanities and Social Science, Languages, Technology and Enterprise, The Arts and Health and Physical Education. The implementation of the curriculum is based on the principles embodied in the Curriculum Framework and the West Australian Curriculum being implemented in all schools. At parent meetings and workshops offered throughout the year, teachers will provide further information about the way the curriculum is developed and how the child's progress is reported.

Dental Therapy Centre

The School Dental Service provides free ongoing preventative and general dental care for Pre Primary to Year 11 students in W.A. who complete an enrolment form.

Children from our school can access treatment through the Campbell Dental Therapy Centre situated in the Campbell Primary School on the corner of Campbell and Comrie Roads in Canning Vale. Phone 9455 6322

Dogs on School Grounds

Dogs are not permitted on the school grounds. This includes the oval and also applies to dogs on leashes. Those families walking to school with their dog are requested to leave the dog at the school boundary.

'No Dogs' signs are erected around the oval informing the wider community.

Emergency Details

Parents should ensure that emergency contact numbers and email addresses are up to date. It is suggested that two such numbers be provided. (See Accidents/Sick children). It is the parents' responsibility to advise the school of any changes to these numbers that occur during the year.

Equal Opportunity

Every child has the right to learn. At Ranford Primary all students will be given every opportunity to enhance and develop their own individuality. Students will be cared for in a safe environment, which will be free from bias and discrimination.

Excursions

Excursions and outings to enhance the educational program are planned by teachers throughout the year. Advance notice of such events (including details and costs) is provided to parents and permission for children to attend must be signed by parents.

The school has the right (and accountability) to exclude from excursions those students who present a risk to the safety of themselves and/or others as well as those whose behaviour has indicated they are unable to accept responsibility for behaving appropriately. Parents will be notified of alternate supervision in this case.

Teachers will call for parent volunteers to assist with excursions and to comply with appropriate adult/student ratios.

Preferred method of payment for excursions is via the QKR app which can be downloaded from app stores onto mobile phones, tablets and computers.

Factions

Family members are placed in the following factions:

Phoenix	-	Red
Pegasus	-	Blue
Draco	-	Green
Centaurus	-	Gold

These faction names were chosen because they represent star constellations, which is in keeping with our Space theme. Students wear their coloured faction shirts on the days they have Phys Ed and Sport.

Head Lice

Parents will be advised should their child be found to have head lice during the day. Children may return to school once treatment has occurred and there are no remaining live nits or lice. If an incident occurs, all parents with children in the class will be notified allowing preventative action to be taken. Preventative weekly shampoos will assist in keeping this problem to a minimum. Successful treatment/prevention can also occur by combing conditioner through the hair regularly. Information brochures are available from the office or the Department of Health WA website - www.health.wa.gov.au.

Infectious Diseases

Students are required to be absent from school for the duration of any infectious period. Health Department regulations on the exclusion from school for specific infections may be obtained from the office or Department of Health WA website – www.health.wa.gov.au. The following infections require children to be excluded:

Chicken Pox	Influenza	Mumps
Ringworm	Rubella	School Sores
Conjunctivitis	Measles	Whooping Cough

Measles cases also require the exclusion of any non-immunized children from school. Immunization is strongly recommended. Information brochures providing further details are available from the Department of Health WA website – www.health.wa.gov.au.

Library

All classes Kindergarten – Year 6 will have the opportunity to borrow from the library each week. In order to do so, each child is requested to have a library bag (preferably waterproof). Each class has a timetabled session in the library each week as well as opportunities to access its resources for research at other times as required.

Note: Payment will be required for the replacement of “damaged beyond repair” and lost resources. All books are checked for damage on return before being returned to the shelves for further borrowing.

Lost Property

All lost property is stored in the linen baskets in the alcove area of Enterprise Block where parents and children have constant access. At the end of each term lost property will be displayed after a morning assembly when parents will have the opportunity to view it. Notice of this will be given in the newsletter. To keep lost property to a minimum please ensure all items are marked with your child’s name. Unclaimed clothing will be sent to local charities or washed and used for emergency clothing. Small valuable items that are found are kept in the front office to claim.

Languages

The language taught at Ranford is Italian and all classes in Years 3 – 6 are involved in weekly lessons.

Medication

In accordance with Department of Education policy, parents requiring medication to be administered to their child at school need to complete the necessary forms at the office. Any changes to medication, requires alteration to these forms as they are a legal instruction to those taking the responsibility for administration. Students may not bring any medication or herbal preparations to school to self administer from their bag. The only medication approved to be kept in bags is puffers for asthma.

Newsletters

The fortnightly school newsletter is posted on the school website every second Friday. Please ensure we have your up to date email address so that we can email a reminder to view the newsletter.

No Hat, No Play

Students will not be permitted in the sun without wearing a hat. They will be required to remain in shaded verandah areas of the school. A hat is required to participate in all PE lessons and sport. The school promotes the wearing of wide-brimmed hats to maximise protection. These are available from the uniform shop in Willetton (Uniform Concepts).

Nursing Team

The school is serviced by nurses from Child and Adolescent Health - Canning Region School Health Team. The team visits our school regularly to conduct screening and implement health promotion programs. The team continues to be available for appropriate referrals outside of scheduled visits when required.

Office Opening Hours

The school office is open Monday to Friday, 8.00 am – 4.00 pm during term except for public holidays.

P & C Association

Ranford Primary has a strong and energetic P & C. Its functions are to:

- represent parents/community on school decision making groups
- encourage parents to participate in developing the school's educational policy
- develop parent participation in the school
- be the forum for parents to discuss issues pertaining to the school and its community and for gathering opinion
- promote and support communication and cooperation within the school community and to bring educational matters to the attention of the wider community
- provide extra amenities for the benefit of students.
(WACSSO P & C Association Handbook)

❖ The P & C Levy is \$10.00 per student from Pre Primary to Year 6 and at \$100.00 per student in Kindergarten.

Parent Information Meetings

During Week 2 of Term 1 all teachers will conduct a parent information meeting. The purpose of this meeting is for teachers to share classroom policies and procedures and to explain how parents can best support their child's learning program. Teachers will inform parents of the time for this meeting. Similar meetings will also be held at other times during the year. Please note these meetings are not for individual interviews and as they are quite formal in nature, it is requested that children do not attend. There are other times throughout the year when parents attend various events and activities with their children. It would be appreciated if children were not left unsupervised in the grounds at night when these meetings are held. The meetings last approximately one hour only.

Parent Involvement

This school is a learning community. It will foster a partnership with parents in order to provide the best possible learning environment for the children. There will be many ways in which parents will be invited to participate in the development of policies and school planning processes as well as supporting teachers in classrooms and joining with children in the classroom for special events and activities. All parents who are involved in classroom assistance will be required to complete a Confidentiality Agreement.

Parent Teacher Interviews

Parents are requested to **make appointments** for interviews with their child's teacher. This allows time for the teacher to gather information relevant to the discussion. It is, however, important for teachers to be kept informed of circumstances which may have an impact on a child's learning on any given day. In this case a parent should provide the teacher with the necessary information. Parents are requested that unless otherwise arranged with the teacher, mornings before school are generally a very busy time for teachers and **not appropriate for unannounced interviews**.

Parents are requested to avoid interview appointments on staff meeting days. All staff are required to attend a weekly staff meeting on this day immediately after school.

Parking

The staff car park immediately in front of the Administration Block is for **staff use only**. Designated (numbered) bays in the rear car park are also for staff use. This is in accordance with Department of Education security requirements. Parents may use the 72 embayment car bays along Eastwood Parade and Orkney Crescent or the large car park between the tennis courts and the oval entering from Eastwood Parade and exiting along the tennis courts onto Orkney Crescent. Please observe extreme caution at all times as well as the 40kph speed limit around the school perimeter. Parents are requested to keep disabled bays clear as several children with disabilities attending the school will need these spaces for drop off and pick up. Please respect signs – if this occurs the car park provides a safe and workable process for parking and drop off/ pick up. Students are encouraged to walk to school when weather permits. See more detailed information sheet on parking.

Payments

Preferred method of payment is via the QKR app which can be downloaded from app stores onto mobile phones, tablets and computers.

For alternative methods of payment please contact the office.

Physical Education

Ranford has the resources of a specialist teacher for Physical Education as well as excellent facilities and resources which allow maximum opportunities for this area of the curriculum to be developed.

Each class in Years 1 to 6 will be timetabled for Physical Education with the Specialist and sport with teachers from their area of the school. This complies with the requirements for all students to engage in 2 hours of physical activity each week.

Each year the school conducts a faction athletics carnival and participates in Interschool Carnivals as well as Summer and Winter Carnivals with local schools.

Photos

All students will be photographed on a pre-payment system. The dates will be advised via the school newsletter.

Playground Duty

Seven teachers are rostered on duty for each break, prior to school and after school. At all times, a duty teacher is visible to children in all areas of the school. Should children experience difficulties, they are encouraged to communicate this to the duty teacher who will endeavour to problem solve or resolve conflicts which may occur. Informing teachers about inappropriate or undesirable behaviour is part of the responsibility all children must accept if they wish inappropriate behaviour to stop.

The school has a "zero tolerance" to bullying and a strong anti-bullying policy. This requires students to advise either the duty teacher or their class teacher if they feel this is happening to them. Unless teachers know about these incidents, they are unable to resolve issues. By not seeking this assistance, the behaviour may be ongoing. By catching problems as they arise we are able to maintain a positive tone in the school grounds and classrooms. Parents who may be aware of these problems should seek the assistance of the class teacher as a first contact.

Children who arrive at school prior to 8.30am must go to the Undercover Area where a teacher is on duty.

Pre Primary Drop Off and Pick Up

Parents are asked to accompany their child to the classroom door each day. When picking up your child at the end of the day, please wait outside the gates until the children are dismissed at 2.55pm.

Please note: toddlers must be supervised at all times and for duty of care reasons, no children are permitted on outdoor equipment before and after school.

Children will only be released from their teacher's care to their parent, unless we have been notified of other arrangements in writing. If your child is to go home with Day Care please complete the before and after school care form at the front office. The welfare of your child is of utmost concern to us. A phone call to the office is all that is needed in an emergency.

Children who are left at school for longer than 10 minutes after pickup time will be taken to the office where they will be fully supervised until collection. This should only occur in emergencies and not as a regular routine, as it causes great upset to the children.

Late arrivals and early departures must be signed in and out at the front office. A leave pass will be issued at the office, signifying that the child has been signed out by the appropriate adult. This must be shown to the class teacher before the child will be released.

Psychologist

The school is allocated the services of a School Psychologist on a needs basis. This will only occur as part of a consultative process with parents in an attempt to use available resources to problem solve concerns with learning and behavioural difficulties which parents, teachers and students might be experiencing.

Reports

Formal system level reports are emailed to parents at the end of each semester (July and December). In addition to this at Ranford Primary an informal interim report is sent home at the end of Term 1 indicating how your child has settled into the new year level.

Parents wishing to discuss further details should make an appointment with the classroom teacher who will provide additional information about the learning program and your child's achievement of learning outcomes.

Security

The school is secured by silent alarms and patrolled by School Watch. Any suspicious activity noticed by the community in a "neighbourhood watch" sense can be reported to the school or DoE Security by telephoning 1800 177 777. Parents are requested to reinforce appropriate and safe behaviour by advising their children against visiting the school grounds after school hours. Organised and supervised sporting leisure activities are appropriate. The school has a building to building fence and gates at entrance points around the perimeter of the school. These are closed during school hours.

Sporting Equipment

Play and sporting equipment is provided during recess and lunch time and is shared via the class allocated set. Each class will develop a routine for sharing their equipment.

No equipment is permitted before school. No personal sporting equipment should be brought to school.

Student Assessment and Evaluation

This is an ongoing process that will involve both the child and the parent. It will take a variety of forms and will be both formal and informal. Further details regarding the reporting process will be provided throughout the year in consultation with parents. This will include the parent information workshops, information brochures and so on.

Student Council and Faction Captains

Elections are conducted in November for the following year and an official announcement and handover occurs at the Presentation/Graduation Day in December. There are 8 Councillors each year from the Year 6 group and 8 Faction Captains (2 per faction) from the Year 6 group.

Student Requirements

Students are required to bring all stationery and associated items to school as shown on the relevant personal requirements list. All items must be clearly labelled with the child's given and last name ie John Smith. The classroom teacher may store some items for later distribution. This will be explained by classroom teachers at beginning of year meetings when classroom procedures are described. At the end of each term pencil cases will be sent home for checking and re-stocking of necessary items. Children can only be expected to do their best if they have the appropriate equipment with which to work, and some items do not last for a year. It is unfair and disruptive for children to borrow the equipment provided by others.

Swimming Lessons

Swimming lessons form part of the Curriculum and are therefore compulsory. Students who are not attending must provide a medical certificate. Payment for swimming is required prior to start of the lessons.

Term Planner

A Term Planner will be posted on the school website in week one of each term to advise parents of upcoming events for the relevant term and to forecast important dates to remember for the year.

Uniforms

All students are encouraged to wear the school uniform at all times in accordance with the Dress Code Policy (dress code policy attached). Items can be purchased from Uniform Concepts Store in Willetton.

Uniform Concepts
3/9 Yampi Way Willetton WA 6155
Tel: (08) 9270 4669 Email: willetton@uc.nellgray.com.au
Monday to Friday 9am to 5pm (Thursday 6pm), Saturday 9am to 1pm

Faction shirts are available and it is recommended that these are worn on the days when students have sport and PE.

Parents are asked to think about safety when selecting school appropriate footwear. For a variety of safety reasons, thongs and high-heeled shoes, open unbuckled sandals and skate shoes are not permitted. Footwear should be enclosed.

The uniform page on the school website provides further information.

Valuables and Jewellery

For the children's safety, the wearing of jewellery, except studs and sleepers in pierced ears is **not permitted**. Mobile phones are **not permitted** in classrooms and must be handed to teachers prior to school for safe keeping until the end of the day. Make up and nail polish are considered inappropriate at primary school. (See Dress Code Policy attached). This will be reinforced by teachers who will remind students of the rules. Safety issues are part of a school's duty of care.

The bringing of toys, games or valuable items (eg. MP3 players etc) to school (other than for special class requests) will be discouraged. Invariably this results in loss or damage followed by a great deal of upset.

Wet Weather Program

Should inclement weather occur at lunchtime, eating and appropriate activities will be supervised by classroom teachers indoors.

Dress Code

Rationale

At Ranford we have established a dress code for all Kindergarten to Year Six students attending the school. A school dress code:

- fosters and enhances the public image of the school
- assists in building school and team spirit
- ensures students are safely dressed for specific school activities
- encourages equity among students; and
- prepares students for work, as many work places have dress and safety codes

Outcomes

Students are to demonstrate that everyone has the right to feel valued and be safe, and, in this regard, understand their rights and obligations and behave responsibly. (Curriculum Frameworks, Over Arching Statement 13.)

Guidelines and Major Strategies

- Uniforms will include a range of items. These are available from the uniform shop (See Appendix A). The size range will cater for a wide variation in sizes, including adult. Items may be ordered via forms or through visiting the uniform shop at the advertised opening hours.
 - Students will be able to wear neat navy blue pants provided there is no large maker's Logo visible.
 - Students will be encouraged to wear white socks or sport socks.
 - Appropriate footwear must be worn. Students are expected to take part in regular physical activity so joggers and trainers are the most appropriate footwear.
 - Faction shirts will be encouraged for physical education and sports carnivals.
 - Students will be encouraged to wear wide brimmed hats or legionnaires style hats in line with the Ranford's Sunsmart policy. These are available from the uniform shop.
 - Hair needs to be neat and tidy. Hair that is past collar length needs to be tied up for health reasons.
 - A watch and either studs or sleepers can be worn. Other items of jewellery may not be worn for safety reasons.
 - Nail polish, make up and tattoos are not to be worn.
 - Students may be granted an exemption from the dress code requirements on religious or health grounds, or at the Principal's
1. The class teacher will explain to the student the need to be in uniform.
 2. If the student is still out of uniform the class teacher will again remind them of the school dress code requirements and communicate this to parents via the Communication Diary.
 3. If the student is still out of uniform a copy of the dress code requirements and a uniform order form will be sent home to the family. Part of this will include an acknowledgement of receipt of the information.
 4. Problems regarding non-compliance, or requests for exemptions from the dress code will be referred to the principal.
 5. Students who do not comply with the dress code of Ranford Primary School may find that they will be excluded from representative sporting events and extra curricula activities.

Conclusion

All students are part of the Ranford team and work together to achieve common goals. Part of this is the identification of students as belonging to Ranford Primary School through the wearing of the school uniform.

Sample of note to go home to parents re Dress Code:

Dear.....

Your student.....has not complied with the dress code of Ranford Primary School. If you are waiting for a uniform order to come in could you please advise the class teacher. If your student is unable to comply could you please contact the school office to apply for an exemption from the dress code. Exemptions from the Dress Code may be granted on religious or health grounds and are at the Principals discretion.

Attached please find a copy of the school Dress Code policy and a school uniform shop order form for your use if needed.

Teacher-

Dated-

.....
Please sign and return to class teacher.

I acknowledge receipt of the letter re non-observance of the Ranford Primary School Dress Code.

Signed.....Dated.....
.....

Please write your comments about the dress code policy below. We would appreciate your feedback so that we can make sure that our Dress Code reflects the need of our community.

Name..... Daytime Contact Number.....

Parking at Ranford Primary School

Parents are advised that in order to have an acceptable level of safety and security for students and property the school has implemented a range of measures in the parking areas around the school.

Staff and Community Car Park at the Rear of the school

This is the main car park. **Numbered bays are for staff only.** Day Care children wait under the shaded structure. The remaining bays are for parents, with preference for parents of Pre Primary children who are required to leave their vehicles. There is a disabled ACROD bay for those vehicles displaying this sticker near the bin enclosure for picking up and dropping off students.

Drop off and pick up by circulation. All students will wait under the shade structure for their parents. If their parents are parked they must use the crosswalk or walk on the footpath around the edge. Parents in cars can only wait in the zone for 15 seconds before moving around again or into a spare bay. At peak times this is monitored and you may be asked to move on.

Parking at the Front of the School

Staff Car Park

The front car park is **STRICTLY STAFF ONLY**. The disabled ACROD bay is for parent access to the administration block only. **The entrance to this Car Park is not to be used as a drop off zone.** Damage to vehicles has occurred in this car park and parents are requested to ensure they do not encourage their children to walk through this area.

Kindergarten parking

On the **east side** (Kindergarten) of the staff car park entrance provision is made for 15 minutes roadside parking for Kindergarten parents between 8am and 9am, and again between 2.30pm and 3.30pm Outside these times it is normal parking.

On the **west side** of the staff car park entrance provision is made for **15 minutes standing only** between 8am and 9am, and again between 2.30 and 3.30pm, and is not meant for Pre Primary parents to leave their cars as this will technically be "parking" and may incur a fine from the Ranger.

Other Parking Areas

Parents are welcome to make arrangements with their children to meet in the side streets around the oval and opposite Atlantis block.

An excellent alternative which we encourage is to walk.

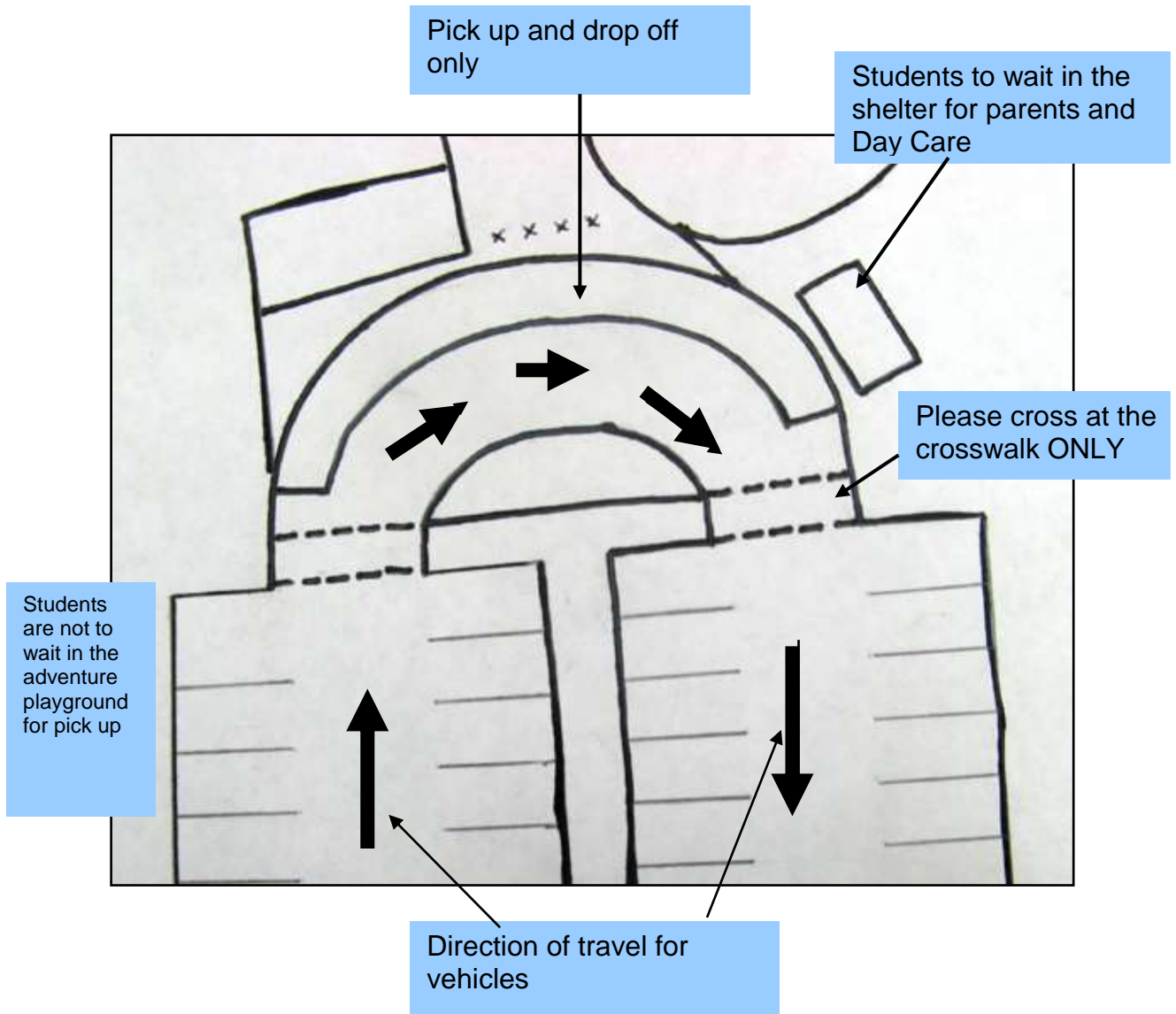
Note:

Students who are not picked up for whatever reason must return to the office where parents will be contacted.

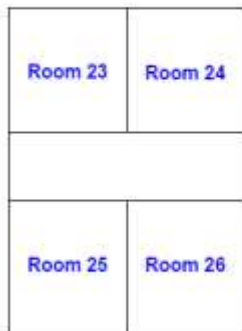
The speed limit around the school at this time is 40kph.

Parking Map for Rear Car Park

Please note – If you are held up and your child has not been picked up on time they will be taken to the office to wait for you there.



RANFORD PRIMARY SCHOOL MAP



Discovery Kindy



Atlantis



Enterprise



Endeavour



Bike Racks



Discovery Pre Primary





School Watch
1800 177 777