



AN INDEPENDENT PUBLIC SCHOOL

## Welcome to our School

Building positive and productive relationships and partnerships and the need to work together as a caring and supportive team with all stakeholders is very important to us. We pride ourselves on being inclusive and valuing the ideas and support of others.

Our school is renowned for delivering innovative programs which promote 'inquiry learning' and provide unique experiences that positively influence all domains of student learning. We believe in doing our best for every child. This means providing a curriculum that is engaging, differentiated and balanced in a learning environment that is respectful, safe and caring.

Core shared values such as Respect for Self and Others, Teamwork, Trust, Endeavour and Excellence provide the necessary building blocks for our students to be the best they can be, to become good citizens and to make a valuable contribution to society. These attributes are also a necessary foundation for our students to become resilient learners for life and for 'Striving for Excellence.'

Our school vision is achieved through the efforts of a dedicated team of teaching, leadership and school support staff who work collaboratively with a dynamic and supportive school community. We work together to make a difference for all students at Swanbourne Primary.

We hope you will become an active and supportive member of our school culture and vision.

Yours truly

David Knox  
Principal

# Our School

Swanbourne Primary School is situated 15 minutes drive west of the Perth CBD and is approximately one kilometre from the ocean. Swanbourne is one of the more affluent suburbs in Perth, being surrounded by Fremantle to the south, City Beach to the north, with Mount Claremont as an inland neighbouring suburb and Cottesloe directly to the south. The suburb Swanbourne is also well established and regularly features in real estate literature as one of the top ten most popular suburbs.

Swanbourne Primary School was originally established in 1905. The new school relocated to its Narla Road site in November 2001, replacing the inadequate facilities in Derby Road. An extensive consultation period with the representatives of the Nyungah Aboriginal Community was undertaken before building commenced. Aboriginal people lived in the area up until 1951 and their culture and history are recognised.

One of the conditions of the redevelopment was that the Department of Education set 1.5 ha of land aside to focus on Aboriginal heritage for use by the school, Aboriginal and wider communities.

The school's covered assembly area was extended and enclosed so it can be used as a school hall. Other conditions include dedicating a section of the new library for Aboriginal material and that a cross-cultural awareness program including Aboriginal history and culture is included in the school's curriculum.

The school's staffing profile consists of the Principal, two Deputy Principals and a Manager Corporate Services. In addition the school has specialist teachers in Physical Education, Music, Languages other than English (LOTE - Japanese) and Art.

Non-Teaching staff include Education Assistants for Kindergarten and Pre-primary, a Library Resource Officer and a Special Needs Assistant.

A Defence School Mentor (DSM) is available to assist with the transition of Australian Defence Force families into our school community and when they leave. The DSM can assist with any educational, emotional or social concerns families may have about their child/children and will liaise with the principal, parents, teachers and professional therapists.

The school has general teaching areas, pre-primary teaching areas, kindergarten areas, specialist art and music rooms, science room, library, administration block, hard courts, oval and 2.5 hectares of parks and gardens.

The school has an active P&C Association and School Board who place a significant focus on working together to meet the needs of all children in our school.

For further information about Swanbourne Primary School please refer to our web page, which can be found at [www.swanbourneprimary.wa.edu.au](http://www.swanbourneprimary.wa.edu.au)

# School Vision Statement

We work as a collaborative team to create a caring, inclusive and respectful school culture and a curriculum that values each child as an individual. We work together to teach and support our students to become learners for life, who will be happy, resilient, caring and respectful citizens that strive for personal excellence and contribute positively to society.

<b>Core Values</b>	<b>School Motto</b>	<b>School Mindset</b>	<b>Code of Practice</b>
<p>The actions of our staff, students and parents are guided by the following core values 'CARE':</p> <p><b>C</b>ommunity <b>A</b>chievement <b>R</b>espect <b>E</b>nvironmental <b>R</b>esponsibility</p>	<p>Our school motto is:</p> <p>'STRIVING FOR EXCELLENCE'</p>	<p>Our school mindset is:</p> <p><b>S</b>uccess <b>T</b>eamwork <b>R</b>espect <b>I</b>nclusive <b>V</b>ision <b>E</b>xcellence</p>	<p>As a staff, we all agree to:</p> <ul style="list-style-type: none"><li>➔ Do our best for every child</li><li>➔ Respect one another</li><li>➔ Work together as a team</li><li>➔ Act in an ethical manner</li></ul>

# General Information

Our school's strength is its emphasis on the individual. The size of the school means that the administration and teaching staff can get to know each child personally. This creates a friendly and caring atmosphere, which encourages children to participate and develop self-esteem and self-confidence. We believe that children are most likely to realise their potential if their learning environment is a happy one, which makes them feel valued.

Swanbourne Primary strives for success and personal growth. We aim to challenge all children and to nurture the development of competence, confidence and resourcefulness. We encourage children to operate both independently and co-operatively, to be socially responsible and to take pride and pleasure in their achievements.

Additional curriculum programs are another of the school's strengths. The wide range of activities offered include a PEAC (Primary Extension and Academic Challenge), Instrumental Music - IMSS (Instrumental Music School Services) and a variety of sporting activities such as swimming, athletics, cricket, orienteering, basketball, netball, football, hockey, soccer, tennis and yoga.

## Admissions

Parents/Carers are required to complete an Application for Enrolment and a School Enrolment Form for each child which gives us detailed emergency information, e.g. medical conditions, emergency contacts, etc. Immunisation records and birth certificates are also required on enrolment. Please remember, all information on the forms remains confidential.

It is important that parents inform the school of any change of address, phone number or emergency contact, so student records are current.

## Absences

Daily attendance/punctuality of students is compulsory as laid down by the Education Act. Acceptable reasons for absence from school are for illness, medical or dental appointments, which cannot be arranged outside school hours. Please contact the school if you intend taking your child out of school for other reasons eg. vacations. All other reasons need to be explained, in writing, to the child's teacher. Please use our SMS messaging system on 0437 783 622 and send child's name and reason of absence.

Parents are required to report to the front office to sign their children in for 'late arrivals' and 'out' when removing their children from class during the course of the day.

## Accidents and Sickness at School

If your child is unwell and requires individual care, please keep him/her at home. Your consideration for other children's health is appreciated. An email or telephone call to the school would be appreciated if your child is going to be absent for a few days, particularly if it is due to an infectious condition.

PLEASE NOTE IF THERE IS A MEDICAL EMERGENCY PARENTS OR GUARDIANS ARE EXPECTED TO MEET THE COST OF THE AMBULANCE

## After-School Care

Camp Australia operates a Before, After-School and Vacation Care program within our school. Information is available in the front office and can also be found on their website <http://www.campaustralia.com.au/>

## Canteen

Our Canteen is online – Monday, Wednesday and Friday

Flexischools is an online system that provides a cashless account where you can manage the ordering of your children's lunches for the term.

The online ordering system is a fast, convenient and secure way to order and pay for school canteen from home or on your mobile. Canteen services are available to you 24/7.

- ➔ Parents set up a Flexischools account online and pre-load the account with funds in a secure environment
- ➔ Parents can use the funds in their account to order and pay for canteen lunches online
- ➔ Parents can view orders online and order ahead for the term

Kirkwood Deli will provide the canteen with lunches on a Monday, Wednesday and Friday. Please note there is no recess or lunch time ordering for snacks/icy poles at this time

**Please remember that any order cancellations or alterations must be done directly with:**

- ➔ Flexischools 1300 361 769
- ➔ Order cut off time is 9.00am

Whilst Kirkwood Deli provide the lunches, they do not have access to the accounting side and are therefore unable to make any refunds/price changes.

**Register for an online account – go to [www.flexischools.com.au](http://www.flexischools.com.au) and follow the steps below:**

1. Go to [www.flexischools.com.au](http://www.flexischools.com.au)
2. Select 'For Parents' Select 'Register'
3. Enter and confirm your email address
4. Follow registration instructions in the email you will be sent
5. Once registered you can 'Add a Student' or 'Top Up Account'
6. Adding a student you will be asked for the school, their name, their year and class (i.e. their room number). You can add multiple students to your login
7. You can top up funds in your account via Credit Card, PayPal or direct deposit
  - ▶ Direct debit is free to top up and may take a few days, whilst Credit Card and PayPal is immediate and attracts a 1% plus \$0.15c fee

## Managing your account:

1. Make an order by selecting from the range of items on the Swanbourne Primary School Canteen menu and then make a payment for the order listed in your order pad.

# General Information

2. If required, you can review orders by logging back in to your Flexischools account
3. You can set recurring orders and order ahead for the whole term, view transaction history or cancel orders via your online login

## What does it cost?

- ➔ Online Ordering Fees - Free
- ➔ Account Top-Up Fees - Direct Deposit FREE
- ➔ Paypal and Credit Card (visa/mastercard) \$0.15 + 1% ie: \$1.50 per \$100

## Children's Records

Please ensure that any change of address, phone number, place of employment, emergency contact person, and health issues are noted by the school office. A note to the class teacher, an email to the school or a telephone call to the office ensures that your child's records are accurate and kept up to date.

## Changing to Other Schools

Please notify the office before your child leaves this school. Prior notification of impending change will enable the school and your child's teacher to prepare books and records so that the student's progress is not impeded by the change. Students need to take their books and personal materials, but all student files and records are sent to the receiving school when requested by them.

## Class Representatives

The P&C requires at least one parent representative for each class which involves being the liaison between school, P&C and parents.

Many activities require parent help which may include: helping with excursions; sports days; reading; cooking; art and craft activities. Please talk to your class teacher if you can provide assistance.

## Community Nurse

Community Health Nurses work in schools to promote healthy development and wellbeing so students may reach their full potential. A major part of the CHN's work is focused on early intervention and the School Entry Health Assessment program.

Community Health Nurses serve as a health contact point for children and their families, providing information, assessment, health counselling and referral. The services provided are free and confidential.

If you have a concern about your child's health or development, please contact the school front reception.

## Voluntary Contributions and Charges

Students must provide items for their own personal use such as pencils, pens, rulers, etc. These items will often need to be replaced during the year.

In order to provide the school with a working fund to enrich your child's education, parents are asked to pay the requested voluntary contributions and charges promptly.

# General Information

A schedule of proposed Voluntary Contributions and Charges is sent home annually and can be located on our school website.

## Covering Reading Books

As the school is continually purchasing new reading books parental assistance with covering of them would be appreciated. Please let the Library Resource Officer know if you would be available to help out.

## Dental Health

The School Dental Service provides free general and preventive dental care for all enrolled students up to Year 11. The Dental Therapy Centre located at Swanbourne Primary operates from 8.15am to 4.30pm Monday-Friday and most school holidays. The DTC can be contacted on 9384 0855.

## Dogs in the School Grounds

No dogs are allowed on the school grounds, as they create a risk and fear for students. If dogs wander onto the school grounds during school hours, the ranger will be notified.

## Enquiries

### Urgent messages only:

May be left for children at the office; i.e. your car has broken down and you are unable to pick up your child. To minimise disruption please ensure messages are left for emergencies only.

### Through the class teacher:

Minor concerns such as lunch arrangements, reasons for absences, etc, can be directed to the teacher. The best time to speak briefly to teachers is between 8.35 and 8.50am and after 3.10pm. Please make an appointment if a longer interview is required.

### By email:

All of the above can also be attended to by emailing the school on:  
swanbourne.ps@education.wa.edu.au

## Excursions

These are an important part of our educational program. They provide experiences for the children which relate to classroom programs.

For each excursion children will require a signed permission note. Without permission children cannot attend the excursion. **NO CASH PAYMENTS WILL BE ACCEPTED.**

It is encouraged that parents make a payment of \$50 - \$100 to credit their account and any charges can be deducted from their child's unallocated credit. If you would like further information please call the front office on 08 9253 5300.

Payments for excursions can be made via these methods:

1. Qkr!™ by Mastercard® is a mobile phone payment app. Available on the App store (iPhone) or Google Play (Android)

# General Information

2. ELECTRONIC BANKING details are: BSB: 066-040 Account: 19902749. Please reference the payment by child's surname.

## In-Term Swimming Classes

Students from Year PP-Year 6 attend swimming lessons during the year as part of the school curriculum.

## Leaving the School

Children will not be permitted to leave the school grounds at any time, for any reason, without the knowledge and direct approval of the Principal or the person in charge of the school at that time.

Parents must sign children out through the office before collecting their child from the classroom if they are required to leave school for any reason during the course of the day. A sign out pass is required to be given to the teacher.

## Library

The School Library is used by all classes on a timetabled basis as arranged by the class teachers.

Our School Library is fully automated and has a variety of technology software and internet access for use by children in their studies. Children are entitled to borrow two books at a time, but children may return these books as often as they wish if they would like to borrow more books. Your help in returning the books promptly is requested. Should a book be lost or damaged, replacement costs need to be met by the child's family.

Parental help in the day to day running of the library and the covering of books is also helpful and appreciated.

## Lost Property

All student property should be clearly labelled with your child's name. Lost property can be claimed from the Seahorse Block. Any unclaimed items will be displayed at the end of each term before being handed over to charitable organisations or to the uniform shop for resale.

## Medicines

Medicines can only be brought to school and administered to a child on the authority of a parent. These are to be left at the front office, where a drug administration form must be completed by the parent.

All medicines, including asthma sprays/pumps, should be named and include all relevant information.

NB: It is very important for the office to have up-to-date medical information on students.

## Parking

For safety reasons, please do not use the marked Staff Car Park (lower car park) area unless using the drop off/pickup area. Vehicles should be parked in the bays at the front of the school, especially during peak periods at the start and end of the school day.

Please use the drop off and pick up point in the lower carpark for the prompt drop off and pick up of children before and after school.

Please take note of parking restrictions and bus bays in Narla Road. Do not double park as this causes a traffic hazard and is extremely dangerous. Please encourage your children to use the footpaths rather than walk through the car park.

# General Information

The far oval will be available for parking during popular school activities to relieve congestion in the car park.

## Personal Use Items/Booklists

Stationery for your child can be ordered through our selected supplier or parents may choose any retail outlet. Booklists are available on our school website or from the front office. PLEASE MARK EVERY ITEM CLEARLY WITH YOUR CHILD'S NAME.

## Reporting

Parent/Teacher interviews are held, or on request, to discuss student progress. Electronic reports regarding student progress are accessed through Connect twice a year.

## Road Safety

A supervised crosswalk is available in Narla Road opposite the parent car park. An attendant is on duty from 8.00am to 9.00am and 2.45pm to 3.45pm. All parents are urged to encourage their children to cross at these places ONLY. We urge all parents to avoid 'stopping and dropping' on the crosswalk in the car park.

## School Assemblies

Parents are invited to our assemblies which are usually held fortnightly on every second Friday morning at 8.50am, although at times this may change. Dates will be confirmed and placed in our school calendar or our website. Please also check with the classroom teacher.

At these assemblies, a class or year level takes on the responsibility of leading the assembly and merit certificates are presented.

## Parent Information

Our school community strives to create an open, caring, supportive environment. We ask parents to welcome new parents and share the joys and burdens of parenting. Parental involvement not only enhances your child's education but you can make the school a better place for other children by being active in the school community.

### You can assist by:

- ➔ Being on the School Board
- ➔ Attending P&C meetings
- ➔ Accompanying excursions
- ➔ Listening to children read or assisting with other class related activities
- ➔ Support or help organise social functions
- ➔ Assist curriculum development
- ➔ Helping and organising fundraising activities
- ➔ Sharing skills or hobbies
- ➔ Assisting with clubs/activities/whole school events

# General Information

- ➔ Helping in the Library
- ➔ Helping with busybee organisation and participation

## Staff/Parent Interviews

Personal interviews with teachers are welcome. Parents may arrange an appointment with individual teachers by letter, email or a telephone call to the office. You are urged to use the interview to clear misunderstandings, discuss your child's progress and discuss any other matter that may be causing concern. It is in your child's best interest that regular communication between home and school exists. Teachers cannot come to the phone when they have a class unless the matter is urgent.

## P&C Association

This is an important group within the school and relies on the support of the entire school community. Meetings are held in the staff room on the second Wednesday of each month commencing at 7.00pm. All are welcome.

For the continued education of our children it is necessary for the P&C Association to request payment of \$120 per child per year. The levy is based on a voluntary contribution and will be used for the purchase of necessary school equipment. Payment options may be discussed with the P&C President, Treasurer or the office. Your support is much appreciated by the children of Swanbourne Primary School.

## School Board

The School Board ensures the school community is involved in school planning and accountability. We wish, therefore, to outline the various functions of the School Board and its relationship with the P&C Association to better enable you to be actively involved in your school.

### Functions

1. Primarily the School Board formulates the following aspects of the School Development Plan:
  - ➔ A brief, but clearly expressed statement of the School's Vision and Purpose
  - ➔ The education outcomes the school is seeking for students
  - ➔ The school priorities for our next planning cycle
2. Examines Performance Information in summary format i.e. School Annual Report, drawn from student and school performance data to determine the success in achieving the School Purpose
3. Views and endorses the School Budget
4. May initiate the need for the school to formulate a policy and ensures policies reflect the School Vision and Ethos
5. Endorse the school operation plan, business plan and workforce plan
6. Has the option of providing parent representation on local selection of the principal
7. To be an accountability and review body to ensure programs are in place and strategic plans are being undertaken

# General Information

## The relationship with the P&C

- ➔ The P&C Association continues to provide financial and resource input to the school as deemed necessary.
- ➔ It also has the right to seek information and discuss matters which can then be passed on to the School Board for examination and possible inclusion in the School Development Plan and/or policy.
- ➔ The P&C can only make policy for itself – not for the school.
- ➔ P&C has the responsibility of providing a representative for the School Board and thus has a influence in the decision making process.
- ➔ Both the School Board and the P&C need to have good communications and a friendly relationship to enable the school to meet its purpose and vision.

## Who to approach when issues/ideas arise

The teachers, deputy principal and principal are the contact when a concern is about individual children or teachers. Please make a time to discuss concerns or issues.

## The objectives of the P&C Association are to promote the interests of Swanbourne Primary School through:

- ➔ Co-operation between parents
- ➔ The provision of facilities and amenities for the school; and
- ➔ The fostering of community interest in education matters

## An association cannot:

1. Interfere in the control or management of a school or the educational instruction of students; or
2. Exercise authority over staff or other persons employed at the school.

## Summary

Both the P&C and the School Board are essential for the smooth operation of the school because both service different areas of need within the overall operation of the school. We foster this close relationship as we are all working together to support students to be the best they can be.

## Structure

The group should consist of nine people – one parent nominated by the P&C, four parents elected by the parent community and three staff elected by the teaching staff. The Principal is the ninth member. Up to two community members can be co-opted as required by the Council if their expertise is deemed valuable for a particular issue.

## School Psychologist

The School Psychologist visits the school weekly. Referrals are made through the Deputy Principals in collaboration with the class teacher.

## Behaviour Expectations

The school rules are designed for the safety and well being of all children as well as for the maintenance of school property. School rules will be discussed with the children at the commencement of the year so they understand the need for their acceptance.

# General Information

## School Term Dates 2021

### Semester 1

- ➔ Term 1 Monday 1 February - Thursday 1 April
- ➔ Term 2 Monday 19 April - Friday 2 July

### Semester 2

- ➔ Term 3 Monday 19 July - Friday 24 September
- ➔ Term 4 Monday 11 October - Thursday 16 December

## School Volunteer Program

The school is fortunate to be a part of the Ed Connect School Volunteer Program which provides senior members of the community as mentors to our students.

## Sun Protection

All children MUST have hats for outdoors throughout the year for protection from the sun. There is a no hat/no play policy at all times during recess and lunch. Hats must also be worn for outdoor excursions/incursions. The application of sun block cream is also advised for school during summer. There is also sun cream in all blocks for student use.

## Toys and Personal Effects

No personal toys, jewellery, sports equipment or valuables at school please.

## Visitors to the School

All visitors and parent helpers to the school are requested to sign in and sign out at the front office and wear a visitor's sticker while in attendance at the school.

## Allergy Aware School

OUR SCHOOL IS ALLERGY AWARE and we would appreciate your support with this matter. We need to emphasise the seriousness of this concern, as we have students that can become seriously ill across the school. Even if food items contain traces of nuts, please avoid giving them to your child in their lunch boxes and save these treats for home, as they will be removed.

## Medications and EpiPens

If your child requires an EpiPen or other medication at any point throughout the school day, please do not send it in your child's bag. Ensure you hand any medication to the office and complete appropriate documentation, as well as inform the class teacher.

# Social Learning Policy

## Positive Environment

Each class will set up a positive environment with class core values, as endorsed by student council and staff.

## Playground

- ➔ Students should arrive after 8.30am unless attending school events, training or choir
- ➔ Students eat only in the quadrangle and remain seated at lunch time until dismissed
- ➔ No hat no play
- ➔ Bicycles, scooters and skateboards must not be ridden inside school grounds
- ➔ Students should leave the school grounds by 3.10pm

## Classroom

A set of understandings and behaviours, based on our Core Values is negotiated within the first two weeks of each school year in every classroom.

At Swanbourne Primary School students are encouraged to recognise and respect the rights of other and we have a clear set of consequences for individuals whose behaviour does not reflect the school's core values, so that they are encouraged to recognise and respect the rights of others.

# Homework Policy

## Homework Guidelines

Homework is academic work designed to support and extend the learning, practice and application of skills, knowledge and understandings taught in the classroom. Homework supports the development of the student as an independent learner by providing an opportunity to learn skills such as time management, perseverance, goal setting and critical thinking.

### Homework must:

- ➔ Be consistent and it must be used to facilitate the achievement of specific learning outcomes
- ➔ be part of a sequential learning program that is responsive to individual needs
- ➔ must be relevant to classroom activities
- ➔ must supported by existing classroom practice
- ➔ where appropriate, develop in consultation with students and families

# Uniform Policy

The Swanbourne Primary School Board has established a dress code for all students. Acceptance of enrolment assumes an agreement that the enrolling student will dress within the guidelines of the Code.

The School Board supports the wearing of the school uniform and believes that the school dress code is important to:

- ➔ Help promote a positive image of oneself and the school;
- ➔ Reflect pride in both the school and individuals;
- ➔ Address health and safety issues; and
- ➔ Address equity issues

## Uniform Overview

- ➔ School colours are Royal Blue, Navy, White and Turquoise
- ➔ Uniform items are available for purchase from the Uniform shop
- ➔ Only the school logo is permitted to be worn as part of the school uniform
- ➔ Footwear must be appropriate for the activity. Sneakers are recommended. Thongs are not appropriate for any normal school day activities.

## Uniform Dress Code

- ➔ Students are strongly encouraged to wear the school uniform at all times, as agreed through the School Board
- ➔ All clothes worn to school should be clean, safe and appropriate for school activities
- ➔ The wearing of jewellery is discouraged. In the interests of safety, no dangling earrings or loose neck chains are permitted.
- ➔ Hair which touches the shoulders must be tied back neatly.
- ➔ Footwear must be suitable for general activities, including sport. No thongs, beach sandals or high heeled shoes are permitted. Sneakers are recommended.
- ➔ Students are required to meet the dress code to represent their school at official activities such as excursions, social and sporting events.

## How to order Uniform Items

New uniform orders are placed via the Flexischools app or website. Items are paid for via fund transfer or credit card, and must be paid for at the time of ordering. Please refer to the instructions on the following pages to set up your account.

Orders placed by 2pm daily are collated the following day and issued weekly throughout each school term. There are no same day orders or cash sales. Footwear should be purchased externally.

# Uniform Policy

## Start of Year Orders

These may be collected from school reception in the week prior to the beginning of the school year. It is strongly recommended that orders are placed in term 4 for the new year, whenever possible.

2021-Term 1 begins on Monday 1st Feb. Uniforms may be collected on Thursday 28th February and Friday 29th February from 10am to 2pm.

## In-Term Orders

These are packed weekly and delivered to your child's classroom via their teacher, usually on a Monday. Please check your order window for the expected delivery date.

## Urgent Orders, Second-Hand Orders and Uniform Enquiries

Urgent order requests should be directed to the Uniform Shop Manager.

Second hand uniform enquiries should be directed to the Uniform Shop Manger or School Reception Staff.

Any general enquiries should be directed to the Uniform Shop Manager.

The Uniform Shop Manager can be contacted on [uniforms@swanbourneprimarypandc.org](mailto:uniforms@swanbourneprimarypandc.org)

## New Families-What Items Will I Need?

The following is a guide for purchasing a uniform for your child. All families' needs are different and should be considered when ordering.

Swanbourne Primary believes in gender equality and students may wear their preference of skorts/shorts.

You will find the price list, and size charts on the following page.

## What size is my child?

Due to our online, no-contact ordering system we will not have try-on samples available for most items. It is essential that you check the relevant size charts for your child's fit and size as there can be great variation between different suppliers and common retail sizes. However, we do offer an exchange or return option where appropriate (See below)

Please refer to the guidelines and size charts (Found on the school website) to determine what size items to order for your child.

# Uniform Policy

GIRLS-RECOMMENDED	BOYS-RECOMMENDED
<ul style="list-style-type: none"> <li>➔ Navy hat x 1</li> <li>➔ Royal blue polo x 2</li> <li>➔ Tartan Skort x 1</li> <li>➔ Navy full zip fleecy x 1</li> <li>➔ Navy rain coat x 1 (Available from Term 2, 2021)</li> <li>➔ House polo x 1</li> <li>➔ Sports skort or Unisex microfibre sports shorts x 1</li> <li>➔ House swim cap x 1</li> <li>➔ School backpack x 1</li> <li>➔ Library bag (as per your year group book list)</li> </ul>	<ul style="list-style-type: none"> <li>➔ Navy hat x 1</li> <li>➔ Royal blue polo x 2</li> <li>➔ Gaberdine Short x 1</li> <li>➔ Navy full zip fleecy x 1</li> <li>➔ Navy rain coat x 1 (Available from Term 2, 2021)</li> <li>➔ House polo x 1</li> <li>➔ Unisex microfibre sports shorts x 1</li> <li>➔ House swim cap x 1</li> <li>➔ School backpack x 1</li> <li>➔ Library bag (as per your year group book list)</li> </ul>
<b>FOOTWEAR-PURCHASE EXTERNALLY</b>	
<ul style="list-style-type: none"> <li>➔ White socks are preferred</li> <li>➔ Sneakers (any colour/type) are recommended</li> </ul>	
<b>WINTER WARMERS/CULTURAL COVERINGS-PURCHASE EXTERNALLY</b>	
<ul style="list-style-type: none"> <li>➔ Navy leggings</li> <li>➔ Navy fleecy track pants</li> </ul>	
<p><b>Please contact the uniform shop on <a href="mailto:uniforms@swanbourneprimarypandc.org">uniforms@swanbourneprimarypandc.org</a> for assistance in sourcing, if required</b></p>	

## 2021 Uniform Price List

The following items are available for purchase via the Flexischools ordering system from the School Uniform Shop.

The school uniform shop is managed by volunteers and does not operate to make a profit, but rather is focused on providing items that are attractive, comfortable, functional and durable. We aim to provide items at the best price while covering costs.

Prices and sizes are current at time of printing but please check details in Flexischools when placing your order.

# Uniform Policy

SCHOOL UNIFORM ITEMS 2021	SIZES	PRICE
<b>TOPS</b>		
➔ Royal blue short sleeved polo	2,4,6,8,10,12,14,16	\$31.50
➔ House polo (Red-Morrison, Yellow-Collins, Green-Shenton)	2,4,6,8,10,12,14,16	\$31.50
➔ Navy full zip fleecy jacket	2,4,6,8,10,12,14,16	\$31.00
➔ Navy Wet Weather Jacket (Available from Term 2, 2021)	4,6,8,10,12,14,16	\$39.00
<b>BOTTOMS</b>		
➔ Navy Gaberdine short	2,4,6,8,10,12,14,16	\$21.00
➔ Navy Microfibre Unisex Sports Shorts	4,6,8,10,12,14,16	\$15.50
➔ Tartan Skort	2,4,6,8,10,12,14,16	\$40.00
➔ Navy sports skort	4,6,8,10,12,14,16	\$25.00
<b>HATS</b>		
➔ Navy hat	XS-S, L-XL	\$15.50
➔ Swim Cap (house colours)	One size	\$3.50
<b>BAGS</b>		
➔ Navy School Back Pack	One size	\$54.50
➔ Waterproof Library bag	One size	\$5.50

## Care Instructions

Please follow all care instructions carefully to maintain your uniforms and extend their life.

## Name Labelling

It is essential that all items are labelled clearly with your child's name, so that lost items can be returned. Please revisit this regularly. Lost Property items that are not labelled, or collected will be donated to second hand sales at the end of each term.

# Uniform Policy

## Leavers/Yr. 6

The Year 6 Leavers polo tops are designed by the students, supported by their teachers early in the school year and are not currently purchased through the School Uniform Shop. The year 6 students may substitute this for the royal blue polo throughout the year.

## Second hand Uniforms

Swanbourne has some second hand items available for purchase to assist families during the first 6 months of 2021 during our new uniform transition. We request a gold coin donation per item, which is given to charity, when purchasing these items.

Enquiries for items can be directed to school reception or the uniform shop via email [uniforms@swanbourneprimarypandc.org](mailto:uniforms@swanbourneprimarypandc.org)

## Returns

If an item is not suitable, or you wish to change to a different item, a refund may be issued. Items must be unused, in original condition, with tags attached. Please print out the Exchange/Return form, (Found on the school website) complete the Refund section and return to the office with the items. Your request will be processed by the Uniform Shop with usual weekly processing. Refunds will be paid back into your Flexischools account and funds are usually available within 24-48 hours.

## Exchanging Items

If sizing is incorrect, a size exchange for the same product may be issued. Items must be in original condition, with tags attached. Please print out the Exchange/Return form, (Found on the school website) complete the exchange section and return to the office with the items. Your request will be processed by the Uniform Shop with usual weekly processing and the replacement item will be delivered via your child's classroom teacher.

## Flexischools Account Set-Up

Flexischools is an online ordering system that provides a cashless account where you can order school uniforms, and place school lunch orders. It is a fast, convenient and secure way to order and pay for your children's uniforms at any time.

Flexischools manages our ordering system, and the Uniform shop volunteers manage the uniforms, exchanges, returns etc.

If you already have an account, you can login, update your and your child's details and place an order.

If not, you will need to set up an account using the following process-

1. Go to [www.flexischools.com.au](http://www.flexischools.com.au)
2. Select REGISTER
3. Enter your email address and country.

# Uniform Policy

4. You will be sent an email with a link to complete registration and login.
5. Once registered you can download the App and login (if desired) and you can register multiple students and top up account funds.
6. When adding a student, you will be asked for details such as the school, name, year level and classroom.

Classroom numbers are not always available until the first day of the school year. As start of year uniform orders are all collected from the school office, choose any class number that correlates to your child's year level and update once you have more information.

For new families joining the school during the school year, classroom numbers and teachers can be obtained from the office administration staff.

7. You can top up account funds via Credit Card or PayPal (which are immediate but incur fees) or direct deposit (which is free, but can take a day or two to land into the account)

## Who to contact for Assistance

Technical, Registration or system issues should be directed to Flexischools on [help@flexischools.com.au](mailto:help@flexischools.com.au) or call 1300 361 769

Uniform queries, changes, or issues should be directed to the Uniform Shop Manager on [uniforms@swanbourneprimarypandc.org](mailto:uniforms@swanbourneprimarypandc.org)

Second hand purchase queries should be directed to school reception staff or the Uniform Shop Manager on

[uniforms@swanbourneprimarypandc.org](mailto:uniforms@swanbourneprimarypandc.org)

# 2021 New Uniform FAQ's

## **Q: Why do we need a new uniform?**

**A:** As an independent Public School, Swanbourne is required to formally review its uniform and branding from time to time. In 2019, Swanbourne refreshed its logo to reflect the future vision for the school and it is appropriate to now incorporate the logo into a new uniform and refresh the design.

The review also allowed us to introduce certain uniform items that have been requested in recent years, improve the sun protection ratings of sports house tops and to differentiate the uniform from other schools.

## **Q: Why have you kept the Royal blue Polo but changed the other items to predominantly navy?**

**A:** The new Swanbourne colours are Royal blue, Navy, White and Turquoise, in keeping with our existing logo. The navy bottoms and jackets contrast well against the royal blue and the embroidered school logo. Together they present a smart unified image that promotes the school when the kids are out and about in the community.

The Royal blue is an iconic part of Swanbourne history and is a colour that recognises our links to the ocean and outdoors. It is practical in summer heat and doesn't absorb heat to the core of the body. Our current uniform is very monochromatic. There was a disconnect between the tartan skirts and the royal blue shorts. Navy is also practical and doesn't show dirt.

## **Q: Doesn't the school have more pressing priorities?**

**A:** With the current global health pandemic, COVID\_19, a new uniform is not currently the schools top priority. However, the majority of the work undertaken to date was completed before the emergence of COVID-19. As the review is being led by the uniform committee, it is also not distracting staff from their current day to day priorities and future planning.

## **Q: Why does the new uniform cost more?**

**A:** The new uniform prices are generally in line with current pricing. Where possible we have selected uniform items that are "off the shelf", which makes them more cost effective than customised options.

In determining the final choices, the uniform committee ran a commercial process to secure the best supplier and supply lines for each item. Keeping costs under control was one of the key goals adopted by the committee.

Uniform shop prices have not increased for more than three years. This combined with Border restrictions and increases in manufacturing, labor and transport costs have dictated that we must increase most prices for 2021 items. For some items we are now able to price at a discount.

The school uniform shop is managed by volunteers and does not operate to make a profit, but rather is focused on providing items that are attractive, comfortable, functional and durable. We aim to provide items at the best price while covering costs.

## **Q: How do I determine the correct size items for my child?**

**A:** The Swanbourne Uniform Shop is a contactless online ordering system. We do not have sample items to try on. It is essential that you refer to the size charts for instructions on how to measure your child and choose the correct size.

# 2021 New Uniform FAQ's

**Suggestion-** Use a shirt/item that fits your child and measure as per the size chart guidelines. Please consider room to grow as part of this process. You can then compare your measurement to find the closest size on the size chart.

**Q: Why do I need to order now?**

**A:** It is important that you order now so that we can ensure we have enough products in appropriate sizes for both existing and new families for the start of the year.

Pre-ordering is open from Wednesday 16th September 2020 to Monday 28th September 2020

Orders will still be accepted after this date but we will not be able to guarantee items are available for the beginning of the 2021 school year.

**Q: We are a new family. How do I order for the start of the 2021 school year?**

**A:** We are asking all confirmed enrolments to place orders during the pre-order period from 16th September 2020 to the 28th September 2020 via our Flexischools ordering system. Instructions are in your welcome pack to assist you with this or you can contact the Uniform Shop on the contact details below for assistance.

If you have enrolled your child after these dates, it is still essential that you place your order as soon as possible. We will be ordering additional contingency stock for these families and will seek to provide the requested items for the start of the school year, wherever possible.

**Q: What if I need a new item before the beginning of 2021?**

**A:** Current items are still available to order for the remainder of the year and we have a selection of second-hand items where products have already sold out.

There will be an extensive transition period where current items may still be worn.

**Q: How long is the transition period for the new Uniform?**

**A:** All students are required to adopt the new uniform by December 2022. Students may wear the current uniform items to the end of 2022.

**Q: Can my child wear combinations of the old and new uniforms throughout the transition period?**

**A:** Yes. During the transition period children may wear any of the old or new items.

**Q: How long will the current uniform items be available for sale?**

**A:** Current items may still be purchased through the uniform shop until the end of 2020.

Sale of current items will cease from the end of the 2020 school year.

However, we aim to continue offering these items via our second hand stall until June 2021 to assist families through the transition period.

Enquiries can be made to reception or via the uniform shop email [uniforms@swanbourneprimarypandc.org](mailto:uniforms@swanbourneprimarypandc.org)

