Parent Handbook

2017

Carinya Gardens
Katanning WA 6317
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Phone: (08) 9821 2328
Fax (08) 9821 1235
Email: braesideps@education.wa.edu.au
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Facts for 2017

1.1 Term Dates 2017

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Wednesday 1 February - Friday 7 April</td>
</tr>
<tr>
<td>Term 2</td>
<td>Monday 24 April - Friday 30 June</td>
</tr>
<tr>
<td>Term 3</td>
<td>Monday 17 July - Friday 22 September</td>
</tr>
<tr>
<td>Term 4</td>
<td>Monday 9 October - Thursday 14 December</td>
</tr>
</tbody>
</table>

1.2 School Development Days

School Development Days (SDD) or Pupil Free Days, will be held during the year. The proposed dates are:
- Monday 30 and Tuesday 31 January
- Monday 24 April (Monday prior to ANZAC day)
- Monday 21st August
- Monday 9 October
- Friday 15 December

These dates will be advertised in the School Newsletters and Term Planners.

1.3 School Times

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independent Morning Reading</td>
<td>8.35am - 8.55am</td>
</tr>
<tr>
<td>School commences:</td>
<td>8.55am</td>
</tr>
<tr>
<td>Morning recess</td>
<td>10.55am – 11.15am</td>
</tr>
<tr>
<td>Lunch</td>
<td>12.55pm – 1.35pm</td>
</tr>
<tr>
<td>School concludes</td>
<td>3.15pm (except for Mondays)</td>
</tr>
<tr>
<td>Early Close Monday</td>
<td>2.30pm</td>
</tr>
</tbody>
</table>

*Children should not arrive at school before 8.30am. Those who do arrive early will need to remain in the undercover area. After 8.35am students can move inside their classrooms to undertake morning routines such as reading, sight word practice or times tables practice.*

These dates will be advertised in the School Newsletters and Term Planners.

1.4 School Contributions

A voluntary contribution is requested from families to support the educational program at Braeside Primary. Funds are used to purchase materials used in the school program and allows programs to develop further. The contribution for 2017 is $40.00 per child.

1.5 School Assemblies

School Assemblies are held fortnightly on Monday afternoons commencing at 1.40pm. Two types of assemblies are conducted on even numbered weeks; class assemblies and sharing assemblies.

A Class Assembly involves a roster where each class has the opportunity to organise and run an assembly. This includes presenting an item and sharing examples of work undertaken in their classroom.

A Sharing Assembly is conducted by the Student Councillors. They are designed to provide all classes with an opportunity to share classroom activities with the rest of the school.
Parents are encouraged to attend all assemblies to support their children. Certificates of Merit, Aussie of the Month, and Goldie Awards are presented at assemblies. Parents are notified if their child will receive a Certificate of Merit or Aussie of the Month Award so they may be present at the assembly.

A Concert Evening is held at the end of the year.

### 1.6 Staff for 2017

<table>
<thead>
<tr>
<th>Area</th>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>Principal</td>
<td>Mrs Teresa Wigg</td>
</tr>
<tr>
<td></td>
<td>Associate Principal</td>
<td>Mrs Amber Ward</td>
</tr>
<tr>
<td></td>
<td>Associate Principal</td>
<td>Ms Joanne Tester</td>
</tr>
<tr>
<td></td>
<td>Manager Corporate Services</td>
<td>Miss Marissa Triplett</td>
</tr>
<tr>
<td></td>
<td>School Officer</td>
<td>Mrs Barbara Woods Mon to Thu Fri</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mrs Sharon Crouch Fri</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mrs Melanie English Mon</td>
</tr>
<tr>
<td></td>
<td>Library Officer</td>
<td>Mrs Belinda Smith Thu/Fri</td>
</tr>
<tr>
<td>Maintenance Team</td>
<td>Gardener</td>
<td>Mr Brenton Bouffler</td>
</tr>
<tr>
<td></td>
<td>Cleaner In Charge</td>
<td>Mrs Kim Boyd</td>
</tr>
<tr>
<td></td>
<td>Cleaner</td>
<td>Ms Zuriatina Anthony</td>
</tr>
<tr>
<td>Teaching Teams</td>
<td>Teachers</td>
<td>Miss Emily Bettoni</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Miss Tahlia Bielby</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mrs Estelle Le Roux</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mrs Nicole Webb</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mrs Louise Stade</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Miss Megan Thornbury</td>
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<tr>
<td></td>
<td></td>
<td>Miss Holly Constantine</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Miss Larissa Elms</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ms Deborah Aylmore</td>
</tr>
<tr>
<td>Specialist Teachers &amp; Education</td>
<td>Specialist Teachers</td>
<td>Mrs Rachelle Newman (Art)</td>
</tr>
<tr>
<td>Assistants</td>
<td></td>
<td>Miss Louise McCarley (Phys Ed)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Miss Rebecca Altus (Literacy Leader)</td>
</tr>
<tr>
<td></td>
<td>Education Assistants</td>
<td>Miss Michelle Bembridge</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mrs Carolyn Bielby</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mrs Noelene Graham</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mrs Vicky Nicholson</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mrs Kym Shephard</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mrs Corry Why</td>
</tr>
<tr>
<td></td>
<td>AEIO</td>
<td>TBA (Mon -Thurs)</td>
</tr>
<tr>
<td></td>
<td>Chaplain</td>
<td>Mr Jono Prosser (Wed &amp; Fri)</td>
</tr>
</tbody>
</table>
2 Communications at Braeside

2.1 Communication Table

Effective communications are vital at Braeside Primary. The main channels are as follows:

<table>
<thead>
<tr>
<th>Channel</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Braeside Website</td>
<td><a href="http://www.braesideps.wa.edu.au">www.braesideps.wa.edu.au</a> Contains newsletter link, general information about the school, the parent handbook and the school's annual report.</td>
</tr>
<tr>
<td>Braeside Newsletter</td>
<td>A fortnightly news-sheet emailed and distributed to families containing news, interest articles and notices of events.</td>
</tr>
<tr>
<td>Parent letters</td>
<td>Teachers’ forward letters at the commencement of each term explaining the happenings occurring in their classrooms and the learning students will undertake.</td>
</tr>
<tr>
<td>Parent Handbooks</td>
<td>These are available online on the school website and outline all the information parents need to know about the school and being a family at Braeside Primary School.</td>
</tr>
<tr>
<td>Annual Report</td>
<td>The Annual Report is available on the school website. This report is a wealth of information on the school’s progress. The report is also uploaded to the Department of Education website.</td>
</tr>
<tr>
<td>SMS</td>
<td>Department of Education regulations require schools to send daily SMS’s via the School for reminders and to follow up absences. This system is also used for urgent school based messages ie. Bushfire closures.</td>
</tr>
<tr>
<td>P&amp;C Facebook Page</td>
<td>To relay messages from the P&amp;C to parents and citizens of the community.</td>
</tr>
</tbody>
</table>

2.2 Notifications to the Office

Parents are required to inform the office of changes to contact details so we can reach you should an emergency occur. Please ensure we have current information regarding work phone numbers, mobile phone numbers, email addresses, home addresses, medical details and family court orders. We take no responsibility for any actions arising from incorrect information if changes have not been notified.

2.3 Reports

Teachers provide a school report every semester, in June and December. In addition a number of additional reporting processes occur during the year including Learning Journey in Term 3 and Parent Information Night in Term 1. These events provide information of student’s progress and achievements. We offer formal meetings after reports are distributed in July and December.
Although we offer these formal meetings twice a year we encourage parents to arrange meetings more frequently. These formal meetings are short to allow time for parents to meet with teachers. If you require additional time please don’t hesitate to make a meeting with the teacher if you require a more lengthy discussion. You are welcome to email the teacher to arrange a mutually suitable time if you would like to know how your child is going in class. Teachers can be contacted via email.

2.5 Class Information

Information about what is happening within each class is distributed fortnightly through the school’s newsletter or through the Class teacher.

Teachers also hold regular meetings with class parents. Class parent meetings are a wonderful opportunity to see the work of the class and gain a greater understanding of the activities and curriculum the children are undertaking and what you can do to assist with your child’s education. They are also an opportunity for teachers to inform parents on matters concerning the class, such as proposed camps or changes to the timetable. These meetings provide a glimpse of what is happening for the children and can assist with building a bond between teacher, parents, and children.

2.6 Notice Boards

There are two notice boards for school related matters. One is situated at the front of the school reception area and the other is outside the canteen. Please check boards regularly for information.

2.7 Concerns and Complaints

At Braeside Primary School we view communication as an important aspect of creating a safe and harmonious space for children to learn and play. For this reason it is essential everyone is clear on their responsibilities, where they can go and what they can expect to happen if they have a concern or complaint. The school recognises a need for concerns to be dealt with quickly and in a professional manner. To achieve this we require the support of the community in following the most appropriate channels for addressing and responding to concerns.

Parents are responsible for communicating their concerns in an appropriate, respectful way.

All concerns and complaints will be responded to within 48 hours.

It is extremely important to maintain confidentiality. While it might be tempting for a parent to gather opinions of other parents on a matter of concern, it is fair and courteous to raise the matter with the teacher and school.

Some concerns can be quickly resolved through respectful conversation. A copy of our School Complaints Policy is available on the School website and a hardcopy is available at the School Office. A brochure relating to the Policy will be sent home in Term 1.
3 Administration Matters

3.1 School Council
The School Council meets twice a term and is comprised of parents, staff and the Principal. Members are elected at the beginning of each year when a member’s time has come to an end.

A School Plan is drawn up annually to address the aims of the school and is based on data gathered from testing, teacher recommendations and parent suggestions. Priorities are decided collaboratively with staff and the School Council and are supported by school grant and P & C funds. The School Council also plays an important role in presiding over school processes including ratification of financial plans and expenditure.

3.2 Canteen
The canteen is co-ordinated by the Katanning Senior High School P & C under the guidance of a canteen committee. Details of the canteen menu and prices will be published on the Braeside Primary School website and in the newsletter. Parents are asked to join the canteen roster in order to help the Manager run the canteen efficiently. Students can order their lunch from the front office, lunch bags must be clearly labelled with the student’s name and room number. Please try to have the correct change.

3.3 School Uniforms
The P & C clothing shop will be open on Wednesday 25 January from 3.30-4.30pm and Monday 30 January from 9.00 –11.00am.

Regular opening dates will be advertised in the newsletter.

Order forms are available from the office or Braeside Primary School website.

**Note:** There are Library bags available.

**Note:** The School has a ‘no hat no play’ policy all year. Wide brimmed hats are the only acceptable hat.

Please refer to the Dress Code Policy for more information. Denim is excluded from the school uniform.
3.4 Footwear
Children are to wear suitable footwear to and from school on all occasions. Thongs and Masseurs are not to be worn at school.

3.5 Smoking on School Grounds
Braeside Primary School is a smoke free environment. Parents are requested to support this by not smoking anywhere on premises and modelling a healthy attitude by not smoking in view of children arriving or leaving school. Thank you for helping us to promote a healthy ethos

3.6 Money
When money is forwarded to the school for a specific purpose it should be in a clearly marked envelope stating the child’s NAME, CLASS, AMOUNT enclosed and PURPOSE, as the Class Teacher handles all monies for each classroom.

4 Arrival, Departure and Attendance
Classrooms are special spaces for students and the teacher. Please enter these spaces respectfully and arrange with your teacher, in advance, should you wish to visit the class or pick your child up early.

If someone other than a parent or guardian is collecting your child/ren, the school must have approval from the parent/guardian listed on the school database or written consent for this person to collect your child.

4.1 Late Arrivals and Punctuality
When children arrive late to school, it is disruptive to the class. We ask out of respect for the teacher and the other students you make every effort to arrive at school on time. If you are not able to arrive at school on time, when the student arrives they will need to come to the Office for a late note.

4.2 School Departure System – Afternoon Pick-Up
The school has to move a lot of traffic in a short space of time. Our neighbours and the council have begun to give our traffic challenges closer attention. Please remember not to use the staff car park for pick up and morning drop offs. Parking is available in marked bays in Hill Way or the One-Way parking at the bottom of Carinya Gardens. Disabled parking is available opposite the main school entry.

Thank-you in advance for your support, it all makes our system work well and keeps everyone safe and happy!

4.3 Bus Service
Any child travelling on a school bus is required to have approval as an eligible or complementary passenger. Parents of bus students must contact the bus driver if their child is not going to be on the bus in the morning or the afternoon. Students travelling home via school buses are required to assemble in the undercover area in bus lines. Names are checked against bus lists and students wait until their bus arrives. To apply to enrol a student on a school bus please visit the school bus services website at www.schoolbuses.wa.gov.au alternatively you can contact them on 93262625.
4.4 School Attendance

All school age children are required by law to attend school five days a week. The school can only approve absences for illnesses and unavoidable situations. Absences will be recorded on the student’s record as a non-validated absence until either verbal reasons or a written note are provided.

In addition to the legal reasons for regular attendance there are learning implications. Our curriculum provides for a continuity of lessons from day to day and from week to week. If your child is absent this impacts on the continuity of their learning program and progress. It also adds increased workload for the teachers. For this reason, please make every effort to ensure that your child/ren attend school every school day, except in times of illness or emergency and organise family holidays in school holiday time.

4.5 Leaving School Grounds

Children must produce a note from parents if they wish to leave school grounds during school hours. A Leave Pass is obtained from the school prior to children leaving school grounds even when escorted by a parent/guardian. A note is also required if a child goes home for lunch (one note for the year is sufficient should this be a regular arrangement).

4.6 Administering Medication

All medication to be administered at school is done so through the school office or with Kindergarten students by the Kindergarten teacher. If your child requires medication to be administered at school, the office staff must receive written notification from yourself or your doctor. This must state the prescribed dosage and medical condition of your child. An Administration of Medication form can be found on the school website or a hardcopy is available at the Front Office.
4.7 **Sickness, Accidents and First Aid**

Information about a child’s health status (eg epilepsy, diabetes) must be provided at enrolment. If this information requires updating due to changed circumstances, it is most important that the new information is provided to the School as soon as possible.

For their own comfort, as well as the comfort of other children, sick children should be kept at home. Should a child become ill at school or has an accident he/she will be cared for and parents will be contacted to make arrangements for the child to go home. If a child suffers a serious accident necessitating emergency medical care, he/she will be transported by ambulance to hospital or taken to a doctor. A staff member with First Aid qualifications will render initial treatment.

4.8 **Nut Products**

There are students at Braeside Primary School with severe allergies to nuts, particularly peanuts. The WA Department of Health warns that the occurrence of nut allergy is rising and is of concern within the general community.

We have a duty of care to students who exhibit a variety of symptoms from minor to extremely severe when exposed to nut based products.

As a result of discussions with the Department of Health and parents, we are asking that parents of all students to be “allergy aware” and endeavour to minimise use of nut based products.

4.9 **Mobile Phones**

Mobile phones are not to be used in school time. Students are to give mobile phones to the classroom teacher for safe keeping during the school day.

5 **Curriculum – Additional Activities**

5.1 **Book Club**

Ordering of books is conducted through Scholastic Book Club. There is usually eight releases of books per year. When making out *cheques for the Book Club*, please *make payable to Braeside Primary School*.
5.2 Library
Braeside Primary School has a well-resourced library. If a book is damaged or lost, a letter will be sent home to the parents requesting payment to enable the school to replace the book.

Library books should go home in a waterproof library bag. These can be purchased from the Uniform Shop and have a pocket for the student’s name, alternatively parents may choose to make their own.

A letter asking for rostered library help is sent home at the beginning of each year; however, parents are welcome to assist whenever they can spare the time. Jobs include cataloguing and covering books.

5.3 Excursions
Excursions to places of interest, attendance at sports carnivals and visits to community services are part of the education program. Parents are required to give written permission for their child to attend venues out of the school confines.

5.4 Student Council
The Student Council is made up of Year 6 members. Councillors are elected by children in Years 2-5 and staff. The council meets regularly and provides an opportunity for students to have an influence in student and school affairs. The outcome of council meetings is relayed to the student body at school assemblies and to staff at staff meetings.

5.5 School Camp 2017
In 2017 Year 6 students will go on camp late in Term 3. The cost of school camp must be paid in full prior to students leaving for camp.

5.6 Crunch & Sip
Crunch & Sip break is a set break for students to eat fruit or salad vegetables and drink water in the classroom. Braeside Primary School has introduced Crunch & Sip to support students to establish healthy eating habits whilst at school.

6 Curriculum – Sporting Activities
6.1 School Factions
New children are placed in factions when they are enrolled. Faction names have been taken from native flora local to this area.

MALLEE (Blue)
WANDOO (Green)
ACACIA (Red)

The faction system forms the basis of healthy competition between groups. The basic objective of the system is to foster a feeling of belonging which will enhance school spirit.
Faction t-shirts are available from the uniform shop in faction colours

A Swimming Carnival is held in first term and a Shield is awarded to the winning faction.

The Faction Athletics Carnival is held in fourth term when factions compete for the Katanning Shooting Club S.S.A.A. Shield.

6.2 School Physical Education/Sport

Children are required to wear the sports uniform and faction t-shirts on these occasions:

- Pre-Primary - Year 2 have junior sport on Friday.
- Years 3 - 6 have senior sport on Wednesday afternoon

Students are required to participate in 2 hours of physical activity each week. This will take the form of Physical Education and organised sport.

6.3 Interschool Sport

Braeside Primary School competes in Interschool Sports activities with Katanning and St. Patrick’s Primary Schools. An Interschool swimming carnival is held early in the year, usually in March. Braeside Primary School takes part in the Katanning Winter Carnival, which involves competition in a variety of winter sports. This carnival is held in June/July and many schools in the region participate. We also take part in an Interschool Athletics Carnival which is held in October/November and Interschool Cross Country in Term 3.

6.4 Swimming Lessons

All primary school children attend swimming lessons as part of their Physical Education program at the Katanning Aquatic Centre. Times, costs and arrangements are advertised in the Newsletters. Swimming Lessons are held in:

- TERM 1  Years 3 - 6
- TERM 4  Pre-Primary - Year 2
7 Curriculum – Education

7.1 Mathematics, English & Science

Mathematics

Braeside Primary School provides mathematics education via a whole school dedicated mathematics teaching block and integration of mathematical concepts through-out the School curriculum. Students receive explicit teaching of concepts and then are guided to explore these concepts through a variety of problem solving activities encompassing real life experiences and using concrete materials. This approach gives students the strategies and knowledge they need to deal with all the mathematical issues that constantly arise in their lives.

English

At Braeside Primary School students learn English, and learn about English through speaking, listening, reading, viewing and writing. The development of literacy skills is a lifelong process. The role of the School is to continue the language learning children have begun before school and to help them to become proficient users throughout their lives. The development of literacy skills is a lifelong process. English is taught using a whole School common Literacy block using strategies supported by research, these include Words Our Way spelling, phonics based instruction, a whole school Lexile program, guided reading and the explicit teaching of writing at sentence, paragraph and whole text level.

7.2 Learning and Behaviour Support at Braeside

Early detection of a child with a learning or behaviour challenge is imperative to easing a child’s stress in the learning environment and achieving the most successful pathway forward for their personal learning journey. We have a number of checklists and assessment processes that support teachers to identify challenges early and a clear set of procedures to follow to help determine if a student requires professional assessment.

Styles of support used at Braeside;

- Lower student/teacher ratio in the learning spaces
- Education Assistants working alongside students inside the standard classroom environment to help with successful integration into standard classroom activities
- Individual Behavioural Plan (IBP), if required, that includes strategies in line with their diagnosis
- Intensive social skills programs
- Small group work with teachers on targeted programs e.g. MiniLit

Class Teachers also provide a range of learning experiences appropriate to the needs of all students in their classes and operate their lessons with multi-level teaching strategies. Supportive strategies include:

- cooperative group work,
- differentiating the curriculum/three windows
- grouping, e.g. whole class, small groups, pairs and individual group activities,
8 Behaviour Management

There is much for children to learn about their behaviour on the path to adulthood. Children need to be given clear and fair boundaries and expectations for their behaviour. This is essential for the safety and wellbeing of themselves and others. Braeside Primary School is in the process of embracing the strategies of a Positive Behaviour Support School (P.B.S). These strategies stress the importance of creating a positive School and classroom culture by engaging students in their learning and ensuring that all experience success. Students are explicitly taught the behaviours expected of them both in class and in the wider school environment. Rewards are given to students for following these expectations e.g. Merit certificates, dojo points and good standing activities. The consequences for the breach of school behaviour are clearly explained and natural consequences are used to assist students to control their behaviour. The majority of students respond to this process and effectively modify their behaviour. Students unable to modify their behaviour through this system will require further support which may include professional assessment from an educational psychologist in order for an individual pathway to be planned and the school would then work in partnership with the professional to find a way to support the student to have improvement with their behaviour.

- individual education plans (IEPs) which include strategies to modify tasks and resources
- modification of printed material
- peer tutoring
- planning a diverse range of activities
- rotational teaching
- simplifying instructions
- using open-ended questions
- varying mode of presentation / catering to different learning styles
Braeside Behaviour Consequences

“A whole school approach”

- **Verbal Warning**
  - Correction and Redirection
  - In-Class Isolation (desk or time out spot)
  - Buddy Class—Teacher determines time
  - Yellow slip sent to office
  - Parents contacted
  - Reflection sheet completed
  - Work not completed in buddy class is a next day detention
## Important Agency Contacts

<table>
<thead>
<tr>
<th>Agency</th>
<th>Type of Support Provided</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Katanning Police</td>
<td>Police</td>
<td>9821 1888</td>
</tr>
<tr>
<td>Hospital</td>
<td>Medical assistance</td>
<td>9821 6222</td>
</tr>
<tr>
<td>Medical Centre</td>
<td>Medical assistance</td>
<td>9821 2155</td>
</tr>
<tr>
<td>Ambulance</td>
<td>Emergency medical assistance</td>
<td>000</td>
</tr>
<tr>
<td>Community Health Regional Office</td>
<td>Advice on health related issues</td>
<td>9821 6280</td>
</tr>
<tr>
<td>Department for Child Protection</td>
<td>Advise on parenting and custodial issues</td>
<td>9821 9000</td>
</tr>
<tr>
<td>Australian Council for Health, Physical Education and Recreation (ACPER)</td>
<td>Information on promoting health in schools Curriculum resources</td>
<td>9383 7708</td>
</tr>
<tr>
<td>Australian Red Cross</td>
<td>First Aid Guidelines</td>
<td>1800 810 710</td>
</tr>
<tr>
<td>Information Officer Health Promotion Services</td>
<td>Drug information publications Local support for school based activities</td>
<td>9222 2045 9483 8244</td>
</tr>
<tr>
<td>Health Department WA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of Aboriginal Health</td>
<td>Advice regarding Aboriginal Health issues</td>
<td>9222 2455</td>
</tr>
<tr>
<td>St John Ambulance</td>
<td>First Aid Guidelines</td>
<td>9334 1222</td>
</tr>
<tr>
<td>Palmerston</td>
<td>Drug and Alcohol Support</td>
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<td><a href="http://www.schoolbuses.wa.gov.au">www.schoolbuses.wa.gov.au</a></td>
<td>9326 2625</td>
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