VISION
Inspiring young minds, creating possibilities.

MISSION
Our mission is to foster an inspiring community of learners in which committed educators and parents work together to empower each child to realise their potential. We value learning that is holistic, encompassing the social, emotional, cognitive, physical and creative dimensions.

VALUES
At North Perth Primary School we recognise that learning is not just an individual pursuit but includes learning with and from others. The school community works together to demonstrate and uphold our core values:

Inclusivity
We all see the world in different ways and we value and celebrate the diversity this creates.

Resilience
We encourage and support the taking of risks in a safe environment and foster perseverance in the face of setbacks.

Respect
We treat everyone with respect and consider all points of view.

Responsibility
We accept responsibility for our actions and their impact on others and on the environment.
Welcome to North Perth Primary School.
This booklet includes information that we trust will contribute to your child settling in quickly and making a happy start at our school.

Established in 1899, North Perth Primary School has a long and vibrant history. It’s this connection with a colourful and interesting past, along with the enthusiasm and energy of the current students, staff and parents that makes North Perth Primary School a dynamic school community.

Many outstanding students have attended North Perth Primary School. Our honour boards record the names of two Rhodes Scholars, and many high profile members of the arts, legal and sporting communities.

North Perth Primary School caters for children from Kindergarten to Year 6. The majority of our students live in North Perth, and a small section of West Perth, Leederville and Mt Lawley. The school is experiencing a period of rapid growth requiring enrolments to be limited to the local-intake area.

The school grounds and facilities have improved enormously over recent years to include a covered assembly area with a canteen, library, performing and visual arts building, early childhood centres for Kindergarten and Pre-primary, and an administration area upgrade. A fitness track, adventure playgrounds, landscaped oval, raised garden beds, and colourful murals, sculptures and paths are also a feature of our school.

There is a strong community spirit and the partnership between parents and teachers has seen North Perth Primary School go from strength to strength. Much has been achieved through the hard work of students, teachers, parents, former students and members of the wider community working together.

Parents are encouraged to be a part of this valuable partnership that is instrumental to the success of our school. Together, we move closer to achieving our Vision:

Inspiring young minds, creating possibilities.
SCHOOL INFORMATION
Street Address: 5 Albert Street
              NORTH PERTH WA 6006
Postal Address: PO Box 83
               NORTH PERTH WA 6906
Telephone: 9328 7104
Web Address: www.northperthprimary.edu.au
Email: NorthPerth.PS@education.wa.edu.au

SCHOOL TIMETABLE

Primary
Classrooms open: 8.30am
Morning Session 1: 8.45am - 10.50am
Recess: 10.50am - 11.10am
Morning Session 2: 11.10am - 12.10pm
Lunch: 12.10pm - 12.55pm
Afternoon Session: 12.55pm - 3.00pm

Kindergarten & Pre-primary
Classrooms open: 8.30am
Family Time e.g. read a book, do a puzzle: 8.30am - 8.45am
Parents depart and program commences: 8.45am
Children collected from classrooms: 3.00pm

Kindergarten and Pre-primary students must be brought to school and collected by an adult.

Kindergarten Attendance Timetable
At North Perth Primary School we conduct a five day program over a fortnight. This is held on two full days and every alternate Friday.

IMPORTANT DATES

Term Dates
Term 1: Wednesday, 31 January - Friday, 13 April
Term 2: Tuesday, 1 May - Friday, 29 June
Term 3: Tuesday, 17 July - Friday, 21 September
Term 4: Tuesday, 9 October - Thursday, 13 December

School Development Days
School staff members participate in school planning and professional development activities on School Development Days. Students do not attend school on these days.
Term 1: Monday, 29 January & Tuesday, 30 January
Term 2: Monday, 30 April
Term 3: Monday, 16 July
Term 4: Monday, 8 October & Friday, 14 December
Public Holidays
New Year’s Day - Monday 1 January
Australia Day - Friday 26 January
Labour Day - Monday 5 March
Good Friday - Friday 30 March
Easter Monday - Monday 2 April
ANZAC Day - Wednesday 25 April
Western Australia Day - Monday 4 June
Queen’s Birthday - Monday 24 September
Christmas Day - Tuesday 25 December
Boxing Day - Wednesday 26 December

ARRIVAL AT SCHOOL
It is highly recommended that students do not arrive at school before 8.30am as supervision is limited before school. Children who arrive before 8.30am are required to wait in the front courtyard until the clock, located near the reception steps, indicates it is 8.30am. Students may move to the undercover area if it is raining.

Parents who accompany their children to school are requested to reinforce this school expectation by waiting with their children in the designated area.

Parents of children who arrive at school before 8.30am regularly are requested to provide a letter to the Principal explaining the reason for the early arrival.

Students are encouraged to arrive between 8.30am and 8.45am so they can prepare for the school day. Parents are requested to leave classrooms promptly when the morning siren sounds at 8.45am to encourage the development of independence and good routines. This also ensures classroom learning programs can commence immediately.

No child is allowed in a classroom or the school hall without a teacher being present.

Children are not permitted on playground equipment or to play ball games before school for safety reasons.

Late Arrivals
We will be continuing our effort to improve the attendance and punctuality of all students. Any child arriving after the morning siren at 8.45am is considered late. They need to complete a late arrival form and collect a late slip from the office before going to class.

Parents and students need to enter the main school area through the double gate, or under the rainbow archway, near reception. All visitors, and parents on site between 9.00am and 2.50pm, are required to sign the register in the front office and collect a visitor’s badge.
**DEPARTURE FROM SCHOOL**
Children should leave the school grounds promptly at the end of the school day as teachers cannot take responsibility for children outside of school hours. The oval and the local park near the town hall are not suitable places for students to wait until a parent arrives to collect them. All children playing on the school oval after school MUST be accompanied by their parent or caregiver.

Parents are requested to be punctual when picking up their children after school and to telephone the school office if unavoidably delayed. This will enable the staff to advise the children and minimise their distress. Children not collected in a timely way are directed to the school office.

Pre-primary and Kindergarten children must be collected by one of their parents or an authorised person. Please advise the teacher if an adult other than the parent/s known to staff will be collecting your child. The person collecting the child must be listed as an authorised person on the child's enrolment form.

Additional adults can be added to your child's enrolment record by completing an **Additional Contacts/Authorisation to Collect Students** form in the school reception.

Children are not permitted on playground equipment or to play ball games after school for safety reasons.

We appreciate your understanding and support of this policy, which is in place for the safety of your children.

**EARLY COLLECTION OF CHILDREN**
In the event that a child needs to be picked up before the close of the school day, it is essential that the school office is notified. Please call by the office before going to your child’s class and complete a form outlining the details of the absence. This will enable office staff to check that the child is leaving with an authorised person, and provides the school with a note to cover the absence. Teachers are not permitted to release a student from class early without being presented with the early release note.

**ATTENDANCE**
It is compulsory for Pre-primary and Primary school-aged children to attend school. Kindergarten children enrolled at our school are also expected to attend school regularly. In circumstances where this is not possible due to illness, or medical and dental appointments that cannot be arranged outside of school hours, a written explanation that includes the date of absence and the reason for the absence is required. An email sent before 8.00am directly to the class teacher or the school office is often the most convenient method of advising the school of a child’s absence on the day.
Family Holidays
All absences during the school term due to family holidays will be marked as unauthorised and no work packages will be provided by the teaching staff.

SMS Notification
A SMS notification will be sent at 9.10am for any child with an unexplained absence for that day. Parents are asked to reply to the SMS promptly.

ASSEMBLIES
Assemblies are held fortnightly on Wednesday mornings in the covered assembly area or hall commencing at 8.55am. All Pre-primary to Year 6 students attend the assemblies. The assemblies are conducted by the children from the coordinating class and student leaders. Merit Certificates, class items and general school announcements are presented at each assembly.

The calendar on the school’s website indicates when the assemblies will be held and which class will be coordinating each assembly.

The school endeavours to notify parents when their child is to receive an award at an assembly.

Parents and friends are most welcome to attend. Please ensure your mobile telephone is switched off, or on silent mode, during this activity.

BANKING
The Commonwealth Bank School Banking program commenced at our school in 2014 and is coordinated by a team of committed parents. This savings program operates before school every Wednesday in the library. Students are able to make deposits to their account and earn tokens to redeem rewards. Information about the program is available from the volunteers.

BICYCLES, SCOOTERS AND SKATEBOARDS
Parents should ensure their children know and obey all cycle safety rules before allowing them to ride to and from school. Peripheral vision and hearing is not fully developed until the age of ten so it is strongly recommended a child is accompanied by an adult until they reach this age. The law requires bicycle helmets to be worn.

Racks are available to store bikes, scooters and skateboards during the day. While as much care as possible is taken by the school to ensure the security of bikes, scooters and skateboards, the school does not accept responsibility for damage or theft. It is strongly recommended students use a bike chain and lock, or other security device, to secure their equipment to the racks provided.

Bikes, scooters and skateboards must be walked, not ridden, on school grounds. This includes the footpaths adjacent to the school car parks.
BIRTHDAY CELEBRATIONS
North Perth School is committed to health promotion strategies and believes that learning healthy eating habits commences early in life. The school promotes a culture of healthy eating and is committed to providing relevant information, skills and resources to students and caregivers. In 2010 the School Council endorsed a set of guidelines to promote healthy eating which included the following statement:

“Parents are not to bring snacks or birthday cakes to their child’s classroom. This is for the health and safety of all students, including those who may experience significant allergy to particular foods.”

Please do not send birthday cakes, lolly bags or other food to school to celebrate a child’s birthday.

BOOK CLUB
The Book Club is run by volunteers on a regular basis throughout the year. It provides parents with the opportunity to encourage their child’s love of reading and to expand the home library. Brochures are forwarded home with each child detailing the books available, the price and the process to order. When the orders arrive, they are sent to the students in their classrooms. The school receives points from the sales to purchase books for the school library.

BOOK LISTS
The Personal Items Lists, also known as Book Lists and School Requirements Lists, are issued each November for the following year. The items on the booklists are essential for day-to-day classroom learning. We endeavour to keep the cost of the lists to a minimum and, in fact, some items on the list, e.g. pencil cases, can be carried forward from year to year. It may be necessary to replace some items such as pencils and pens throughout the year.

Instructions on how to order items accompany the lists. However, parents are not obliged to use the nominated supplier.

We recommend parents cover exercise books and scrap books as this makes them sturdier, easily identified by your child and also encourages pride in the presentation of their work.

Labelling Items
- Kindergarten: Only label the A3 binder, library bag and towel.
- Pre-primary: Only label the A3 binder, lever arch file, exercise books, scrapbooks and library bags.
- Years 1 to 6: Label all items except workbooks so they can be exchanged if the level is not suitable for your child.
CANTEEN
The canteen is located in the undercover area near the administration block and operates on Mondays and Fridays.

The school canteen follows the traffic light approach to healthy eating. Foods are categorised into GREEN (healthy), AMBER and RED LIGHT (not healthy) foods. RED LIGHT foods such as hot chips and lollies are not available from our canteen. The food is nutritious, reasonably priced and encourages the eating of healthy foods for our students. 80% of our canteen menu is GREEN and we try to cater for different eating styles, including gluten free and vegetarian.

The canteen menu is displayed at the canteen and also posted on the school’s website.

Students hand their order (with money) into the canteen prior to 9.00am. Friday orders must be submitted prior to school on Thursdays. The order should be written on a lunch bag with the child's name and room number clearly marked. Re-usable lunch bags are also available to purchase from the canteen. Lunches are delivered to classrooms. Recess is served to the Year 1 to 6 students at recess from the canteen and includes a variety of hot and cold choices ranging from 40c - $1.00 per item. Children do not need to pre-order their recess.

The school canteen is run by the P & C who employ a canteen manager and a part-time canteen worker but we still need volunteers to assist with the preparation of lunches and to serve the children at recess and lunch-time. Shifts are short and there is an electronic system called VolunteerSpot (link available on our school website under the canteen tab) to sign-up. Your children will love seeing you.

CLASSROOM ORGANISATION
A copy of the classroom timetable will be displayed in each classroom and information is distributed to parents at the beginning of the school year. Teachers will also conduct individual and/or whole class meetings in the first few weeks of school.

COMMUNICATION: PARENT - TEACHER
Parents are encouraged to speak with the class teacher if they have any concerns about their child’s progress or other aspects of their schooling. As the time before school is a busy time for our teachers, we ask that you schedule meetings to allow more time and privacy to address your concerns. Please email your class teacher to arrange a suitable meeting time.

From time to time the teachers will issue written notes to communicate information about upcoming events. Please check your child’s bag regularly in case he or she has forgotten to give you the note. Increasingly teachers are using email for such communication so it is essential that you provide the school reception, and your child’s teacher, your email details and keep these current.
**CONCERNS, COMPLAINTS AND COMPLIMENTS**

The relationship between the home and the school plays a very important part in a child’s education and two-way communication is a critical factor in this partnership. Parents are encouraged to contact the school to discuss any questions, concerns, complaints, suggestions or to provide positive feedback.

What can you do if you have a concern?

- Try to identify the issue clearly before contacting the school. Prepare a list if there is more than one area of concern.
- Decide whether the issue is a concern, a query or a complaint. This will help in finding a solution.
- Make an appointment to talk to the teacher. This can be arranged by emailing the teacher concerned direct or through the school office. If your concern is about the conduct of a staff member, you may prefer to discuss the matter with the Principal.
- Contact the Principal, or a Deputy Principal, if the concern is not resolved through your discussion with your child’s teacher.
- Try to stay calm. Even if you don’t feel it, being calm will help to get your concerns across more clearly than if you are upset or angry.

A copy of the brochure 'Parent-Teacher Meetings' published by The Western Australian Council of State School Organisations Inc. (WACSSO) is available from the school office.

**CONTRIBUTIONS**

To help support the programs being run in this school, and to supplement the grant from the Department of Education, parents are asked to support the school by paying a voluntary contribution of $60.00 per child. Payment would be appreciated at the beginning of each year and can be paid at the school office or included with your child’s Personal Items List (Book List) order.

**CUSTODY OF CHILDREN**

The school must be made aware of any court orders that relate to the care of children and provide a copy of those court orders to the Principal. This is necessary to ensure that the child is always in the care of the parent given the authority. The school treats all such cases confidentially.

**DOGS**

Dogs are not permitted on school grounds, including the school oval and car park area near the 'rainbow gate' and reception. Please ensure family pets do not follow children to school as they may become overexcited, presenting a nuisance and a danger.

The Ranger is advised of all dogs on school grounds or left unattended near the school boundary.
DUTY OF CARE
Our staff will ensure a duty of care is provided to all students whilst at school and during off-site excursions. This ensures that at all times there will be a teacher or education assistant working with students, or in a position to observe students. The only exception to this is when students are using the toilet.

Toilet Access – Early Childhood
Toilets are located in each Kindergarten and Pre-primary classroom. During outdoor play the children are monitored by or accompanied to the toilet by a staff member.

Toilet Access – Primary
Students use the toilets adjacent to the covered assembly area. During class instruction time they must seek permission from their teacher and access the facilities in pairs. The younger students also have a ‘toilet pass’ system. During school breaks the students are able to access the toilets as required.

Playground Supervision
The staff members supervise the early childhood area, courtyards and school oval during school breaks. The library is also opened and supervised each lunch-time.

Before and After School
Children are not permitted on playground equipment or to play ball games before or after school for safety reasons.

ENROLMENT PROCEDURES
Parents are required to complete an ‘Application for Enrolment’ form for consideration by the Principal. When completing enrolment procedures the following information will be requested:

- Evidence of proof of address (minimum of two) e.g. utilities account, rates
- Child’s birth certificate
- Australian Childhood Immunisation Register (ACIR) Statement - available from Medicare
- Family Court Orders - if applicable
- Details of any disability or medical condition

When an application is successful, parents will be requested to complete full enrolment procedures and provide additional information on a Student Enrolment Form.

It is vital the school is advised promptly of all changes to enrolment details in writing.

EVACUATION EMERGENCY PROCEDURES
In the event of a fire or other emergency, one or more of three signals will be used to activate emergency procedures:

a) continuous blast of the siren
b) continuous ringing of the hand bell
c) continuous whistle blasts outside rooms.
When the alarm is raised parents/visitors to the school are to follow the instructions of the class teachers.

**EXCURSIONS**
Children are not permitted to attend school excursions without the written consent of parents. The school will provide details of the excursion, its link to the curriculum, the cost of the activity and a permission slip to enable parents to make an informed decision regarding their child’s participation.

**EXTENSION PROGRAMS**
The school is committed to extending students in every class through curriculum differentiation and providing enrichment programs. The North Metropolitan Education Regional Office (NMERO) offers extension programs for primary students at various centres in the region.

**Primary Extension and Challenge (PEAC)**
The PEAC program provides part-time extension and enrichment for exceptionally able students in Years 5 and 6 identified by testing in Year 4. PEAC offers a range of courses that provide identified students with work that is intellectually challenging. The supplementary courses are offered throughout the school year.

**Early Years Extension (EYE)**
The EYE program caters for identified students in Years 1 to 4 and is based on the Community of Inquiry approach. Selection is based on a range of assessments including the On-Entry testing conducted in Pre-primary. One course per year level is offered to selected students.

Parents are notified in writing if their child is invited to participate in one of the off-site or online extension programs. Parents are responsible for course costs and transport arrangements.

**FACTIONS**
The school is divided into three factions: Bolton (Red), Vincent (Gold) and Woodville (Green). Students are placed in the same faction as their siblings and remain in that faction throughout their stay at our school.

**FATHERING PROJECT (DADS’ GROUP)**
This is a social group for fathers and father figures to meet, talk, share and support each other to be the best dad they can be. It’s an opportunity for dads to learn about exciting things they can do with their children to have fun and really help the school with other dads and their children.

Find out more:
fathering.project.npps@outlook.com.au
HOMEWORK
Homework at North Perth Primary School is intended to foster a positive view of and enthusiasm for learning. It will endeavour to be family friendly, including family involvement and discussion. Homework encourages the development of organisational skills and a sense of responsibility in students.

Homework is optional.

A copy of the Homework Policy is available on the school’s website and from the school office on request.

INSURANCE COVER AND SCHOOL CHILDREN
The Department of Education does not insure children against injury at school. This is considered to be the responsibility of the parent. However, the Department does have public liability insurance that covers their liability in cases of accidents caused through defects in school buildings, equipment and playgrounds, or negligence on the part of an employee of the Department. Students are also covered while travelling for excursions by normal third party insurance.

KINDERGARTEN DAILY REQUIREMENTS
Kindergarten children need to bring the following items in their school bag or backpack each day:

- Spare underwear and uniform items e.g. shorts and tops.
- School hat – wide brimmed or legionnaire style.
- Reusable water bottle filled with water, not cordial or juice.
- Piece of fruit or raw vegetables cut up and ready in a small labelled container for your child to eat at morning recess.
- Packed lunch.

LANGUAGES OTHER THAN ENGLISH (LOTE)
French is currently offered to Year 1 - 6 students. The language program targets the French language (listening, speaking, reading, viewing and writing) and culture.

LEARNING SUPPORT
To ensure the support of students who experience difficulty with learning, teachers program to cater for individual differences. If a student requires additional assistance the school has a variety of internal and external resources that can be utilised to assist those at educational risk.

Please speak with your child’s teacher or the school’s Learning Support Coordinator if you’re concerned about your child.
LEAVING SCHOOL GROUNDS
Once children have arrived at school they may not leave the grounds without written permission from their parent.

LIBRARY BOOKS AND BAGS
Each class has their own library day. All children need a library bag in order to borrow books and must take good care of them at home. If a child damages or loses a library book, the parents will be responsible for replacement costs so we may maintain our collection.

The library is also open at lunch-times.

Parent help is welcome in the library so please see the library officer if you can assist.

LOST PROPERTY
An enormous quantity of clothing and lunch containers are lost and unclaimed each year. It is recommended that parents clearly label all children's property, including clothing. If you purchase second-hand items, please remember to label these with your child's name as well.

Lost property may be viewed throughout the year by checking the lost property basket located on the verandah near Room 1. We appreciate all items being returned to the basket when parents and students have finished checking the contents. Thank you.

Unclaimed items are donated to the Uniform Shop and local charitable organisations at the end of each term.

MEDICAL MATTERS
Accidents
Students that incur minor injuries at school are administered general first aid. Accidents involving the head, dental and eye injuries will usually be referred to a parent/guardian via a courtesy or emergency telephone call.

Allergies: Anaphylactic Reaction
Allergies occur when a person's immune system reacts to substances in the environment that do not bother most people. The substances are known as allergens. Anaphylaxis is the most severe form of allergic reaction and is potentially life-threatening. The amount of an allergen needed to trigger anaphylaxis is variable; in some cases even trace amounts of the allergen can trigger a significant reaction e.g. nuts, eggs and bees. Their sensitivity is such that they can have a reaction from just touching another child's hands or sharing equipment with others who have been eating nuts or eggs.
As a part of providing a safe and nurturing environment for all children this school is Allergy-Aware and as such requests your cooperation by:

- Not sending nuts and nut products to school with your child, including Nutella, Peanut Butter, nut-based confectionary bars and biscuits.
- Not sending hard boiled eggs or egg sandwiches to school with your child.
- Wiping your child’s hands and face with a damp cloth if they have eaten these products before school.

Parents with a child who has an anaphylactic reaction to allergens are responsible for providing the school with accurate, up-to-date health information and an auto-injector.

**Administering Medication**

Under no circumstances will medication be administered to children without full written instructions from parents. Forms are available from the office. This is in line with school and Department of Education policy. Teachers do not enter lightly into an agreement to administer medication, and wherever possible, parents are encouraged to come to the school to administer medication.

**Under no circumstances is medication to be kept in a child’s school bag.**

Short-term medication, such as antibiotics, requires only the parent/carer signature on the form. Long-term medication requests will require the signature of a doctor and may also require the completion of additional health care documentation.

Medication must be labelled with the child’s name, the name of the medication and prescribed dosage. Medications that have been prescribed for another person, are not clearly labelled or are out-of-date will not be administered.

**Head Lice**

Head lice are tiny insects which live in human hair. The eggs look like grains of salt stuck to the hair and are most often found behind the ears and along the forehead and temples.

If your child ‘acquires’ head lice do not be alarmed as they are quite common in schools. Head lice can be treated effectively with the hair conditioner treatment recommended by the Department of Health. Alternatively, a recommended insecticide shampoo or lotion may be used. Both treatments must be followed by regular combing and removal of eggs.

Please inform the school office if your child contracts head lice so a standard note can be distributed to class parents to provide them the opportunity to check and treat their child’s hair.

Contact the school office for more information on this matter.
Health Conditions
Parents of students with particular medical conditions e.g. epilepsy, allergies, asthma will be invited to assist in developing a Health Care Plan for their child. Your child’s doctor will be asked to review and authorise the Health Care Plan.

All medical forms need to be reviewed and updated every 12 months or earlier if there is a change to the condition or medical treatment required.

Parents are responsible for ensuring that all medication stored at the school for their child has not passed the expiry date.

Please advise your child’s teacher, or the Principal, of any medical condition that may require a plan being developed.

Communicable Diseases
There are a number of communicable diseases that require exclusion from school for a defined period of time. Please note the following Department of Health details, including exclusion periods for a number of communicable diseases

- **Chicken Pox**
  *Transmission:* Airborne or droplet infection; direct or indirect contact with fluid from vesicles of an infected person.
  *Incubation period:* 13 to 17 days.
  *Infectious period:* From 2 days before rash until vesicles have crusted.
  *Exclusion:* Exclude for at least 5 days after the vesicles (rash) appear and until crusts have formed. Some remaining scabs do not justify exclusion.
  *Contacts:* Any child with an immune deficiency e.g. leukaemia, should be referred to their doctor.

- **Conjunctivitis**
  *Transmission:* Direct or indirect contact with secretion from infected eyes.
  *Incubation period:* 1 to 3 days.
  *Infectious period:* While eye discharge is present.
  *Exclusions:* Exclude until discharge from eyes has ceased.
  *Contacts:* Not excluded.

- **Glandular Fever**
  *Transmission:* Direct contact with infectious nose and throat secretions e.g. saliva.
  *Incubation period:* 4 to 6 weeks.
  *Infectious period:* Months.
  *Exclusion:* Exclude until well
  *Contacts:* Not excluded.

- **Impetigo – School Sores**
  *Transmission:* Direct contact with skin lesions.
  *Incubation period:* Usually 4 to 10 days.
  *Infectious period:* As long as there is discharge from untreated lesions.
  *Exclusion:* Exclude for 24 hours after antibiotic treatment commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing.
  *Contacts:* Not excluded.
• **Measles – Notifiable**
  
  *Transmission:* Airborne or droplet.
  
  *Incubation period:* 8 to 14 days (usually 10 days).
  
  *Infectious period:* About 4 days before to 4 days after rash appears.
  
  *Exclusion:* Exclude for 4 days after the onset of the rash.
  
  *Contacts:* Vaccinated or previously infected contacts are not excluded. Susceptible contacts should be excluded until 14 days after the onset of the rash in the last case at the school. If susceptible contacts are vaccinated with MMR within 72 hours of their contact with the first case, or Immunoglobulin within six days of exposure, they may return to school following vaccination.

• **Mumps – Notifiable**
  
  *Transmission:* Airborne or droplet infection; direct contact with saliva from an infected person.
  
  *Incubation period:* 12 to 25 days (usually 16 to 18 days).
  
  *Infectious period:* About six days before to nine days after the onset of salivary gland swelling.
  
  *Exclusion:* Exclude for nine days after onset of symptoms.
  
  *Contacts:* Not excluded.

• **Ringworm**
  
  *Transmission:* Skin-to-skin contact with an infected person, infected animals or contaminated articles.
  
  *Incubation period:* Varies with the site of infection.
  
  *Infectious period:* As long as lesions are present.
  
  *Exclusion:* Exclude until person has received anti-fungal treatment for 24 hours.
  
  *Contacts:* Not excluded.

• **Rubella (German Measles) – Notifiable**
  
  *Transmission:* Airborne or droplet; direct contact with contaminated nose or throat secretions; mother-to-foetus.
  
  *Incubation period:* 14 to 21 days (usually 17 days).
  
  *Infectious period:* From seven days before to at least four days after the onset of rash.
  
  *Exclusion:* Exclude for four days after onset of rash.
  
  *Contacts:* Not excluded. Pregnant contacts should contact their doctor.

• **Whooping Cough (Pertussis) – Notifiable**
  
  *Transmission:* Airborne or droplet; direct contact with contaminated nose or throat secretions.
  
  *Incubation period:* About seven to ten days.
  
  *Infectious period:* From onset of runny nose to three weeks (21 days) after onset of cough.
  
  *Exclusion:* Exclude until five days after appropriate antibiotic treatment, or for 21 days from onset of coughing.
  
  *Contacts:* Contact management will be coordinated by public health unit staff.
Immunisation Status
Parents are requested to provide a copy of the current Australian Childhood Immunisation Register (ACIR) history statement or conscientious objector letter (available from Medicare) for each child at enrolment. Following the school nurse surveillance program, parents may be requested to update the immunisation record at the school.

Medical Emergencies
Every effort will be made to contact parents if a medical emergency arises. However, in the case of a medical emergency, children will be treated by staff and, if deemed necessary, an ambulance will be called or they will be taken to a local doctor.

Please ensure that all data pertaining to HEALTH, EMERGENCY CONTACTS, and the name and telephone number of your MEDICAL PRACTITIONER on your child’s ENROLMENT FORM is up-to-date.

Sick Children
The facilities for catering for sick children are limited. If a child becomes sick or is injured every effort is made to render first aid and make them as comfortable as possible. However, parents or emergency contacts are best able to give the attention needed and efforts are made to contact these as soon as possible.

Please do not send your child to school if they are unwell.
Sick children are much better off at home.

MERIT CERTIFICATES
Merit certificates are presented at each assembly. Classroom teachers will contact parents prior to the assembly if their child/children are receiving a certificate to enable them to attend.

MESSAGES
Parents may forward messages to teachers through by email or in note form. Telephone messages to children during the school day should only be requested on an emergency basis.

It is important to ensure all transport arrangements and play dates are organised in advance. School staff members are unable to relay messages to organise after-school play dates.

MONEY
Please hand money and consent forms for excursions, performances and class activities to your child’s teacher, or the nominated staff member, at the commencement of the school day. It is advisable to place the money in a sealed
envelope with the CHILD’S NAME, the AMOUNT OF MONEY ENCLOSED and the PURPOSE clearly stated on it. The school will provide payment envelopes for all excursions and in-school performances.

**Staff members are not permitted to accept money after 9.30am each day.**

The P & C also conducts various activities throughout the year. If you are participating and money is required to be sent to school, use an envelope clearly marked with your child's name and room number and place in the P & C box located near Room 2.

**NEWSLETTER**

The school publishes a newsletter on the school website at the beginning of each term. The school uses the website to inform parents of educational programs, management matters, school events, class activities and other items of interest.

Parents are encouraged to subscribe to the school website at www.northperthprimary.edu.au to ensure they receive advice when information has been posted.

The school also emails parents information so it is essential that contact details are current. Please email NorthPerth.PS@education.wa.edu.au to update email details.

**NO SMOKING**

Parents and visitors are asked to adhere to the Department of Education Policy prohibiting smoking on school grounds, including the school oval.

**PARENT INVOLVEMENT**

**Class Parent Representatives**

At the start of the school year parents will be invited to be a representative for the each class. This involves acting as a messenger between parents and the P & C for special projects. More information will be made available at the beginning of the school year. All parents are requested to consider placing their details on the contact list to assist the class representative.

**Parent Help Rosters**

We appreciate any help parents can provide the school. It is an excellent way for parents to learn more about the school, the learning programs and your child's progress. Some areas which may appeal to you include:

- Volunteering in the canteen.
- Assisting in the classroom e.g. reading, writing stories or completing art and craft activities.
- Assisting with special events e.g. excursions, assemblies, sporting activities.
- Assisting in the library e.g. covering books - this may be done at home.
- Busy Bees e.g. improving school grounds.
If you are able to assist please talk to your child’s teacher or staff in the front office.

Parents and Citizens Association
The North Perth Primary School Parents and Citizens’ (P & C) Association is a highly valued and active part of the school community. The P & C is a formally constituted group of parents and other interested persons established under the School Education Act to promote the interests of the school. Its main purpose is to support the school for the benefit of all students. They do this by:

- Encouraging parents’ participation and involvement in the school.
- Providing a forum for parents to discuss issues pertaining to the school and its local community.
- Bringing educational matters to the attention of the wider community.
- Providing extra amenities for the benefit of students.

Meetings are held in the staff room and commence at 7.30pm. Details of meeting dates are included on the school’s website.

All parents are urged to become active members of this association. For parents to have ‘voting’ rights at P & C meetings, $1.00 per membership fee is required.

School Board
Our school is an Independent Public School with a School Board. The School Board is an important decision-making body that includes the Principal and elected representatives drawn from staff, parents and community. A brochure outlining the purpose, functions and membership structure is included with this booklet.

PARKING
As our school grows there is increased demand for parking close to the school. We encourage everyone to be environmentally aware and to walk or ride to school. There are manned crosswalks on Angove Street, Charles Street, Loftus Street and View Street to help children to cross these roads safely. If you are unable to walk or ride all the way to school, we ask that you consider parking away from the school and walking the last bit.

Parents may use the car park located on Albert Street, off Angove Street. Parking is also available adjacent to the school oval along Albert Street, and in Olive Street near the North Perth Hall. Parking is also available in nearby streets.

Parents are requested not to park in the staff parking area located in the middle of the school grounds between the main buildings and the Arts building and school oval. This area is required by staff members, visiting support personnel, out-of-school care services, contractors, delivery vehicles and short term visitors.
Please observe the street signs and road markings as the Ranger will enforce these to ensure the safety of our students.

**PEDESTRIAN CROSSINGS**

Children crossing Angove Street, Charles Street, Loftus Street or View Street are encouraged to use the manned pedestrian crossings. In the interest of safety, students must obey the crossing attendant’s instructions.

At times the crossings may be unattended so it is essential parents reinforce with their children the need to check that the traffic has stopped before stepping onto the road.

**PERFORMING ARTS - MUSIC PROGRAM**

**School Based**
The school is supported by a Performing Arts (Music) Specialist. All primary classes attend a music lesson each week.

Year 2 – 6 students also have the opportunity to join the school choirs. The choirs perform at school assemblies, community events such as Music Count Us In, and the Massed Choir Festival held at the Perth Concert Hall.

**Instrumental Music**
Instrumental music lessons are conducted on-site by staff from the Department’s School of Instrumental Music (SIM). After testing, a small number of Year 3 to 6 students are offered the opportunity to learn an instrument i.e. viola, violin, cello, double bass and trumpet. Regular timetabled practice and commitment on the part of the student are essential requirements.

Year 5 and 6 string students are also invited to join the school’s String Ensemble. They attend a weekly before-school rehearsal and perform at school assemblies, community events and the annual Western Australian Schools’ Orchestra Festival.

**PERSONAL ITEMS**
Children are discouraged from bringing toys, games, sporting equipment, electronic equipment and mobile phones to school as they can be damaged, misplaced, stolen or cause social disruption. It is recommended children only bring these items to school under special circumstances and with prior arrangement with the class teacher. If these items are brought for news they must be left in the classroom for safe keeping.

If your child is required to have a mobile phone at school please obtain a copy of the school’s Mobile Phone Policy from the school’s website or office and return the completed agreement to the Principal. Mobile phones may not be used by children during the school day.
**PHYSICAL EDUCATION**

The school is supported by a Physical Education teacher. All Pre-primary to Year 6 classes attend a weekly Physical Education lesson with the specialist teacher. All children are expected to participate and to do so it is essential that they wear appropriate footwear that supports the foot and has a non-slip sole suitable for running activities.

A parent note or doctor's certificate is required before a child is excused from these lessons.

The school participates in many interschool sporting activities throughout the year and various sporting groups are invited to coach students.

*Students are encouraged to wear mouthguards for some sporting activities.*

![Sports equipment image]

**Uni-Active Program**

The UWA Uni-Active Program is offered to our Kindergarten to Year 3 students on-site out-of-hours. It is a fun movement program that encourages maximal participation, increased self-esteem and the development of movement skills such as catching, throwing, running and balancing. Information about the program, enrolment process and cost is distributed to the students each term.

**Sporting Schools Program**

The Sporting Schools Program aims to foster a lifelong interest in sport among Australian children by encouraging them to do more sport-based activities. At North Perth Primary School we aim to offer two free after-school sporting programs each term. Information regarding the program is made available on the school website.

**POLICIES**

The majority of policies implemented at our school are set out and mandated by the Department of Education. However, the school does have some key policies that are specific to our school. Policies are available on the school’s website or the front office. Policies are reviewed regularly by school staff and the School Board.

**PRIVATE TUITION**

Parents are advised that attendance at school is compulsory and educational programs, delivered by private tutors, cannot occur during school hours except in particular circumstances as determined by the Principal. Parents considering private tuition are advised to contact the Principal to discuss their child’s needs and tuition arrangements as soon as possible.

*It is recommended that students who receive programs from private tutors, paid*
by parents, do so outside of the prescribed school hours of instruction.

**PUBLICATION OF IMAGES AND ARTWORK**

In order to comply with the Department of Education's Information Privacy and Security Policy the school is required to gain parent/guardian permission before using visual images of students such as photographs and videos outside the school environment.

Our school regularly uses images of students in a variety of ways to recognise excellent achievement, inform parents and the local community of school matters, publicise events and to promote the school. From time to time we may also contribute to Department of Education publications. Importantly, publication on our school website may potentially result in your child's image or work being accessed worldwide through the Internet.

A letter seeking permission to use images of children and their work will be distributed to all new students at the beginning of the school year.

You are, of course, able to withdraw your consent at any time by advising the school in writing.

**READING RESOURCES**

We are continuing to expand the reading resource collection to ensure the children are exposed to a wide selection of reading materials to enhance their literacy skills.

Parents are asked to ensure books are cared for and returned to school each day as only limited stock is available at each year level. Losses will cause an inconvenience and replacement books are expensive.

The school will request parents to pay for any books that are lost, damaged or destroyed so that we can purchase replacement books to maintain our collection.

**REPORTING TO PARENTS**

Parents are advised of their child’s progress and achievement in formal and informal ways throughout the year including:

- **Informal Contact** - contact occurs on an informal basis by telephone, email, notices, newsletters, informal conversations and classroom visits.
- **Parent Information Sessions** - these are conducted by teachers early in the school year and include information on classroom procedures and expectations.
- **Case Conferences** - conducted throughout the year with parents of children identified as being at educational risk.
- **Student Work Sample Files** - a selection of work made available to parents of our Kindergarten and Pre-primary students in Term 2 and 4.
- **Parent-Teacher Interviews** - these can be conducted at the request of parents or teachers at any time during the year.
- Kindergarten Reports - informs on a child’s achievement and progress, and is distributed to parents at the end of Term 2 and Term 4.
- Student Achievement Reports (Pre-primary - Year 6) - these summative reports are distributed to parents in Semester 1 and Semester 2 and provide a summary of a child's achievement, attitude, behaviour and effort.
- National Assessment Program Literacy and Numeracy (NAPLAN) - Year 3 and 5 students participate in this national assessment of numeracy, reading, writing and language conventions. NAPLAN Reports are distributed to parents in September.
- On Entry Literacy and Numeracy Assessment - this assessment is administered to all Pre-primary children in Term 1 to assist in the early identification of those who may be at risk in critical aspects of literacy and numeracy. This assessment program is also extended to selected Year 1 and 2 students. Reports for this assessment are distributed to parents in late April.

**SCHOOL BOUNDARY**
The school site includes the main area with the buildings and courts, the oval and the car parks between the northern end of Olive Street and Albert Street. The footpaths adjacent to the school car parks are on school land and not available to the public as a thoroughfare during school hours for safety reasons.

**SCHOOL WATCH**
The assistance of parents and community members is requested to help minimise vandalism and anti-social behaviour at the school after-hours.

Parents are asked to remind children that the school grounds, excluding the school oval, are out of bounds out of school hours. Children may access the school oval during daylight hours while accompanied and being supervised by a responsible adult.

In the event that you see any suspicious activity or vandalism occurring, we would appreciate it being reported to School Watch on 9264 4771, 9264 4632, School Watch Free call on 1800 177 777, or the Police on 131 444.

**SCHOOL ZONES**
Please be aware of the 40km per hour speed limit on the streets surrounding the school on school days between 7.30am - 9.00am and 2.30pm - 4.00pm.

**SCREENING OF VOLUNTEERS AND PARENTS ASSISTING IN SCHOOLS**
The Department of Education Screening Policy includes volunteers and parents assisting students at school.

The screening process is simple and only requires the annual completion of a Confidential Declaration form available from the school office. Please be assured
that unless statutory obligations require otherwise, the information on the completed form will not be used for any other purpose and will only be made available to the Principal. The completed forms will be treated with the utmost confidentiality at all times.

Parents attending overnight camps will be required to obtain a Working with Children card.

Volunteers who are not the parent, or legal guardian, of a child enrolled at the school are required to have a current Working with Children card.

**STAFF MEETINGS**
Staff meetings are held regularly throughout the year after-school on Wednesdays. Staff will be unavailable for general enquiries or parent-teacher meetings at this time.

**STUDENT LEADERSHIP**
Year 6 students are selected for the following leadership groups which have designated roles of responsibility: Student Council, Faction Leaders, Earth Care Club, Art Ambassadors.

**SUPPORT SERVICES**
Several services are available through the school. These include:

**Dental Therapy**
The School Dental Service provides a free dental service for school children, commencing in Pre-primary. Children from North Perth Primary School attend the Mt Lawley Dental Therapy Centre located at Mount Lawley Primary School, 92 Second Avenue, Mount Lawley. Parents are requested to use street parking. Telephone: 9271 5561 Email: MtLawleyDTC@dental.health.wa.gov.au.

Children are recalled periodically for examination and any necessary treatment, which may include: tooth brushing techniques, care of gums, fluoride application, fissure sealants, restorations in both deciduous and adult teeth, x-rays and extractions.

Each child will have their orthodontic situation assessed at each recall. All newly enrolled children, Pre-primary, Year 3 and Year 6 students will be screened by the dentist to ascertain any orthodontic problems, and the possible need for a referral. Parents are informed if such treatment is considered advisable and must give written consent prior to any treatment being undertaken.

**School Community Health Nurse**
The school nurse visits the school on a regular basis. A hearing and vision check will be offered to each child during their first year of schooling. If parents or teachers identify concerns in other areas it will be checked by the nurse and referred further if necessary.
Other students will be seen on a referral basis. Referral forms are completed after discussing the issue with the class teacher. No child will be assessed by the nurse without signed parent consent. A copy of the results is provided to the parent and teacher.

Health information is available from the school nurse on request. The school nurse conducts immunisation surveillance in Kindergarten, Pre-primary and Year 1. The school nurse also assists teachers with class health programs and promotion.

School Psychologist
The school has a part-time School Psychologist who is available to discuss student behaviour, learning difficulties, social development, and mental health and well-being. Appointments are made after the class teacher and parents have met to discuss their concerns and if the referral is supported by the school's Learning Support Coordinator.

SWIMMING
In-term swimming classes are conducted annually at the Beatty Park Leisure Centre for Pre-primary to Year 6 students. All children are encouraged to attend. There is no charge for swimming instruction. However, a fee is applied to cover bus transport and pool admission.

TRANSFERRING TO ANOTHER SCHOOL
Parents of children changing schools are asked to advise the school as soon as possible so that various records can be collated and library books, as well as reading books, can be recalled. On admission to a public school in Western Australia, a Transfer Note will be sent informing us of the name of the school and the date of commencement.

Families moving to a private school, interstate or overseas are requested to advise the Principal in writing of the intended new school prior to departure.

TRANSITION TO SECONDARY SCHOOL
We are a contributory school to Mount Lawley Senior High School and work closely with them to ensure a smooth transition for our students to Year 7. Special attention is given to the placement of children with special needs.

More information: www.lawley.wa.edu.au/

Students are advised of opportunities to apply for Gifted and Talented Secondary Selective Entrance Programs. Students who perform well in the assessment component may be offered placement in a program at a public secondary school.

Information about the programs, schools, key dates and application guidelines are available by following the link: www.det.wa.edu.au/curriculumsupport/giftedandtalented/detcms/portal/
UNIFORM REQUIREMENTS
Students are encouraged to wear the school uniform at all times.

Students representing the school are required to wear the school uniform to participate in excursions, school-based, interschool and community events. Students participating in the school choir and ensemble are also required to wear the required uniform for public performances.

The Uniform Shop is run by the P & C Association and staffed by volunteers. The shop carries stock of both new and second-hand uniform items. The hours of operation are advertised on the website. Uniforms may be purchased by visiting the Uniform Shop, placing an order in the P & C box near Room 2 or by ordering online. Orders will be delivered to your child in their classroom.

Uniform Requirements
Uniform items in the school colours of royal blue, pale blue and white, are available from the Uniform Shop and online.

- Dress - blue and white checked fabric
- Polo shirt - light blue, short sleeve, collar, three buttons with logo
- Surf t-shirt - light blue, no collar with logo
- Faction t-shirt - no collar, no logo, available in green, gold and red
- Faction polo shirt - no logo, available in green, gold and red
- Skirt - royal blue, pleated sports
- Skirt - royal blue, with built-in bike shorts
- Jazz pants (girls) - royal blue, flared leg
- Skort (girls) - royal blue
- Shorts - royal blue
- Cargo trousers - royal blue
- Track pants - royal blue
- Windcheater pullover - royal blue with logo
- Zip jacket - royal blue with logo
- Hat - wide brimmed or legionnaire style, royal blue

Hats & Clothing
Hats must be worn during Physical Education, and whenever children are outside. The school has a No Hat, No Play policy where students without an appropriate hat are expected to remain in a designated full-shade area for recess and lunch-time.

Please note that shoulders must be protected from the sun and brief clothing, such as tank tops, is not appropriate. Clothing must be neat and clean.

Footwear
Please do not send your child to school in thongs, step-in shoes, platform shoes, boots or slippery-soled shoes. It is recommended students wear sports footwear every day.

(Refer to the Dress Code for Students Policy on website.)
Jewellery
Children should not wear jewellery to school. Earring studs and sleepers may be worn, however, children may be directed to remove them for sporting activities due to safety concerns.

Hair
Long hair, on or below the shoulders, must be tied up for health and safety reasons.

Make-up and Nail Polish
Make-up and nail polish are not permitted.

USE OF SCHOOL FACILITIES
Applications to use school facilities are approved by the Principal and formalised through a written agreement signed by the Principal and a representative of the user group. Community groups and organisations granted permission to use school facilities are responsible for the behaviour of their members and for maintaining security during the approved times.

Sporting groups who apply to use the school’s facilities must provide evidence of appropriate insurance coverage with their application.

Please contact the Principal if you wish to use the school after-hours either as a one-off event or on a regular basis.

VISITORS TO THE SCHOOL
We require all visitors to sign our Visitor’s Register and receive a visitor’s badge. This includes parents on canteen duty, classroom rosters and even those just dropping off a child’s lunch or library book. On completion of your visit it is requested that you exit through the main entrance after signing out and returning the visitor’s badge. This process enables us to monitor visitors on the school site, maintain a secure and safe school, and assists us to care for visitors in the event of an emergency.

Anyone without a visitor’s badge will be asked to leave the school site immediately or to proceed to the reception to follow this procedure.

Parents are not required to sign-in or collect a badge at the following times:
- 8.30am – 9.00am
- 2.50pm – 3.00pm

VISUAL ARTS PROGRAM
A comprehensive Visual Arts Program is conducted by an Arts Specialist Teacher in the purpose-built art room. All Year 1 to 6 classes attend a lesson with the art specialist each week.
VOLUNTARY CONTRIBUTION
The school requests a voluntary payment of $60.00 per child each year to supplement the costs of materials used by students to support educational programs.

Please refer to the Contributions, Charges and Personal items List 2018 information sheet provided to all school families.

UPDATING STUDENT RECORDS
In case of an emergency, it is important we have access to up-to-date and accurate personal information. Please contact the school office as soon as possible if any of the following information has recently changed:

- Telephone numbers - home, work and mobile telephone numbers of parents and those listed as emergency contacts
- Address
- Custody and access information - the school requires copies of written legal documentation regarding custody and access for our records.
- Medical - many health conditions require a doctor’s written diagnosis and the approval of a health care plan developed in consultation with the school e.g. epilepsy, asthma, diabetes and life threatening allergies.

Please contact the school office for further information.

USEFUL PARENT LINKS
Parenting WA Line
The Parenting WA Line provides telephone information, support and referrals to parents, carers, grandparents, foster carers and families who are taking care of a child or children aged from pre-birth to 18 years.
Parenting support officers can help with a range of parenting issues, including: the challenges of being a parent, managing child development and behaviours, parent and child relationships, and diversity of family structures.

Telephone: (08) 6279 1200 Freecall: 1800 654 432
Email: parentingwaline@dlgc.wa.gov.au

Cyber Safety
This site includes a link to iParent where parents can learn about the digital environment and keep updated on their children’s technology use. Here you can find guidance for using safety settings on your family’s web-connected devices, tips for choosing movies and games, and strategies for keeping young people safe online.

Kids Matter
www.kidsmatter.edu.au/families/information-sheets
Kids Matter provides families with a range of information sheets to help parents teach children how to cope with their emotions, bounce back from problems and develop positive relationships. They contain practical information, tips and strategies
across a range of common childhood issues, and were prepared by professionals experienced in the area of children's mental health and development.

School Curriculum and Standards Authority
http://k10outline.scsa.wa.edu.au
This site includes the Western Australian Curriculum and Assessment Outline which is for all students from Kindergarten to Year 10. It sets out the mandated curriculum and guiding principles for teaching, learning and assessment.
It also includes the following key early childhood documents:
- Belonging, Being and Becoming – The Early Years Learning Framework.
- Kindergarten Curriculum Guidelines.

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If you have any enquiries or concerns about your child's education please do not hesitate to speak with the Class Teacher in the first instance or, following this, a Deputy Principal or the Principal.
VISION: INSPIRING YOUNG MINDS, CREATING POSSIBILITIES

Our values guide the way staff, students and parents work with each other and the wider community to pursue our vision: *Inspiring young minds, creating possibilities*. The following Code of Conduct has been developed to provide a clear understanding of what these values mean to us at North Perth Primary School.

**CODE OF CONDUCT**

**Inclusivity**
We all see the world in different ways and we value and celebrate the diversity this creates.

We demonstrate this by:
- being accepting of all people
- valuing all individuals for their diverse backgrounds, experiences and beliefs
- recognising that the needs of individuals vary and may require support

**Resilience**
We encourage and support the taking of risks in a safe environment and foster perseverance in the face of setbacks.

We demonstrate this by:
- trying new things and being open to new experiences
- recognising that everybody makes mistakes
- accepting constructive feedback

**Respect**
We treat everyone with respect and consider all points of view.

We demonstrate this by:
- acting with care and compassion
- showing consideration for self and others
- listening to others for understanding

**Responsibility**
We accept responsibility for our actions and their impact on others and on the environment.

We demonstrate this by:
- being accountable for the decisions we make
- honouring our commitments
- making choices that minimise our impact on the environment