WELCOME

Dianella Heights Primary School is committed to teaching and learning excellence. We believe this can only be achieved by developing meaningful partnerships to ensure our future direction is reflective of the changing needs of the local and global community. We are a learning community that practices inclusivity, innovation, collaboration and flexibility while inspiring and nurturing lifelong learning for students and teachers. We strive for excellence by ensuring that our practices and strategies are based on current and informed research. We hold ourselves accountable for the outcomes we achieve. Using reliable data we rigorously reflect and assess our processes and achievements. We celebrate our successes and make informed and confident determinations about our future direction.

Central to our school ethos are the care values of:

- Pursuit of knowledge and achievement of potential.
- Self acceptance and respect of self.
- Respect and concern for others.
- Social and Civic responsibility.
- Environmental responsibility.

Core Beliefs

At Dianella Heights we have identified 8 components in effecting continual improvement in our school.

1. **Professional Leadership** – Our leadership is, shared, collaborative, strategic and instructional. Our school is committed to having strong and supportive leadership, with clear vision and direction.

2. **Focus on Teaching and Learning** – We are focused on shared pedagogy, accountability for student learning, effective research based professional learning, mentoring and developing very high levels of staff morale.

3. **Purposeful Teaching** – This includes:
   - Setting minimum benchmarks for content delivery and student knowledge
   - Fast paced learning to manage the core curriculum
   - Explicit instruction
   - Revision and reinforcement
   - Teaching that is skills based
   - A focus on phonemic awareness, phonics, spelling, punctuation/sentence construction/grammar and mathematics

4. **Shared Vision and Goals** – Our school’s priorities are focused on the things that are most important to student learning and student well being. This means a real focus on literacy and numeracy.

5. **High Expectations** – We believe all children should achieve minimum benchmarks (set by the school) and teachers are accountable for student performance.

6. **Learning Communities** – We work consciously to build teacher capacity around our core priorities, including the development of leadership skills. Our school has an emphasis on simultaneously recruiting the expertise that the school needs and developing our existing staff.

7. **Accountability and Data** - Sharing and using data to analyse school and student performance, is paramount to driving improvement. What is distinctive in our school is the systematic way in which the data is widely shared and discussed by the staff, and that we look to additional sources of evidence such as normed referenced assessments, in order to provide a comprehensive picture of student performance and individual student needs.

8. **Stimulating and Secure Learning Environment** - Ensuring an orderly learning environment throughout our school is a fundamental precondition for improved teaching and learning, and student outcomes to occur. Student engagement is central to our approach in achieving this.

Education is the shared responsibility of students, teachers and the community. We encourage your involvement with the school and look forward to a partnership with you. We sincerely hope that your children enjoy their time with us.
GENERAL INFORMATION

PRINCIPAL: Mr Greg Sullivan
ASSOCIATE PRINCIPAL: Mrs Anika Daniel
DEPUTY PRINCIPAL: Mr Leigh Summers
REGISTRAR: Mrs Jackie Kelly
SCHOOL OFFICER: Mrs Fay Margin
SCHOOL OFFICER: Mrs Leah Walker
SCHOOL PHONE: 9375 3622
PRE-PRIMARY/KINDERGARTEN: 9375 3711
FAX: 9275 6611
ADDRESS: 9 Beaman Street
DIANELLA WA 6059
SCHOOL HOURS:
Commence: 8:45 a.m.
Recess: 10:35 a.m. – 10:55 a.m.
Lunch: 12:35 p.m. – 1:15 p.m.
Finish: 2:55 p.m
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ADVANCE AUSTRALIA FAIR
(Australia’s National Anthem)

Australians, all let us rejoice
For we are young and free
We’ve golden soil and wealth for toil,
    Our home is girt by sea.
Our land abounds in nature’s gifts
    Of beauty rich and rare,
In history’s page let every stage
    Advance Australia Fair,
In joyful strains then let us sing
    Advance Australia Fair.

Beneath our radiant Southern Cross,
We’ll toil with hearts and hands,
To make this Commonwealth of ours
    Renowned of all the lands,
For those who’ve come across the seas
We’ve boundless plains to share,
With courage let us all combine
    To Advance Australia Fair.
In joyful strains then let us sing,
    Advance Australia Fair.
ABSENCES

Parents of pupils who are away from school are required to explain the absence. This can be done via a phone call or in writing. A Medical Certificate is required to explain prolonged absences.

ASSEMBLIES

These are usually held every three weeks throughout the year and take place in the covered assembly area. Each assembly is conducted in turn by a class and/or group. The assemblies commence at 8:45 am, and last approximately 30 minutes. Parents will be notified of the assembly timetable in the Term Planner (which can be found on our school website).

ATTENDANCE

Once a student is enrolled at Dianella Heights PS we consider attendance to be compulsory, this includes the Kindy and Pre-Primary classes. Regular attendance is important in developing essential literacy and numeracy skills. This is particularly important in the early years of a child’s education to eliminate gaps in student learning. Please consider this when planning family holidays.

BEGINNING OF THE YEAR

The School Office opens on Monday 25 January 2016. The Principal, Deputy Principals and Registrar will be in attendance on these days during normal school hours for acceptance of voluntary contributions, new enrolments and general enquiries.
BEHAVIOUR MANAGEMENT AND DISCIPLINE POLICY

AIMS

*Dianella Heights Primary School aims to use approaches which:*

- are preventative in nature;
- promote pro-social behaviour, student well-being and the development of self discipline;
- focus on early intervention;
- outline procedures for the management of ongoing or serious misbehaviour;
- promote pro-social behaviour and positive social interactions amongst staff and students;
- provide opportunities for students to learn and practise appropriate social behaviours and self discipline;
- encourage appropriate and fair sanctions for students who display inappropriate behaviours.

CODE OF BEHAVIOUR

All members of Dianella Heights Primary School community will accept responsibility for their personal behaviour. They will treat all other members of the school community with respect, courtesy and tolerance.

WHOLE SCHOOL APPROACH: ‘REFLECTIVE BEHAVIOURS’

We have implemented a whole school Behaviour Management program called Reflective Behaviours. The philosophy behind Reflective Behaviours is to change student behaviour, reduce conflict between teacher and student and develop resiliency and capacity of students to deal with conflict.

‘Reflective Behaviours’ provides the student with the language and tools to develop successful strategies for dealing with inappropriate behaviour that interrupts the learning environment. It provides the students with the language of ‘Conflict Resolution.’ Importantly it develops a platform for teachers to build a culture of changing behaviour – not managing behaviour.

IMPORTANT COMPONENTS

- Green Card – All students commence the cycle on a Green Card and strive to remain there. Should a child fail to follow classroom or school rules, the following steps occur:
  - Warning for behaviour
  - Orange Card – Student changes card to Orange
  - Red Card – If behaviour continues student changes card to red and goes to the designated timeout class.
  - If the behaviour continues in timeout or on their return to class, the teacher records this on a White Slip and sends the student to the office with this notification and the student will receive a detention (parents are notified).
  - A reflection must be done at the end of the day or first thing in the morning.
  - If student behaviour has not improved they remain on their current card.
  - If behaviour has improved they move down one card i.e. Orange to Green or Red to Orange. Students must change their behaviour to change their card.
POSITIVE PRACTICES AMONG STAFF AND PARENTS

Staff and Parents at school will model and actively reinforce appropriate behaviour. The school will institute positive initiatives to target and encourage specific interpersonal skills such as self control, resiliency and personal responsibility.

BULLYING

Any behaviour intended to hurt or frighten another person who cannot defend themselves over a sustained period of time is considered Bullying.

The school’s role is to:

- Increase students, parents and staff awareness of bullying.
- Teach students about social problem solving.
- Respond to all incidents of bullying, eg seek assistance from teachers, Principal and School Psychologist.
- Follow ‘Counter Bullying Policy.’
- Follow ‘Behaviour Management In Schools Policy’ (BMIS).
- Contact parents and involve them in discussions where necessary.
- Use a range of strategies including ‘SHARED CONCERN’ and ‘RESTORATIVE PRACTICES’ behaviour management.
- Implement Values Education
- Teach Positive Bystander Behaviour.

WHOLE SCHOOL RULES

Students of our school community are to:

1. Be respectful and courteous to everyone.
2. Follow staff instructions.
3. Play and eat in correct areas.
4. Use equipment and facilities correctly.
5. Be health and safety conscious.
6. Be punctual and organised.
7. Obtain permission from a teacher to leave the school grounds.

The teachers and Administration team will ensure procedural fairness and restorative practices are implemented, when dealing with behaviour issues within the school.
2016 SCHOOL CALENDAR

TERM 1

OFFICE OPEN: Monday 25 January 2016 (closed Tuesday 26 January 2016)

TEACHING STAFF RESUME: Thursday 28 January 2016

SCHOOL RESUMES: Monday 1 February 2016

ENDS: Friday 8 April 2016

TERM 2

COMMENCES: Wednesday 27 April 2016

PUPIL FREE DAY: Friday 3 June 2016

ENDS: Friday 1 July 2016

TERM 3

COMMENCES: Tuesday 19 July 2016

ENDS: Friday 23 September 2016

TERM 4

COMMENCES: Tuesday 11 October 2016

ENDS: Thursday 15 December 2016
CANTEEN

Our P & C operates the canteen with a paid manager and with the assistance of volunteer parents. The canteen opens on Mondays, Tuesdays, Wednesdays, and Fridays (closed Thursdays). Student’s name, room number and items are to be written on an order bag purchased from the canteen. This bag together with the correct money should be placed in the class ordering jar prior to 9.00 a.m. An on-line ordering system is available for your convenience; go to www.ouronlinecanteen.com.au to sign up/register. Menus are advised during the year and may alter from time to time if there is a need for a price rise or item variation. Any changes to canteen days are notified through the school’s newsletter.

DENTAL THERAPY CENTRE

Children from this school use the Mirrabooka Dental Therapy Centre at the Mirrabooka Primary School. This is a free service with the purpose of providing a continuous and preventative dental service for children enrolled at Dianella Heights Primary School. Appointments are made by the Dental Clinic and require parents to transport their children to the Centre. The holiday emergency contact is advertised in the school newsletter prior to the end of each school term. The phone number for the Dental Therapy Centre is 9345 0330.

EARLY ARRIVALS

Children are encouraged to arrive at school after 8.15 a.m. as we cannot guarantee the availability of supervision prior to this time. Children who arrive between 8:15 a.m. and 8.30 a.m. will be involved in organised activities in the Undercover Area. This rule is for the safety of children.

EARLY COLLECTION OF CHILDREN

If, for any reason, you or another nominated person on your child’s contact list, needs to collect your child during school hours, we ask that you report to the front office. You may be asked to provide identification. Upon advising the front office of the reason for early departure, you will be issued a Leave Pass to sign. This needs to be shown to your child’s classroom teacher. This leave slip is to be retained by you during the course of your child’s absence. It can be destroyed upon return to school or on completion of the school day. If your child is coming back from an in-school hour’s appointment, we request that you sign your child in through the same process, see the front office.

LATE ARRIVAL OF CHILDREN

If your child is late arriving to school, we request that you report to the front office with your child for a late note from one of our school officers.

ENROLMENT PROCEDURES

When children are enrolled in the school, enrolment cards are completed and signed. These forms are legal documents and provide us with essential information such as addresses and phone numbers in case of emergency. It is essential that you ensure that we are kept up to date with this information as time is critical in the case of an emergency. Where there are special custody and/or access arrangements, it is necessary to provide the school with legal evidence of custody and access arrangements from the Family Court. Please note it is not the school’s responsibility to interpret or enforce court orders.
FAMILY – SCHOOL PARTNERSHIPS

The school encourages parent/teacher contact. If any matters arise during the year that you feel you need to discuss with your child's classroom teacher, please contact the school so that a suitable time can be arranged. A parent/teacher information session is held early in the year to outline programs and procedures.

It can be difficult for teachers to discuss anything at length with you during school time. It is therefore important that you contact the teacher either by phoning the school or by a note, so that a meeting time suitable to both parties can be arranged. Please be mindful in the morning it is not an appropriate time for a parent-teacher interview. The school encourages families to participate in class activities and excursions, and with assistance in the library and canteen.

GAMES AND ELECTRONIC EQUIPMENT

Children are not encouraged to bring toys, mobile phones, electronic games, tape recorders, card collections, portable radios or other expensive items to school, as staff cannot accept responsibility for loss or damage of this property. Exceptions may be made when these items are for a class activity. In these cases the items are not for play. The school provides play equipment. If your child needs a mobile phone for an emergency it must be kept off during school time and kept in a safe place. Please discuss this with the classroom teacher.

HATS IN THE SUN

The school has a Health and Safety Policy in which Sun Safe Hats are required when the children are in the sun, during Terms 1 and 4. Such a move is to help in lowering the incidence of skin cancer by preventing sunburn and skin damage in the primary years. This policy has been endorsed by the Board. The hat must have a brim width of no less than 7 1/2 cms or be of the legionnaire’s style. Kindy and Pre-Primary students must wear the legionnaire’s style for safety reasons. Blue broad brimmed hats and legionnaire’s hats are available at the uniform shop.

HOMEWORK

The amount of time required for any extra work at home depends on the individual teacher’s learning programs and the child's age, perhaps ranging from 10 minutes silent and oral reading for the very young, to approximately 30 minutes each day for the upper primary child. During study time, the Year 4 – Year 6 child could:

- Do work set by the teacher.
- Self-drill tables and number facts.
- Study current spelling lists.
- Practise handwriting.
- Practise a particular type of calculation.
- Research for information.
- Undertake wider reading in areas of interest.
- Read for pleasure, either fiction or non-fiction.
- Write a diary or write for pleasure
Educational games such as scrabble and boggle, if played with parents, are educationally worthwhile and fun for all the family. Shopping trips can also provide practice in such things as mathematics and reading for information. Adults reading to children provide a valuable role model and interest in this area of learning. Children of this age also need plenty of time for recreation, leisure and lots of rest.

Your child's teacher will let you know early in the year, the emphasis that will be placed on homework within these guidelines.

**LOST LIBRARY/READING BOOKS**

Reading and library books are valuable resources in a school. The cost of these is ever-increasing, however replacement of these resources is essential. Therefore, we may request the cost of replacing books lost or damaged by children be borne by the parents. All students require a strong waterproof library bag for carrying books between home and school.

**LOST PROPERTY**

Parents please make sure all clothes and personal items are CLEARLY LABELLED. If items are lost they are usually handed in as lost property. Lost Property boxes are kept in the Computer Area of the Junior Teaching Block.

**MEDICATIONS**

Teachers are unable to give medication to a child. Medical forms available through the office must be completed when requesting a child be given any medication. All medication must be handed in to the office. Students are not permitted to have any medication in their possession at school. The only exceptions to this are puffers for asthmatics.

**SICKNESS AND ACCIDENTS**

Please do not send your children to school if they are unwell. While children are at school there is always the chance that they may feel unwell or injure themselves. Parents will be contacted if it is deemed necessary, we err on the side of caution and contact parents unless it is a minor incident. It is very important that parents keep the school fully informed of contact telephone numbers in case of emergency or sickness.

Please see the office staff when updating student information. A **Student Update Form** will be provided for you to check all current student details and contacts, make necessary changes, sign and return to the front office.
MESSAGES FOR CHILDREN

Only urgent messages will be taken for the children. If you are unable to collect your children due to unforeseen circumstances, it would be appreciated if you organise for a friend or neighbour to collect them rather than relying on a message being conveyed to children during their class times.

In the event of you being unable to collect your children on time, you should contact the school office. Children are instructed to come to the office if they are not collected on time. It is essential that we have up to date contact phone numbers.

MONEY COLLECTIONS

Parents are advised that voluntary contributions and other money collections are detailed in the School’s Schedule of Voluntary Contributions and Charges. It is necessary to ask parents for sums of money for such things as swimming pool entrance, bus fares, excursion expenses etc. Please ensure that correct money is placed in an envelope with your child’s name, room number, reason for money being sent (e.g. Walkathon, Puppet Show etc.) and the amount enclosed. This envelope should be handed to the CLASSROOM TEACHER in the morning unless advised otherwise. Exceptions to this is money for Book Club, all P & C payments & voluntary contributions, which must be handed directly into the Office.

DIRECT DEPOSIT / EFTPOS

Westpac Dianella
BSB: 036 059
Account: 322 228

Ref: Please use your Child's surname/brief description of the item being paid for
eg SMITHzoo / SMITHswim
A confirmation email to Jackie.j.kelly@education.wa.edu.au with the reference used would be appreciated. We have EFTPOS facilities in our school front office, see one of our school officers.

NEWSLETTER & WEBSITE

The school publishes an electronic newsletter every second Tuesday which is distributed via email. The Newsletter can also be viewed by logging onto the school website: http://www.dianellaheightsprimary.wa.edu.au/. This website is updated regularly and communicates information about important school programs and events. The schools Newsflashes and text messages may be sent home in emergencies or as reminders.

P & C MEETINGS

Our P & C are extremely committed parents who meet monthly on the second Tuesday of the month as advertised. The P & C support the school by raising significant funds to provide improvements to the facilities and to supplement learning resources and educational programs. A parent representative is elected from the P & C Association as a member of the School Board. It is important that we have as many parents as possible attending meetings so that a wide body of parents are represented at these meetings to put forward ideas, opinions and contribute to the continuing success of the whole school. The P & C also support sport at our school and run a healthy canteen.
PARENT ASSISTANCE

Many opportunities are provided for parents to offer assistance to classroom teachers and school events. This is welcomed and appreciated.

PUPIL REQUIREMENTS

The Department of Education supplies the funds for pads, workbooks, textbooks and general paper supplies. However, parents are also asked to provide some items, such as pencils, pens, rulers, markers and personal use text books. At the end of each year, your child will be given a list of requirements for the following year. These items can be ordered through the school enabling you to avoid extensive shopping. Please ensure that all items are marked with your child's name. Estimated costs are shown in the Voluntary Contributions and Charges schedule distributed to families prior to the end of Term 4.

REPORTING PROCESS

Reporting to Parents Policy

Rationale

Reporting to parents is a vital part of developing and maintaining the partnership between the school and home, as it provides a basis for ongoing dialogue.

Reporting to parents is part of a partnership of communication between parents and teachers. The framework for making judgements is transparent and staff work collaboratively.

Purposes

- Reporting processes and practices are a regular part of the teaching and learning process.
- Reporting provides clear, comprehensive and accurate information for parents and caregivers.
- Reporting supports children in their pursuit of excellence and achievement of potential.

Reporting Formats

At Dianella Heights Primary School we report in the following ways:

- Student Assessment Files (Term 1)
- Formal Reports (Terms 2 & 4)
- Informally in diaries & teacher notes
- Individual teacher / parent verbal contact (Telephone and face to face)
- Parent Night (Term 3)
- Teacher / parent formal conferences

Please note, our teachers provide more reporting than is required under their Enterprise Bargaining Agreement.
**Reporting Schedule**

Term 1: Assessment Files  
Term 2: System Summative Report – DET Standard Format for all WA Schools  
Term 3: Parent Night  
Term 4: System Summative Report – DET Standard Format for all WA Schools

**SCHOOL BOARD**

The School Board meets once a term in the School Library. The number of meetings may vary each term according to need. The meetings commence at 6.00 p.m. and usually last approximately one hour. Forthcoming meetings will be advertised in the school newsletter. The School Board has an important role in contributing to school policies, ratifying the budget and voluntary contributions, and the general direction of the school that may include but are not limited to: Finance, Code of Conduct and Uniform Policy etc.

**SCHOOL BUSINESS PLAN**

Independent Public Schools are required to develop a three year Business Plan. This Plan is developed in consultation with the School Board and staff. This plan guides the general direction of the school and is a public document that provides a direction-setting, strategic overview for the school and typically spans a number of years. School Plans include objectives, priorities, improvement targets, major strategies (particularly whole-school strategies), resources, reference to systemic policies and directions, (including a provision for annual review).

**STARTING SCHOOL**

Points to remember are:

- Children commence full-time compulsory attendance from the beginning of the school year.  
  Attendance is compulsory and every absence, even if half a day, must be explained. Please advise your child’s teacher or call the school office on 9375 3622 or SMS 0437 704 654 (this number is for SMS Absent advice only).

- At least 10 – 12 hours sleep is essential for children of this age.
- A nourishing breakfast helps children concentrate in class.
- On the first morning, please take your child to his/her room, introduce your child and yourself to the teacher and settle your child with a puzzle or a book and then leave as you did in Kindergarten or Pre Primary.
- Make sure your child has the required equipment and that everything is clearly labelled.
STUDENT SERVICES

The school is committed to identifying students at risk and addressing the needs of students as early as possible. We have a team that consists of the Associate Principal, Learning Support Coordinator, the school Nurse, the school Psychologist and the School Chaplain. Under normal circumstances your child will receive three health checks during primary schooling, unless some specific complaint is detected which requires further follow up. In such cases parents will be advised.

Children with learning difficulties or problems that affect learning, may, with parent approval, be assessed by the School Psychologist. For students who require specific and intensive support, plans are designed to address limited progress in areas of targeted intervention (major modifications may be required). Programs may replace or where possible will be additional to classroom instruction. These are delivered in small groups or individually. This requires collaboration with external agencies and the development of an Individual Education Plan. Children may have individual education plans or individual behaviour plans developed in partnership with parents to address their needs. For more information please refer to our Students at Educational Risk Policy (found on our school website).

UNIFORM AND DRESS

A Dress Code has been incorporated within the School’s Health and Safety Policy and endorsed by the school community. Parents are asked to support the school by ensuring their child/children wear school uniform. They have been chosen to be economical, practical, safe and to maintain tone and a sense of inclusion in our school. P & C volunteers operate a Uniform Shop. Opening hours are advertised in the Term Planner.

**SUMMER**

**BOYS:** Royal Blue Shorts  
Royal Blue Polo Shirt 

**GIRLS:** Royal Blue Skort  
Royal Blue Polo Shirt  
Zipfront Dress

**WINTER**

**BOYS:** Royal Blue Long Trousers  
Royal Blue Zipfront Jacket

**GIRLS:** Royal Blue Bootleg pants  
Royal Blue Zipfront Jacket

**SHOES:** Sandals or sneakers with socks for health and hygiene reasons  
**NO THONGS or SLIP ONS** for safety reasons.

**SPORT** - On sports days the students wear a T-Shirt in their Faction colour.

**Unisex Sports shorts or Sports skirt can be worn on sports days.**
**Dianella Heights Primary School Uniform Shop**

The Dianella Heights Primary School Uniform Shop is run by volunteers from the Parents & Citizens Association (P&C). We happily encourage parents to come in and help out at the uniform shop.

The shop is located in the assembly area and is generally open every Tuesday of school term from 8:15 am to 9:00 am. The shop is **CASH** only and does not accept cheques.

If you are unable to attend at the shop then you may wish to utilise the online ordering system at [www.ouronlinecanteen.com.au](http://www.ouronlinecanteen.com.au). This is the same system used by the canteen. All you need to do is click on the UNIFORMS tab and choose the items you wish to purchase. The order will be ready to pick up the next Tuesday the Uniform Shop is open. You will be contacted only if there is a problem with your order.

Items purchased **online** are slightly more expensive (no more than $1.00 extra per item) to cover the online ordering system expenses.

The Uniform Shop also sells second hand uniforms. If you have any uniforms that are in good condition, the shop will gladly accept them as a donation. These items are sold at $2.00 per item.

**The list below is an indication of items for sale at the shop. It is important that throughout the year you constantly stay informed by reading the Newsletter, newsflashes and checking online.**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>PRICE</th>
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<tbody>
<tr>
<td>Legionnaire’s Cap</td>
<td>$10.00</td>
</tr>
<tr>
<td>Bucket Hat</td>
<td>$13.00</td>
</tr>
<tr>
<td>School Polo shirt</td>
<td>$22.00</td>
</tr>
<tr>
<td>Faction polo shirt</td>
<td>$22.00</td>
</tr>
<tr>
<td>Skirt – Rio</td>
<td>$20.00</td>
</tr>
<tr>
<td>Shorts - sport</td>
<td>$22.00</td>
</tr>
<tr>
<td>Winter pants - unisex</td>
<td>$28.00</td>
</tr>
<tr>
<td>Dress</td>
<td>$40.00</td>
</tr>
<tr>
<td>Jacket</td>
<td>$30.00</td>
</tr>
<tr>
<td>Library Bag</td>
<td>$9.00</td>
</tr>
<tr>
<td>Chair Bag</td>
<td>$10.00</td>
</tr>
<tr>
<td>Second hand items</td>
<td>$2.00</td>
</tr>
</tbody>
</table>

** Kindy bags are not on line and must be purchased in the shop as there are various material designs to choose from.