

SAFETY

Our Staff does not provide playground supervision after hours. Unsupervised children are not permitted to use playground equipment.

REPORTING TO PARENTS

Parents will receive information on their child's progress and achievement through a formal report at the end of each semester via CONNECT.

SAFETY

Children should go directly to and from school via a planned route. Regularly remind children of road rules, and protective behaviours.

SCHOOL BOARD

The School Board comprises of school parents/carers, teachers and community representatives and is a forum for the school community to work together to ensure the best outcomes for all students.

STUDENT REQUIREMENTS

Student requirements lists are available on the school website or from the office. Materials are available at The Paper Place in Forrestfield. All items should be labelled or named.

STUDENT LEADERS

These leaders promote positive values and active citizenship. School leaders are selected from the Year 6 cohort.

STUDENT SERVICES

The school psychologist assists in the development of skills and programs to support student learning. Parents sign referrals to authorise the school psychologist to work with their children.

SCHOOL CHAPLAIN

Our School Chaplain provides support to our school community. They may assist individuals or families with social, emotional, physical and general well-being issues. They also provide support for grief, family breakdown and other crisis situations, and build links with the local community, agencies, churches and other appropriate networks to support the school community.

SICK CHILDREN

Illness can spread very quickly through a school and all members of our school community should act responsibly by not sending sick children to school. If a child is found to be ill at school, parents will be requested to take them home.

TERM DATES 2024

Term 1 Wed 31st Jan – Thurs 28th March
Term 2 Tues 16th April – Friday 28th June
Term 3 Tues 16th July – Friday 20th Sept
Term 4 Tues 8th Oct – Thurs 12th Dec

PUBLIC HOLIDAYS

Labour Day Monday 4th March
Good Friday Friday 29th March
ANZAC Day Thursday 25th April
WA Day Monday 3rd June

STAFF DEVELOPMENT DAYS (Students do not attend)

Friday 31st May 2024
Friday 16th August 2024
Monday 7th October 2024

SCHOOL HOURS

Classroom Doors open at 8:35am
Start 8:50am
Recess 11:00am – 11:30am
Lunch 1:30pm – 2:00pm
Finish 3:00pm

If students are at school before classrooms open at 8:35, they need to sit on the benches outside the office until classrooms open, or go to Breakfast Club, in the Djilba Wet Area. Breakfast club opens at 8:10am.

UNIFORMS

Children are encouraged to wear the school uniform and show pride in their school. **Uniform** must be worn on all excursions. The Uniform Shop is operated by volunteers and is located in the Undercover area next to the canteen and orders are placed online. Further information on ordering is on our website. Some pre-loved items are also available for sale. All students should wear enclosed shoes. The Uniform Policy is published on the school website.

VISITING THE SCHOOL

It is essential that all visitors to school sign in at reception to receive a *Visitors Pass*. Any person not wearing the Visitors Pass should be asked to report to reception or leave the school. This rule does not apply to parents or carers dropping off or picking up children at the beginning or end of the school day.

VOLUNTARY CONTRIBUTIONS

In 2024, the charges are **\$50** per child. Payment can be made at the office.

Woodlupine Primary School

29 Solandra Way Forrestfield WA 6058
Telephone 08 9483 2200

Email:

Woodlupine.PS@education.wa.edu.au



2024 PARENT & CARER INFORMATION

Revised October 2023

Principal
Deputy Principal
Manager Corporate Services

Lara Govers
Jackie Margraf
Edie Jennings

SCHOOL VISION

At Woodlupine Primary School, we are committed to lifelong learning, developing students who are creative, responsible and curious citizens.

REAL SCHOOLS PARTNERSHIP

We are excited to be continuing our partnership with Real Schools; an organisation who are experts in supporting schools to transform and enhance their culture through a focus on what really counts – building strong positive relationships and restorative practices.

COMMUNICATION

WEBSITE

Our school website is a valuable resource for parents and students.

<https://www.woodlupineps.wa.edu.au/>

CONNECT

Parents and carers are given their own secure login to Connect. Connect is provided by the Department of Education and is safe to use with no cost. Student reports are made available to parents via Connect at the end of Semester One and Two.

As well as being able to login to Connect on any internet-enabled device, you may receive notices from Connect that will be sent to you as either an email or a notification on your phone. A free app called Connect Now can be downloaded from Google Play or the Apple App Store and will let you receive Connect notices as push notifications.

ABSENCES

An explanation is required for all student absences. Parents or Carers can explain an absence directly to the Teacher, or send a note, or email or telephone reception. Attendance checks are regularly done and standard letters are sent home for unexplained absences. Holidays need to be approved by the Principal.

ACCIDENTS & INJURED CHILDREN

Teacher judgement determines whether a parent is notified over an injury to a student. In the case of serious injury, and inability to contact the parent, the Principal may arrange for a child to be treated by a medical professional. It is very important for the school to have your current contact details.

ASSEMBLIES

Regular school assemblies are conducted in the undercover area 9am on Fridays. *Please refer to the school website and Connect for an up-to-date schedule. *

BREAKFAST CLUB

Breakfast Club is held Monday to Friday in the undercover area from 8.10am to 8.30am. All students are welcome.

CARS & PARKING

Parking for parents & carers is next to the staff car park. We ask that parents do not use the staff carpark. The beginning and end of the school day is a very busy and congested time and all drivers need to show care and consideration to avoid the risk of a child being injured. There are pedestrian footpaths next to both carparks.

DOGS

We take health and safety very seriously. Dogs are not permitted on school grounds under the Occupational Health and Safety act 1984.

ENROLMENTS

Parents should complete enrolment forms at the school office. An extract of the child's birth certificate, immunisation card and proof of address needs to be presented upon enrolment.

FACTIONS

School factions are Altius (Blue), Citius (Orange) and Fortius (Purple). Faction points are gained through sporting activities and citizenship. Children are allocated a faction soon after enrolment.

HATS

We are a sun smart school and have a 'NO HAT NO PLAY' policy in place for the health safety of students. Only broad brimmed hats are acceptable.

HEAD LICE

The school will notify parents identified with head lice. Parents need to collect students as soon as possible. Students cannot return to school until hair is treated and there is no live activity. Useful info can be found at www.health.wa.gov.au/headlice

HEALTH PLANS

There are many and varied medical conditions that require specific handling such as allergies, heart conditions or epilepsy. Children with special health needs that require specific handling will require a Health Management Plan. Forms are available from the school office which your Doctor will need to complete. This medical advice is used by school staff to create an individual Health Management Plan in consultation with the parent/carer. Health Management Plans with a photo of your child are displayed in the medical room, staff room, offices and other staff work areas.

INTERVIEWS WITH TEACHERS / PARENT CONCERNS

Teaching staff are available for interviews throughout the year. All interviews should be arranged in advance with the teacher or through the office to be held at a convenient time.

INSURANCE & LOSS OR THEFT OF PROPERTY

Schools are unable to provide insurance for parents or students personal possessions at school, or at school events, such as camps, carnivals or excursions.

KEEPING US INFORMED

When details such as address, telephone numbers, email, emergency contact, custody arrangements or health issues change, please contact the office reception to ensure our database is amended.

LEAVING THE SCHOOL GROUNDS

Students are not permitted to leave the school grounds. Parents wishing to take their children from school early must obtain a Leave Pass from reception and present this to the responsible teacher.

LIBRARY BOOKS

Children are encouraged to be responsible for all school equipment including library books. To prevent damage, books should be carried in a book bag. Parents may be asked to replace lost or damaged books.

MEDICATION

Our staff does not administer medication without authorisation from parents (or the doctor).

A form is available from the school office. Teachers may choose not to administer medication and in such cases the Principal will assume the responsibility.

MOBILE PHONES

Students are not permitted to carry mobile phones at school outside of entering and leaving school grounds. They must be handed in at the front office in the morning in line with the Education Department Policy.

Students are not permitted to use a mobile phone on school grounds **except** under staff supervision for one or all of the following:

1. to monitor a health condition; and/or
2. for a specific education purpose;

Students using smart watches must have them in aeroplane mode.

MONEY

When children bring money to school it should be placed in an envelope showing the child's name, the correct amount and what it is for.

PARENTS' CONCERNS

We encourage parents to develop a good relationship with the Teacher, discussing matters informally and regularly. If a matter cannot be resolved with the classroom teacher, then please arrange to see the Principal.

PARENTS AND CITIZENS ASSOCIATION

Woodlupine P&C meets regularly. Dates are advertised on the P&C Facebook page and Connect notifications.