

## PLAYGROUND USE AFTER HOURS

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 COUNCIL

The School Council comprises of school parent and community representatives and is a forum for the school community to work together to ensure the most effective school operations.

## 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.

## SCHOOL PSYCHOLOGIST

The school psychologist, Alicja Rynkowska, 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, Mrs Maureen Du Preez, provides support to our school community. Maureen may assist individuals or families with social, emotional, physical and general well-being issues. Maureen provides support for grief, family breakdown and other crisis situations, and builds 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 2020

Term 1 Mon 3 Feb - Thurs 9 April  
Term 2 Tue 28 April - Friday 3 July  
Term 3 Mon 20 July - Friday 25 Sept  
Term 4 Mon 12 Oct - Thurs 17 Dec

## PUBLIC HOLIDAYS

Labour Day Monday 2 March  
Good Friday Friday 10 April  
Easter Monday Monday 13 April  
Easter Tuesday Tuesday 14 April  
ANZAC Day Sat 25 April Mon 27<sup>th</sup> Public Holiday  
WA Day Monday 1 June  
Queen's Birthday Monday 28 Sept

## STAFF DEVELOPMENT DAYS (Students do not attend)

Monday 20<sup>th</sup> July  
Friday 21<sup>st</sup> August  
Monday 12<sup>th</sup> October

## SCHOOL HOURS

Children should be at school by 8.45am  
Start 8:50am  
Recess 10:40am – 11:10am  
Lunch 12.:50pm – 1:20pm  
Finish 3:00pm

Early morning supervision of students is provided in the Library from 8:10 – 8:35am. Breakfast Club is Mon-Fri 8:10 – 8:35am in Djilba Block wet area.

## UNIFORMS

Children are encouraged to wear the school uniform and show pride in their school. Uniform must be worn on all excursions. Uniforms are available from the P&C every Thursday afternoon 2.30 – 3.15pm and Friday morning 8.30 – 9.15am. 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

The School Council determines the Voluntary Contributions and School Charges Schedule for the upcoming year. In 2020, 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](mailto:Woodlupine.PS@education.wa.edu.au)

Web [www.woodlupineps.wa.edu.au](http://www.woodlupineps.wa.edu.au)

## PARENTS' & CARERS' INFORMATION

Revised February 2020



Principal Trevor Phoebe  
Deputy Principal Judith Pescodd  
Deputy Principal Pieter Van der Meulen  
Corporate Services Manager Edie Jennings

## SCHOOL VISION

Working together with the school community, Woodlupine Primary School will provide a nurturing, safe and inclusive environment, empowering all students to experience success and reach their full potential.

Together we practice values which are applied appropriately in a variety of situations.

## SCHOOL RIGHTS

*Everyone has the right;*  
*to learn,*  
*to have property respected, and*  
*to be free from harm.*

## CLASSROOM RIGHTS AND RESPONSIBILITIES

At the beginning of the year, each class will develop a set of class rights and responsibilities to suit their specific needs. These rights and responsibilities will be displayed in the classroom and will be reviewed and discussed in the class on a regular basis. Parents are encouraged to be aware of this agreement. These rights and responsibilities will cover the following:

*Everyone has the right to feel safe*  
*Everyone has the right to work and learn without disruption.*  
*Everyone has the right to courtesy and respect.*  
*Everyone should be neat, tidy and respect the need for personal health and hygiene.*  
*Everyone should respect the property of others.*  
*Everyone has a responsibility to discourage bullying.*  
*Everyone has a responsibility to express their feelings when they feel their rights have been denied.*

## SCHOOL WEBSITE

Our site is regularly updated by office staff. We recommend it as a valuable resource for parents and students.

## 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.

## ACCIDENTS & INJURED CHILDREN

Teacher judgment 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 newsletter for an up to date schedule.

## BREAKFAST CLUB

Breakfast Club is held Monday to Thursday in Djilba Block 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 car. 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.

## CONNECT

Student reports are made available to parents via Connect. Each parent will be given their own secure login to Connect. Connect is totally free and, because it is provided by the Department of Education, very safe. As well as being able to login to Connect on any internet-enabled device, you may also 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.

## 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](http://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

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 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 securely stored by the class teacher in line with 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 noticeboards around the school and in the school newsletter. All are welcome to join.