Wundowie Primary School
Parent Information
Handbook
2017-2018

Boronia Ave, WUNDOWIE WA 6560
wundowie.ps@education.wa.edu.au
www.wundowie.wa.edu.au

Administration: 9573 6239

This Handbook contains important information about the school for all of our families. Please read it carefully.
Any queries you may have at any time can always be directed to a staff member.
<table>
<thead>
<tr>
<th>CONTENTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome/School History</td>
<td>3</td>
</tr>
<tr>
<td>Our Vision/ Ethos</td>
<td>4</td>
</tr>
<tr>
<td>Our Beliefs</td>
<td>5</td>
</tr>
<tr>
<td>Term Dates</td>
<td>6</td>
</tr>
<tr>
<td>School Hours/Administration Staff</td>
<td>7</td>
</tr>
<tr>
<td>Early Childhood/ Kindergarten</td>
<td>8</td>
</tr>
<tr>
<td>Pre-Primary – Primary</td>
<td>9</td>
</tr>
<tr>
<td>Arrival and Departure</td>
<td>10</td>
</tr>
<tr>
<td>School Uniform</td>
<td>11</td>
</tr>
<tr>
<td>Attendance/ Late Attendance</td>
<td>12</td>
</tr>
<tr>
<td>Behaviour / Medical Conditions/ Medication</td>
<td>13</td>
</tr>
<tr>
<td>Allergies/ Valuables, Money and Mobiles</td>
<td>14</td>
</tr>
<tr>
<td>Voluntary Contributions/ Student</td>
<td>15</td>
</tr>
<tr>
<td>Requirements/ School Library</td>
<td></td>
</tr>
<tr>
<td>Reading Resources/ Assemblies/</td>
<td>16</td>
</tr>
<tr>
<td>Newsletters/ Parent Interview</td>
<td></td>
</tr>
<tr>
<td>Physiologist/ P&amp;C/ School Board</td>
<td>17</td>
</tr>
<tr>
<td>School Premises/ Homework/ School Nurse</td>
<td>18</td>
</tr>
<tr>
<td>Swimming/ Excursion/ Canteen</td>
<td>19</td>
</tr>
<tr>
<td>Conclusion</td>
<td>20</td>
</tr>
</tbody>
</table>
WELCOME TO WUNDOWIE PRIMARY SCHOOL

On behalf of the Wundowie Primary School community we would like to extend a warm welcome to you and your family as your child/children commence or continue their education here. We have proudly served the Wheatbelt since 1950 and hope that your association with Wundowie Primary School will be a rewarding and enjoyable experience. We believe that the communication and exchange of information between family and school are of great importance. We look forward to getting to know you, working in partnership with you and having a common goal of meeting your child’s educational needs.

At Wundowie Primary School we aim to provide quality educational opportunities for each child, ensuring they develop a broad range of skills and an industrious nature. Our challenge, through our motto ‘Industry Achieves’, is to develop successful learners who are able to reach their full potential by being hard working, conscientious, and productive. This ability is further enhanced through our Independent Public School status, which allows us to produce learning environments conducive to our student needs.

SCHOOL HISTORY

Wundowie School opened in September 1947. Students were transferred from the old Werribee School from 1952. It became a Junior High School in 1960 and was given District High status from January 1973. The new Primary School commenced 31st January 1990.
OUR VISION

“Quality teaching empowering students and improving performance”

At Wundowie Primary School, our purpose is to ensure that all students develop the knowledge, skills and confidence to achieve their individual potential and contribute to society. ‘We strive to excel’

OUR ETHOS

The community of Wundowie Primary School has a common focus on maintaining a safe, harmonious and stimulating working environment in which students have the opportunity to achieve their potential. Each child is a valued member of the school community and is actively supported through the educational program.

TO ACHIEVE OUR VISION WE COMMIT TO:

VALUE ADDING TO OUR SCHOOL COMMUNITY

- We are going to investigate new technologies and strategies to provide up-to-date information to our school community.

QUALITY AND SERVICE

- We will provide consistent and dependable services that exceed expectations and provide quality work for our school community.

PRIDE IN WHO WE ARE AND HOW WE WORK

- We will display high personal standards of ethics, integrity and honesty.
GROWING OUR SCHOOL AND ITS IMAGE
• We continue learning and developing new skills that help us build our school and set the stage for continued growth.

MAKING OUR SCHOOL A GREAT PLACE TO WORK
• We encourage a work environment that is respectful, welcoming and safe.

INNOVATION
• We create an environment where our team members are encouraged to deliver creative solutions and to take calculated risks.

LEADERSHIP
• We accept responsibility.

RECOGNITION
• We recognise and reward valued behaviour and achievement.

OUR BELIEFS

OPPORTUNITY TO LEARN – We will ensure that our students have the opportunity to engage as fully as possible with the concepts they are to develop, where the information and experiences are inherently meaningful and that our students will have the opportunity to practise these skills.

CONNECTION AND CHALLENGE – We will ensure that learning experiences both connect and challenge our students’ present knowledge, skills and values.

ACTION AND REFLECTION – We will ensure that learning experiences will be potentially meaningful for our students, in both action and reflection, with constructive feedback and clear criteria.

MOTIVATION AND PURPOSE – We will endeavour to both engage our students’ interest and challenge them to excel with learning experiences that have a clear purpose combined with explicit teaching.

INCLUSIVITY AND DIVERSITY – We will endeavour to provide our students with a rich variety of learning experiences which enable them to build on their existing experiences and personal strengths and work in their preferred learning styles.

INDEPENDENCE AND COLLABORATION – We will provide opportunities for both individual and collaborative learning to ensure our students become autonomous and self-motivated learners.

SUPPORTIVE ENVIRONMENT – We will ensure our environment is supportive of students, offering challenge and risk taking to maximize each learning opportunity.
# 2017 SCHOOL TERM DATES

## SEMESTER 1

### TERM 1
Wednesday 1 February - Friday 7 April *(Kindergarten A)*

### BREAK
Saturday 9 April - Tuesday 25th April *(Staff Development Day Mon 24)*

### TERM 2
Wednesday 26 April - Friday 30 June *(Kindergarten A)*

### BREAK
Saturday 1 July - Sunday 16 July *(Staff Development Day Monday 17)*

## SEMESTER 2

### TERM 3
Tuesday 18 July - Friday 22 September *(Kindergarten A)*

### BREAK
Saturday 23 September - Sunday 8 October *(Staff Development Day Monday 9)*

### TERM 4
Tuesday 18 July - Friday 22 September *(Kindergarten A)*

### BREAK
Saturday 23 September - Sunday 8 October *(Staff Development Day Monday 9)*

## 2018 SCHOOL TERM DATES

*Preliminary dates only: to be confirmed*

## SEMESTER 1

### TERM 1
Wednesday 31 January - Friday 13 April

### BREAK
Saturday 14 April - Sunday 29 April

### TERM 2
Monday 30 April - Friday 29 June

### BREAK
Saturday 30 June - Sunday 15 July

## SEMESTER 2

### TERM 3
Monday 16 July - Friday 21 September

### BREAK
Saturday 22 September - Sunday 7 October

### TERM 4
Monday 8 October - Thursday 13 December
SCHOOL HOURS

FIRST SIREN 8:35am
MORNING TEA BREAK 10:40am to 11:00am
LUNCH BREAK 12:50pm to 1:30pm
SCHOOL FINISHES 3:00pm (Thursday early close 2:40pm)

SCHOOL OFFICE HOURS 8:00am to 4:00pm
PHONE 9573 6239
FAX 9573 6422
EMAIL wundowie.ps@education.wa.edu.au
WEB wundowie.wa.edu.au

ADMINISTRATION STAFF

PRINCIPAL Georgina Wales
REGISTRAR Alison McGrail
EARLY CHILDHOOD

Currently, in Western Australia, the pre compulsory year of schooling is Kindergarten and is provided by the Department of Education. Pre-Primary became compulsory from the 1st January 2013 with the State Government underlining the importance of ensuring all children have access to high quality, full-time programs. Our Early Childhood building is located to the right of the administration block. Children must be brought onto the grounds by their parent/guardian and not left in the car park or at the gate.

KINDERGARTEN PROGRAM

Your child’s time at Kindergarten establishes the foundation for their social adjustment and academic learning. Our carefully planned program helps your child grow physically, socially, emotionally and cognitively by participating in group and individual experiences. Each part of the program is vital to help your child to:-

- relate to other children
- follow instructions
- gain responsibility
- develop good work habits
- develop effective speaking and listening skills
- show courtesy and consideration

Although it is not a compulsory year of school, children who are four years old by 30 June 2016 can be enrolled in Kindergarten for the 2016 school year and are encouraged to do so. If you enrol your child at the Wundowie Primary School Kindergarten, it is expected that they will attend regularly.
**PRE-PRIMARY SCHOOLING**

Pre-Primary students are at school full time five days a week from the very first day. Pre-Primary teachers can assist families to adjust to the new routine, so please don’t hesitate to talk to them about any concerns you have.

At Pre-Primary your child will build on all the skills they gained in Kindergarten and start laying the foundations in literacy and numeracy for all future learning. They will also start to learn in a more structured way to prepare them for Year 1.

Pre-Primary is a compulsory school year and your child should attend every day to ensure they don’t miss learning any important skills or lessons.

**PRIMARY SCHOOLING**

Your child will learn an amazing amount of academic and social foundations during their years at primary school; our aim is to give your child the opportunity to learn and grow. Academically, the main focus is on English, Mathematics and Science so your child learns all aspects of oral language, reading, writing and mathematics.

At Wundowie Primary School there is a strong focus on teaching all aspects of the Australian Curriculum as well as the development of social skills through the ‘Challenges and Choices’ and ‘KidsMatter’ programs. Students are encouraged to build cooperative and thinking skills through programs that build on their natural curiosity and foster inquiring minds.
ARRIVAL AND DEPARTURE

Classes commence at 8:40am, however, children should be at school by 8:35am. PARENTS PLEASE NOTE THAT CHILDREN SHOULD NOT BE AT SCHOOL BEFORE 8:20AM AS SUPERVISION IS NOT PROVIDED. Students are requested to assemble in the Undercover Area if they arrive earlier than 8:35am. Parents collecting children are requested to do so on time as young children become distressed if they are left at the school after home time.

Kindergarten and Pre-Primary students are to be accompanied by parents/guardians at all times. Parents are requested to wait outside the classroom door until the siren. Children are not permitted to wait by themselves.

Children will only be released to persons formally identified as caregivers during school hours. Please ensure all enrolment information and emergency contact numbers are kept up to date by informing the school office of any changes as soon as they take place. Children are not permitted to leave the school grounds without written approval from the front office. A member of the administration team will then collect your child from the classroom and bring them to the front to minimise disruption to the class.

All visitors to the school must report to the front office and sign in prior to moving around the school grounds.
SCHOOL UNIFORM

Uniforms are compulsory for all students in all Western Australian public schools. The wearing of uniforms creates a sense of pride and unity within the school. School uniforms can be purchased from ‘Lowes’ either online or in store. Shop 3-4 Belmont Forum Shopping Centre, 227 Belmont Avenue, Cloverdale WA 6105, (08) 9479 5327 www.lowes.com.au. Price lists are available at the front office.

The benefits of dress requirements include: promoting safety of students through easier identification; keeping costs of clothing within reasonable limits for parents; and assisting students to learn the importance of appropriate presentation. Being suitably groomed is part of the process by which students learn to engage with employers and the community. In this context denim is not appropriate in a school’s dress requirements and is not permitted to be worn in government schools in Western Australia.

The wearing of make-up and jewellery is also not permitted, except for a watch and small pair of studs, or sleepers for pierced ears. Suitable footwear such as flat enclosed shoes, sneakers or flat sandals must be worn at all times.

Students who are dressed inappropriately, on a number of occasions, will be sent to the front office and given the choice to change into suitable second-hand clothing if available, or contact parents/careers to provide them with an alternative change.

For safety reasons, children are required to wear a full brimmed school hat in the playground at all times throughout the year. The school adopts a “No Hat – Play in the Shade” policy and therefore students with no hat will be restricted to the either the Undercover Area or Library for recess and lunch play.

We encourage parents to label all children’s clothing and equipment. Unmarked or unclaimed uniforms will be used as spares in the office and any other clothing will be donated at the end of each term.
ATTENDANCE

The Department of Education monitors the attendance of all students enrolled in school, identifies students with attendance issues and implements appropriate measures to restore regular attendance. The School Education Act 1999 requires parents to ensure their children of compulsory school age attend school on each day that the school is open for instruction unless there is good reason for them not to attend. If students are absent, a parent or responsible person is required to provide the school with an acceptable explanation within three days of the absence. Parents who fail to ensure that their children attend school regularly or who fail to provide satisfactory explanations for absences may be committing a serious offence. The maximum penalty is $1 000 for each offence. Please contact the school via phone or letter, at your earliest convenience, detailing your child’s absence and the expected length of time away.

LATE ATTENDANCE

Missing a few minutes each day may not seem like a big deal but your child may be missing more than you realise if he or she is continually late. Current research shows that mornings for most children are the most productive. When children arrive late and take time to settle, as they inevitably do, precious minutes are lost. A child who is fifteen minutes late to school each day misses one week of school every year. If your child arrives at school 10 minutes after the 8:35am siren, they will be required to come to the front office, where their time of arrival will be recorded and a late pass will be issued, to provide to the class teacher. This will prevent parents/carers being sent an incorrect absentee text, because class rolls are taken at 8:40am. If you have a valid reason for being late please provide a brief note so that it can be recorded next to the “L” attendance record. The school uses MessageYou to keep parents informed, please save the following number in your contacts 0418 924 097. Automated SMS absence messages are sent out at 10am and 2pm daily.

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>95-100%</td>
<td>Attendance is excellent and conducive to best academic results.</td>
</tr>
<tr>
<td>90 – 100%</td>
<td>Attendance is classified as being as REGULAR</td>
</tr>
<tr>
<td>80 – 89%</td>
<td>Attendance is classified as being at INDICATED RISK</td>
</tr>
<tr>
<td>60 – 79%</td>
<td>Attendance is classified at being at MODERATE RISK</td>
</tr>
<tr>
<td>0 - 59%</td>
<td>Attendance is classified as being at SEVERE RISK</td>
</tr>
</tbody>
</table>

Missing School = Missing Out
BEHAVIOUR AND CONDUCT

The staff at Wundowie Primary School believe behaviour management involves teaching students how to deal positively with problems and how to make positive choices. Discipline procedures are proactive and progressive. Our emphasis is on preventing problems by creating a safe school and classroom environment that allows students to succeed, feel confident and learn to be responsible for their own behaviours.

Every student at Wundowie Primary School is expected to follow our school wide expectations. These expectations apply while students are at school, coming to and from school and at any school related event or activity.

Behaviour management is a partnership between all caregivers, the school and the students. Through behaviour management students are encouraged to be responsible for their own actions and develop self-discipline skills. Our purpose is to promote active citizenship within the community.

MEDICAL CONDITIONS

The Department of Education promotes student health, manages student health care needs and identifies and minimises health risks, within the context of the schools’ resources and the assistance available from specialist services.

Medical Conditions must be declared on the Enrolment Form. Details must be kept current during the year and reviewed at the beginning of each year. Parents of children with serious or life threatening medical conditions must complete an Individual Emergency Action Plan to cover any contingencies that may occur at school. EpiPens and other forms of medication are stored in the front office for ease of access. Parents are requested to collect their child’s medication during school breaks to ensure that it is stored appropriately, whilst the school is unattended. Please feel free to discuss your child’s needs at any time with either the classroom teacher or a member of the administration team.

MEDICATION

If children are required to have medication during school hours (including panadol or paracetamol), please ask at the office for a Medication Permission Form. Children are not allowed to have medication in their school bags except for Asthma medications.
Even if your child carries and administers their own Asthma medication you are required to complete a student Health Care Summary (HSC) form which provides an overview of your child’s health care needs and information for use in a medical emergency.

It is a requirement of the Education Department that all student health records are reviewed and updated annually.

**ALLERGIES**

Wundowie Primary School is concerned about the safety and well-being of all our students. Many of you will know someone who is affected by anaphylaxis, a life threatening allergic reaction. Our school does its best to be an “allergy aware” school. Staff have had training in severe allergy management and we have implemented lots of strategies to help keep students at risk of anaphylaxis as safe as we can. Whilst these children are being taught to care for themselves at an age appropriate level, we ask that you help us educate your child on the importance of not sharing food with others, washing hands after eating and calling out to an adult if they think their friend with allergies is sick. With increased awareness and understanding of anaphylaxis, you will be able to help those around you.

We request parents to assist the school in providing a safe environment by carefully considering the contents of your child’s lunch box and avoiding nut products in particular.

**VALUABLES, MONEY AND MOBILES**

Students are requested to leave all valuables at home, including toys and electronic games. Money brought to school (other than for the canteen) should be placed in an envelope showing the child’s name, the teachers name, the amount and the purpose. All monies are required to be placed in either the ‘School’ or ‘P&C’ mailboxes located in the front office foyer. Please do not hand money to any staff member.

If it is necessary for a student to carry a mobile phone while at school, phones must be turned off and handed into the front office to be locked away, as soon as the student arrives at school. They are then returned at the end of the day. Wundowie Primary School has a mobile phone policy which was endorsed by the School Board in 2016.

When riding bicycles and scooters to school, children must obey all road and safety rules including the wearing of helmets. Bicycles and scooters must be securely locked. The school cannot accept responsibility for damage or loss.
VOLUNTARY CONTRIBUTIONS

In order to enrich the opportunities available to your child in school, The Department of Education under section 99 of the School Education Act 1999, permits schools to request that all parents/caregivers pay a voluntary contribution. The amount requested is determined in consultation with the School Board. Contributions for 2016 are set at a flat rate of $50 per student from Kindergarten to Year 6. A family discount for two or more children is $40 each. These funds are important if a school is to be able to budget effectively. Parents are requested to pay the contribution during the first two weeks of school. Other fees will be called for during the year for specific activities. Your child’s participation will depend upon payment of the stated fee. A summary of proposed costs is produced annually and distributed to parents.

Payment can be made by either cash or direct bank deposit BSB 066 524 Account 0090 2504 (Please include student’s name as reference).

STUDENT REQUIREMENTS

Classroom stationery lists are available from the office. Parents are given the opportunity to have their complete list made up by our nominated supplier, ‘Officeworks’ or to purchase the requirements themselves.

SCHOOL LIBRARY

The school library is a well-equipped Resource Centre for our school and is administered by a part-time Library Officer. Students must have an appropriate library bag to borrow. Please ensure that your child’s books are returned promptly each week as students with overdue books or unpaid charges will not be able to continue borrowing.

* Parents will be charged for any books that are lost, damaged or destroyed
READING RESOURCES

A vast amount of money has been spent to ensure that our students are exposed to the latest reading series 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 for each level in each series. Losses will cause an inconvenience and replacement books are expensive.

*Parents will be charged for any books lost, damaged or destroyed. In extreme cases books will not be issued for home use.

PARENT ASSEMBLIES AND NEWSLETTERS

A whole school assembly, to which parents are encouraged to attend, is conducted at least once in Term 1&4 and twice in Term 2&3 on a Wednesday morning, commencing at 9:00am. This is a fantastic opportunity for families to watch their children perform and receive recognition for achievement.

Dates are circulated through term planners and the school newsletter which is sent out fortnightly to notify parents of school activities and forthcoming events. Newsletters and any additional notices will be sent home with the youngest member of the family. The school is conscious of the environmental issues of printing such a publication and we therefore encourage you to provide the school with your email details so that an electronic copy can be forwarded to you.

PARENT INTERVIEWS

We believe that it is in the interests of parents, children and teachers to encourage interviews and meetings between parents and teachers. Interviews are usually longer than an occasional visit. They may require the teacher to leave the class and in this case it is essential to arrange a convenient time. Please speak with your classroom teacher to arrange a suitable time.
**SCHOOL PSYCHOLOGIST**

The school Psychologist is available to assist the school to improve student outcomes in the area of learning, behaviour and social and emotional development. The school Psychologist visits the school regularly and appointments and referrals can be organised through your child’s teacher or the Principal.

**P&C ASSOCIATION**

The P&C plays a vital role in helping with the education of the students at our school. In addition to various fundraising events, the P&C takes an active interest in school affairs and educational developments that are of interest to all parents and children. **ALL PARENTS ARE URGED TO BECOME ACTIVE MEMBERS OF THIS ASSOCIATION.** Parents are informed of forthcoming meetings through the newsletters and term planners.

Parents are encouraged to involve themselves in as many school activities as possible, as they can play a big part in their children’s education by joining the P&C association. It is not just a fundraising organisation, it is an avenue for parents to take an active role in the school; become more aware of educational matters; provide a forum for parents to express concerns and grievances of a general nature; discuss resolutions on school and WACCSO policy.

**SCHOOL BOARD**

The role of our school board is one of setting the long term future for the school and maintaining an oversight of the school’s operation. It is about providing additional expertise to help the school achieve the best outcomes for the students. The school board is made up of parent members, community members and Department of Education employees.

Parent members of the School Board bring their experience as parents at the school, and the views and context of the wider school community to School Board meetings. Community members bring a particular skill to the School Board. This may include business, accounting or building skills, or some other skill that the school is looking for at the time.

Department of Education employees bring their educational expertise to School Board meetings.
**SCHOOL PREMISES/VANDALISM**

Children should only be on the school grounds out of school hours if they are under the direct supervision of a teacher or another adult who has been given approval to use the school. The assistance of parents is requested to stop vandalism and theft at the school. If, outside school hours, you see any suspicious behaviour in or around the school, please contact one of the numbers listed below. No further action will be needed, as the person you contact will do whatever is necessary.

**School Watch 1800 177 777**

**Police Communication 131 444**

**HOMEWORK**

Wundowie Primary School recognises that learning is an ongoing process which takes place in a variety of situations including the home and hence encourages students to complete homework. Homework is purposeful out of class learning that seeks to enhance the extent to which each child benefits from their education. It provides an opportunity for students to share their learning with their families, to consolidate work learnt in the classroom and to prepare for lifelong learning beyond the classroom experience. Although students are encouraged to complete homework, parents have the choice not to involve their children in the homework program by notifying the classroom teacher.

**SCHOOL NURSE**

A trained nurse makes regular visits to the school. The main purpose of the visits is to assess the hearing and vision of the students. Other aspects of their general well-being may be examined to ensure they obtain the greatest benefit from their education and full enjoyment of life.

The nurse also assists the school in providing Health Education Information. For any queries such as immunisation assistance or advice please phone the Wundowie Health Centre on 573 6741. The clinic is located at 283 Boronia Ave, Wundowie.
**SWIMMING**

In-term swimming classes are conducted for Pre-Primary to Year 6 students once every year. Every encouragement should be given to children to attend these classes. The students attend 10 lessons over a fortnight at the Wundowie Swimming Pool.

**EXCURSIONS**

Excursions are planned to supplement the program conducted within the school and it is hoped that all students will be able to participate in the appropriate excursions.

Notices, giving details of excursions and seeking parental approval will be sent out via the class teacher prior to such visits. Some excursions may require a monetary contribution to assist with bus hire or activity costs.

**CANTEEN**

The P&C Association is responsible for the management of the School Canteen. Its operation is solely dependent on volunteers. The school canteen provides a wide variety of recess and lunch foods at reasonable cost. The canteen supplies healthy food options using the Traffic Light system. Orders can be placed between 8:30am and 9:30am Wednesdays and Thursdays.

Canteen menus are sent home with the youngest student when published and copies are also available at the canteen or in the front office.
CONCLUSION

The information contained in this booklet will help you in learning about our school and its activities. If at any time you have any questions about the school, please do not hesitate to contact me. I encourage you to become involved in the life of the school, as I believe that through a strong partnership between home and school, we can provide the best education possible for your child.

G. Wales
Mrs Georgina Wales
Principal