

# INFORMATION BOOKLET

## 2020



Telephone: (08) 9376 8600  
[www.willettonps.wa.edu.au](http://www.willettonps.wa.edu.au)

**Inspiring Young Minds**

# WELCOME

## INTRODUCTION

On behalf of the staff, students and parents, we welcome you to the Willetton Primary School community. Willetton Primary School located in the southern suburbs of Perth was established in 1970. The buildings and play areas are surrounded by trees, extensive grass and natural bush areas. Willetton Primary School delivers a stimulating educational environment for Kindergarten to Year 6 students. The student and parent community reflect a diverse cultural background which adds a richness to the school in all aspects of school life.

A sense of community is an important feature of Willetton Primary School. We recognise the importance of the local community and value their collaborative partnership in the delivery of education. Students, staff and parents participate in a wide range of programs to support, enhance and develop community relations. We enjoy a particularly strong parent and community involvement through the Parents and Citizens Association (P&C) and the School Board.

We wish you a happy and successful time as part of our school community.

## OUR VISION

*'To develop the whole child to succeed in an ever changing world'*

## OUR PURPOSE

For students to develop cognitive, social and personal skills and abilities to their full potential enabling them to make a worthwhile contribution to society.

## OUR OBJECTIVES

- To provide a caring and understanding environment where children are encouraged to achieve to the best of their ability.
- To encourage courteous and co-operative behaviour at all times.
- To encourage children to take pride in themselves, their school and their work, endeavouring to produce their best at all times.
- To engender in the children, the care of personal and school property.

## OUR MOTTO

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## OUR VALUES

**Resilience:** We have the strength to learn, grow and develop.

**Respect:** We treat ourselves and our environment with care and consideration.

**Perseverance:** We pursue excellence in everything we do.

**Success:** We challenge ourselves to achieve our potential.

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## OUR TEAM

Principal	Ms Heather McNeil
Deputy Principal	Mrs Desley Spencer-James
Deputy Principal	Mr Joshua Jardine
Manager Corporate Services	Mrs Karen Martin
School Officer	Mrs Carol Gannon
School Officer	Mrs Susan Fleming
School Officer	Mrs Sarah Hustwick

## SCHOOL HOURS

Classrooms open	8:30 am
Morning Session	8.40 - 10:40 am
Morning recess	10.40 - 11.00 am
Middle Session	11:00 - 1:00 pm
Lunch	1:00 - 1:40 pm
Afternoon Session	1:40 - 2:50 pm

## SCHOOL TERMS / VACATIONS 2020

### Semester 1

#### **Term 1**

Students Attend: Monday 3 February to Thursday 9 April

Break: Saturday 10 April to Monday 27 April

#### **Term 2**

Students Attend: Tuesday 28 April to Friday 3 July

Break: Saturday 4 July to Sunday 19 July

### Semester 2

#### **Term 3**

Students Attend: Monday 20 July to Friday 25 September

Break: Saturday 26 September to Monday 12 October

#### **Term 4**

Students Attend: Tuesday 13 October to Thursday 17 December

## SCHOOL DEVELOPMENT DAYS (STUDENT FREE)

Schools are granted School Development (Student Free) Days each year to give staff the opportunity to plan school organisation, develop policies and undertake various professional development activities.

School Development Days for 2020 are:

Term 1	Thursday 30 January, Friday 31 January and Friday 28 February
Term 2	Friday 29 May
Term 4	Monday 12 October and Friday 18 December

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## ENROLMENT INFORMATION

All enrolments are processed by the school's Administration. To enrol at Willetton Primary School there are a number of eligibility requirements.

### Resident in the Local Intake Area

The School Education Act 1999 guarantees a place for every child in the compulsory years of schooling (Pre-Primary to Year 6) in their local school. Willetton Primary School is designated as a Local Intake School. The school has places for students in years PP – Year 6 who currently reside within the boundaries of our local intake area as have been determined by the Department of Education. We require parents/carers to provide documentary evidence of enrollee's legal name, age, proof of address and current Family Court Orders, if applicable, at the time of enrolment. Please refer to our website for full details of all documentation required.

### Age

A **birth certificate, extract of birth or passport** must be presented at enrolment. Students will be placed in the year of study corresponding to their age group.

### Special Needs

Parents/carers of students with special needs are asked to contact the school, at the time of enrolment, to discuss their child's unique requirements. This will ensure that the most appropriate program is put in place to meet the needs of their child.

### Overseas Students

Students who are not Australian Citizens must present their passport and visa paperwork at the time of enrolment. Students born overseas, who are Australian Citizens, present their passport. Some students on visas will be required to enrol through TAFE International WA (TIWA).

### Immunisation Records

The school must sight a copy of each student's immunisation records (AIR History Statement) at the time of enrolment. A child's immunisation is expected to be up-to-date upon entry to school. These include Measles, Mumps, Rubella, Polio, Whooping Cough, Diphtheria and Tetanus. Immunisations can be obtained from your local GP or your online Medicare account.

## STUDENTS RECORDS / INFORMATION

It is important that parents/carers advise the school immediately if there are changes of address, telephone number, emergency contacts or medical details. This will ensure that the welfare of all students is given the highest priority, especially in times of urgency.

### ACCESS RESTRICTIONS

Parents/carers are reminded that the School Education Act 1999 obliges parents/carers to inform schools of any Family Court Orders or other orders which are applicable to their children. The school must sight the original documents and all details are treated in the strictest confidence. Any changes to orders must be provided to the school as soon as possible.

### CURRICULUM

The Western Australian Curriculum & Assessment Outline sets out the curriculum and guiding principles for teaching, learning and assessment in the areas of English, Maths, Science, Humanities and Social Science (HASS), Health and Physical Education, Technologies, Arts and Language.



## **Staff Expertise**

The staff composition at Willetton Primary School reflects a wide range of experience, skills and interests. In addition to classroom teachers, Willetton Primary School has specialist teachers in the following Learning Areas:

- Arts – Music
- Languages – Indonesian
- Health and Physical Education
- Science

## **Indonesian**

Children from Year 3 – 6 are taught the Indonesian language and culture by our Indonesian teachers.

## **Music**

Music is taught to all Year 1 – 6 students by our specialist music teacher. The school has a choir. Students are assessed for their suitability for the Instrumental Music School Services program (IMSS) and these students receive instrumental instruction from the Instrumental Music School Services (IMSS) teachers.

## **Physical Education**

A comprehensive Physical Education program is provided to all Year 1 – 6 students by a full time Physical Education specialist. Students in Pre-Primary to Year 6 also participate in the Department of Education Interm Swimming program.

## **Information Technology**

At Willetton Primary School we are committed to enhancing our students' education by integrating Information and Communications Technology (ICT) across all learning areas and improving learning opportunities to ensure all our students achieve a level of digital fluency.

All classrooms have interactive whiteboards with access to the internet. The school promotes cyber safety and all students are expected to sign a user agreement, which reflects appropriate behaviour expected when using software and hardware in the school.

At Willetton Primary School we run a BYOD 1-to-1 iPad Program for Years 3 – 6. Parents can choose to bring an iPad from home, purchase or lease one.

## **English as an Additional Language (EAL)**

A dedicated EAL teacher runs a program for students new to Australia who need to improve their English in order to be able to participate in the school curriculum. Students are assessed on arrival and included in the program if beneficial to them. Students attend EAL during the school day and may have 1 or 2 hours a week tuition. They may stay in the program for up to 2 years.

## **Library**

We have an extensive library with a wide range of books and resources available to both students and staff. Students wishing to borrow a book from the library must provide a waterproof library bag. Books and resources are borrowed and may be renewed after the allocated time. Parents are asked to pay the replacement cost for any damaged or lost items. Please contact the school library if you are able to assist with book covering and shelving of returned items.

## **Primary Extension & Challenge (PEAC)**

PEAC provides opportunities for selected students in Years 5 and 6. Selection is based on results from assessment tests completed in Year 4 and other relevant information. PEAC students are given the opportunity to learn alongside their intellectual peers, usually one morning or afternoon

each week, during school time. PEAC is held at various locations and it is the parent's responsibility to transport their child to and from sessions.

## EARLY CHILDHOOD EDUCATION

The Department of Education has made some significant changes to pre compulsory schooling in recent years.

Children can start Kindergarten when turning four years old by 30 June of the year they commence. Pre-primary is the first compulsory year of schooling and children attend five full days per week. Children commence Pre-primary when turning five years old by 30 June of the year they commence.

## REPORTING TO PARENTS

At Willetton Primary School we believe assessment of learning is integral to the achievement of high quality learning outcomes. Reporting for K – Year 6 includes:

- Written reports on a semester basis
- Pre-primary On Entry Assessment
- NAPLAN (National Assessment Program Literacy and Numeracy) for Years 3 and 5

- Other methods of reporting will be used on a needs basis.

They could be:

1. Information sessions about the teaching & learning program
2. Parent/teacher meetings that may include three way conferences in which the children participate
3. Telephone calls, informal encounters and conversations between parents and teachers
4. Open Night
5. Parent Information Sessions in Term 1
6. Letters, emails etc. from teachers and other school personnel to advise parents about successes or concerns
7. Child directed reporting, in which children show how their knowledge, skills and understandings have developed through discussions or presentations of key achievements.

## PROCEDURES

### Absences

All absences must be explained to the school. Please complete the absentee form on the school's website or provide a written note to the child's teacher. If your child is late to school or you need to pick them up early, please sign them in / out from the front office.

### Accidents/Sickness

If your child is involved in an accident or becomes sick at school, every effort will be made to contact parents/carers and to arrange medical attention. In some cases, children need to go home. For this reason, **IT IS ESSENTIAL** the school is kept up to date with changes in address, telephone numbers - home and work, place of employment and an emergency contact person. In exceptional circumstances immediate outside medical help will be sought and the carer contacted as quickly as possible. The cost of an ambulance, if needed, will be the parents' responsibility.

### Assemblies

Assembly details are available in the Calendar on the school website and are included in the Term Planner. Teachers will endeavour to make parents/carers aware of presentations which involve their child.

## **Bicycle & Scooter Helmets**

Students cycling or scooting to school **must** wear a helmet. We recommend students under ten years of age do not ride to school unsupervised. Bicycles and scooters must be walked through the school grounds by parents/carers and students.

## **Care of Money & Valuables**

Children should not bring valuables, toys or unnecessary money to school.

## **Chaplain**

The school has a Chaplain who works two days a week to give voluntary support to students and the wider school community. Contact can be made through the front office.

## **Duty of Care Before & After School**

Parents/carers have duty of care for students before and after school. This means it is the parent's/carer's responsibility to ensure their child travels safely to and from school. Absences will be followed up by a letter if no reason is given for the absence. Schools are responsible for duty of care of students once in the school grounds during school operating hours. At our school, students are asked to come to school from 8.30am.

## **HANDS OFF**

Our school is committed to providing a safe and secure environment for all students, both in the classroom and playground. Students have the fundamental right to attend school without the threat of verbal, physical or emotional intimidation, or 'bullying'.

We have a 'hands off' approach to student interactions.

That is, students are not to engage in inappropriate physical contact – hands off!

## **MEDICATION**

### **Medical/Action Plans**

Department of Education policy requires the school be aware of students affected by illness such as Asthma, Diabetes or Allergies that require treatment.

Any administration of medication by the school, requires the completion of detailed documentation by parents and doctors. This matter should be discussed with the office and the class teacher to ensure we are able to assist. In such cases an appropriate form must be completed and left for school records. Administration of medication prescribed by a doctor for short-term illness also requires documentation to be completed. Students capable of administering their own prescribed medication will be supported following authorisation from parents/carers, e.g. asthma puffers. Medicines must be labelled and checked regularly by parents/carers to ensure they are not out of date. Appropriate storage will be arranged by the school.

### **School Nurse**

School nurses visit periodically. They are involved in the basic health screening of Kindergarten and Pre-primary children.

### **School Psychologist**

The School Psychologist usually attends the school for three days per fortnight. The School Psychologist is available to assist students identified by the class teacher.

### **Dental Clinic Phone: 9457 4624**

A Dental Clinic, situated on site, caters for all children at this school. There are Dental Therapists and Dental Assistants in the clinic Mon - Wed, and a Dental Officer visits regularly. This service is free for all children in years PP – 6 who complete a dental enrolment form.

An enrolment form and information sheet will be sent home early in the year for new admissions. Children will be examined throughout the year, but emergencies will be dealt with immediately. Please direct any queries to the Dental Clinic on 9457 4624.

## COMMUNICABLE DISEASES

Information on the exclusion periods for communicable diseases are provided by the Health Department. **Parents/carers are asked to notify school immediately their doctor has confirmed a diagnosis of the following diseases:**

- Chicken Pox – exclude until all blisters have crusted, usually about 5 days
- Conjunctivitis – exclude until discharge from eyes has stopped
- Measles – exclude for 4 days after the onset of rash. Non-immunised students are to be excluded for 13 days following contact with infected students in their class, unless they are vaccinated within 72 hours of contact
- Mumps – exclude 5 days after swollen glands
- School Sores (Impetigo) – exclude until after antibiotic treatment has commenced. Sores must be covered with a waterproof dressing
- Head Lice/Nits – exclude until hair is treated and head is free from eggs and lice
- Rubella (German Measles) – return to school once symptoms have subsided, usually at least 4 days after start of rash
- Whooping Cough (Pertussis) – exclude for 5 days an appropriate antibiotic treatment or for 21 days from the onset of coughing

## FACTIONS

The Factions for Willetton Primary School are: **Green Blue Gold Red**

New students are automatically placed into one of the four factions on enrolment and siblings will be in the same faction.

Faction shirts can be purchased at the uniform shop and can be worn on sports days.

## CONTRIBUTIONS & CHARGES

Details on Charges and Contributions for 2020 are made available to parents/carers. These compliment the school's funding provided by the Department of Education.

### Money Collection

Each parent/carer will receive a letter outlining Charges and Contributions for 2020 in accordance with Department of Education policy. Please refer to "Contributions and Charges" sheet for a detailed breakdown of monetary items. All contributions & charges may be paid by EFTPOS (there is a \$10 minimum for each transaction & no cash out facility is available), pay in advance or Qkr which is an easily downloaded on-line App. Please note: Qkr, EFTPOS & Pay in Advance payments give to the office, and cash payments to the class teacher.

### Personal Use Requirements

A Requirements List is available on the website and provided to new parents/carers when they enrol. All stationery items should be clearly named. It may be necessary to replace some items such as pencils throughout the year.

## LUNCHES

The school has a canteen available on Wednesdays and Fridays for students PP – Year 6.

Online orders to be placed through:

**quickcliq.com.au**

any time before and up to 8:30am on the day.

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## LOST PROPERTY

**PLEASE CLEARLY LABEL YOUR CHILD'S BELONGINGS.** Labelled belongings are returned to students and any unmarked items are placed in Lost Property located outside Cluster 1.

## FOOD ALLERGIES

The school has a Nut Minimisation Policy in place. We have several students with severe food allergies. The most common are peanuts, tree nuts (walnuts, almonds, cashews etc.), cow's milk, soy, seafood and eggs. The symptoms of food allergy range from mild to life-threatening, with anaphylaxis the most severe form of allergic reaction.

### Minimising Risk

We ask parents/carers NOT to provide food for their children at school that contain nuts, as for some children nuts will trigger a severe allergic reaction.

As a school, we minimise the risk by ensuring that:

- Students do not share food, utensils or food containers
- Students with allergies only eat food that is prepared at home
- All food and drink containers are clearly labelled with students' names to avoid confusion of ownership
- Food that contains nuts and/or traces of nuts is avoided where possible

For further information: <http://www.allergy.org.au/pospapers/anaphylaxis.htm>

## COMMUNICATION

### Communication – Parent /School Contact

Any parent/carer who wishes to discuss their child's progress or any other aspect of their schooling is invited to discuss the matter with the class teacher, the Deputy Principal or Principal.

Please adopt the following procedures:

#### • Discussion with Class Teacher

To avoid interrupting class teaching routines please arrange an appointment by telephone, email or note. Teachers have specific non-teaching times in which appointments can be held.

#### • Discussion with the Deputy Principal or Principal

If you wish to discuss your child's progress with a Deputy Principal or the Principal, please telephone or email to make an appointment. As a courtesy, please try to resolve the issue with the class teacher first.

### Newsletter

Newsletters are an important way of communicating with all parents/carers on matters concerning the school. A community newsletter will be published online every second Wednesday of each term. A student led newsletter "Willetton's Got Talent" will be published alternate Wednesdays. This is comprised of student work.

The newsletter is available on the school website. Notification will be sent through *CONNECT*.

## INSURANCE COVER & SCHOOL CHILDREN

The Department does not provide, nor broker, personal accident insurance for students while they are at school. Parents/carers may obtain this insurance from a private insurer of their choice. The Department of Education has general liability insurance covering their legal liability to pay compensation for third party injury, loss or damage caused by the proven negligence of the Department.

On school excursions, student travel is covered by normal third party insurance, the premium for which is part of both car and bus registration fees. Some bus companies do carry an additional

general liability policy, but it would only cover negligence on the part of the company or company employee.

The Department of Education's insurance does not provide cover for the P&C. They are a separate legal entity and as such have their own comprehensive insurance.

### **PUBLICATION of IMAGES & WORK**

The Department of Education's Information Privacy and Security Policy requires schools to gain parental/guardian permission before using visual images of students, such as photographs, outside the school environment. Our school regularly uses images of students in a variety of ways to recognise excellent achievement, inform parents/carers and the local community of school matters, publicise events and to promote the school. From time to time we may also be asked to contribute photos of students and/or their work to Department of Education media. In addition to this, the publication of our Newsletter on our school's website may result in your child's image potentially being accessed worldwide through the Internet. Permission of parents/carers for the use of images is through the signed Consent Form, completed at enrolment.

### **PARKING**

The main school car park off Woodpecker Avenue is strictly for **staff use only**.

**Parents, visitors and dentals clinic patients** may use the parallel parking provided in Woodpecker Ave and Pinetree Gully, or in the Pinetree Gully Road car park. Please note the staff section of the Pinetree Gully carpark marked off for **staff use only**.

### **PARENTS & CITIZENS ASSOCIATION**

The P&C provides an opportunity for parents/carers, teachers and community members to support the learning and infrastructure of the school. Meetings are held once a term. Dates of meetings are published on the website and in the school newsletter. The P&C contributes to funding programs and facilities within the school. This is made possible by the collection of P&C voluntary contributions. The interests and activities of the P&C Association are diverse. The P&C Association meets to discuss issues concerning the whole school. Consider being a member of the P&C, as it is a great opportunity for parents to be informed of school planning, policies and to have an input into decision-making. Everyone is welcome to attend committee meetings.

### **SCHOOL VISITORS**

All visitors and volunteers must report to the front office to sign our visitors register. They need to state their purpose for being on the school grounds and receive a visitor's badge. Prior to leaving, visitors return to the front office to sign out. Anyone without a badge will be asked to leave or proceed to the office to follow this procedure.

### **PARENT/ CARER HELPERS**

Parent/carer assistance in classrooms and with school activities is always very welcome. Contact your child's classroom teacher if you're available to help. Parents/carers working with children in the classroom, or assisting with excursions, are required to complete a Department of Education Confidential Declaration, which is available from the school office. In some cases, there may be a need to obtain a Working with Children Card (WWCC). Information on these requirements is also available from the school office.

### **BEFORE & AFTER SCHOOL CARE**

An onsite before and after school care facility operates at Willetton Primary School run by OSHClub. Visit [www.oshclub.com.au](http://www.oshclub.com.au) for more information.

## SCHOOL DRESS CODE

### A School Dress Code:

- Assists in building a school identity
- Promotes school and team spirit
- Encourages equity between students by reducing peer pressure
- Contributes to student safety, comfort and well-being

### General:

- All items should be named
- All long hair is to be tied back for health & safety reasons
- Faction T-shirts are available but optional for wearing on Fridays and Carnival Days
- A Year 6 Leaver Shirt is available as a memento and can be worn on specific days
- The Principal approves variation to the Dress Code to enable religious beliefs to be met

## UNIFORM

### SUMMER UNIFORM (GIRLS)

WPS Orange Polo Shirt/Black Tailored Shorts or Polo Shirt/Black Skort

### WINTER UNIFORM (GIRLS)

Black tracksuit pants/trousers  
WPS Orange Polo Shirt  
WPS Rugby Top/Zip Front Jacket

### SPORT (GIRLS)

Black Shorts or Skort  
WPS Orange Polo Shirt or  
Faction coloured T-Shirt  
Sneakers

### SUMMER UNIFORM (BOYS)

Black Shorts  
WPS Orange Polo Shirt

### WINTER UNIFORM (BOYS)

Black tracksuit pants  
WPS Orange Polo Shirt  
WPS Rugby Top/Zip Front Jacket

### SPORT (BOYS)

Black Shorts  
WPS Orange Polo Shirt or  
Faction coloured T-Shirt  
Sneakers

### HATS (GIRLS AND BOYS)

Black School Hats (2 styles available – Legionnaire or Broadbrim)

We insist that all children wear a hat outside **ALL YEAR ROUND**. The school has a “**No Hat, No Play**” policy.

**Please make sure all items of clothing are clearly marked with child's name for easy identification.**

### Cosmetics/Jewellery

- No cosmetics, including nail polish
- No jewellery other than earrings – sleepers or studs and watches

### Footwear

- Sports shoes, joggers or sneakers
- Fitted sandals with low heels and back straps
- School shoes

Local suppliers of uniforms are:

UNIFORM CONCEPTS, 30 Kembla Way, Willetton - Phone 9270 4669  
Website: [nellgray.com.au](http://nellgray.com.au) Email: [willetton@uc.nellgray.com.au](mailto:willetton@uc.nellgray.com.au)