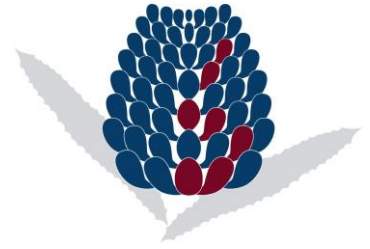




# PARENT HANDBOOK 2023



# Welcome to West Greenwood Primary School



## VALUES

- RESPONSIBILITY
- RESPECT
- RESILIENCE
- DOING YOUR BEST

The strong level of support provided to staff and students by parents and the wider community is a feature of the school.

The school has a staff of 50, which includes a Principal, 2 Deputy Principals, Teaching and School Support staff. The school caters for students from Kindergarten to Year 6.

The school specialist areas are Physical Education, Japanese, Music and Science.

The school takes pride in its Learning Technologies with each room having access to laptop computers, iPads and electronic interactive whiteboards. The school is fully networked with all classrooms having access to internet and library systems.

West Greenwood Primary School is an Independent Public School (IPS).

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## ADMINISTRATION STAFF

<b>Principal:</b>	Mr Wayne Bariolo
<b>Deputy Principals:</b>	Mrs Kristy Spencer Mrs Stacey Young
<b>Manager Corporate Services:</b>	Mrs Deb Clark
<b>School Officers:</b>	Mrs Ann-Marie Longley Mrs Vicki Hiscock Mrs Bridget Sevier
<b>Library Officer:</b>	Mrs Charmayne Jiggins

School Office hours are 8.25am – 3.30pm.

## SCHOOL CONTACTS

### POSTAL ADDRESS

West Greenwood Primary School  
101 Coolibah Drive  
GREENWOOD 6024

**PHONE NUMBER** 9246 8700

**EMAIL:** [westgreenwood.ps@education.wa.edu.au](mailto:westgreenwood.ps@education.wa.edu.au)

**WEBSITE:** [www.westgreenwood.wa.edu.au](http://www.westgreenwood.wa.edu.au)

## SCHOOL HOURS

<b>START</b>	8:40am – classroom doors open 8:25am
<b>RECESS</b>	10:30am -10:50am
<b>LUNCH</b>	12:30pm – 1:10pm
<b>FINISH</b>	2:50pm

Children should not arrive at school prior to 8.25 a.m. Staff are busy preparing for the day prior to this time and are not able to provide normal supervision for early arrivals. Students and parents who do arrive early are required to sit in the grassed area between Tuart and Banksia Blocks.

The school has an Out of School Care facility on site. OSH Club can be contacted on 0478 099 439.

Children are able to play the school grounds until 3:30 only if accompanied and supervised by parents. Parents are asked to take their children promptly when the siren goes at 3:30pm.

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## IMPORTANT DATES

### TERM DATES

	<b>Students</b>	<b>Teachers</b>
<b>SEMESTER 1</b>		
<b>Term 1</b>	Wed 1 Feb – Thurs 6 April	Mon 31 January – Thurs 6 April
<b>Break</b>	Fri 7 April – Sun 23 April	Fri 7 April – Sun 23 April
<b>Term 2</b>	Wed 26 April – Fri 30 Jun	Mon 24 April – Fri 30 Jun
<b>Break</b>	Sat 1 July – Sun 16 July	Sat 1 July – Sun 16 July

### SEMESTER 2

<b>Term 3</b>	Tue 18 July - Fri 22 Sept	Mon 17 July - Fri 22 Sept
<b>Break</b>	Sat 23 Sept- Sun 8 Oct	Sat 23 Sept - Sun 8 Oct
<b>Term 4</b>	Mon 9 Oct - Thurs 14 Dec	Mon 9 Oct - Fri 15 Dec

### PUBLIC HOLIDAYS

<b>Labour Day</b>	Mon 6 March
<b>Good Friday</b>	Fri 7 April
<b>Easter Monday</b>	Mon 10 April
<b>ANZAC Day</b>	Tues 25 April
<b>WA Day</b>	Mon 5 June

### SCHOOL DEVELOPMENT DAYS

**TERM 1** Mon 30 and Tues 31 Jan

**TERM 2** Mon 24 April

**TERM 3** Mon 17 July

**TERM 4** Mon 20 Nov & Fri 15 Dec

**NAPLAN (Years 3 and 5)**

15 - 27 March

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## ATTENDANCE

Student attendance is recorded each day at the commencement of the morning and afternoon sessions of instruction. Children are expected to be punctual to class. A child of school age is required to attend the school at which they are enrolled on days on which the school is open. Parents and guardians are required to supply an explanation for a child's absence either by phone or in writing.

The preferred methods of notifying the school of your child's absence are via Connect or via email [westgreenwood.ps@education.wa.edu.au](mailto:westgreenwood.ps@education.wa.edu.au) and we can pass this information on to the teacher.

A student is excused from attendance if they have a temporary physical or mental incapacity, or another reasonable cause. Children may be absent for religious or cultural observance. A connect notification, email, phone call or note is required in all cases.

***The parents of children who arrive at school after the 8.40am siren must sign in at the office and receive a Late Slip which is then given to the class teacher. Late Slips are available from the office staff.***

***If it is necessary for you to take your child out of school early you will need to sign them out at the front office. You will receive a Sign Out slip from the office staff which is to be handed to the class teacher when you collect your child.***

Children cannot leave the school grounds during school hours unless signed out at the school office by a parent or guardian.

## BICYCLES AND SCOOTERS

Bicycles and scooters etc are not to be ridden in the school grounds.

They are to be wheeled onto the property and parked and locked in the bike racks located outside Banksia Block. (Years 1-3) and Tuart Block (Years 4-6) ***Bike helmets are required to be worn for safety reasons.***

Please note that the WA Police recommend that children under 10 should not ride a bike to school unaccompanied by an adult.

## CONNECT

Connect is the communication platform used by teachers and the school. On enrolment, parents will be provided with their own secure login to Connect. When logging in to Connect you will be able to see information such as school newsletters, class notices, school policies and student reports etc. Please see the office staff if you need further assistance with this.

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## CROSSING THE ROAD

A controlled crossing is available adjacent to the entrance of the school. Children must use this to cross Coolibah Drive at all times. **As Coolibah Drive is an extremely busy road, please do not cross at other points.**

## CHAPLAIN

A school chaplain works out of the school twice a week and is available to chat with parents, students and staff. Appointments are made through the Deputy Principal.

## CONTRIBUTIONS AND CHARGES

The School Board has ratified the 2023 contributions and charges.

The contributions are –

**School Voluntary Contribution:**

**\$60.00 per child**

**P & C Voluntary Contribution:**

**\$35 per family**

## CURRICULUM

Our curriculum is based upon the eight learning areas of the Western Australian Curriculum, which includes the Australian Curriculum, with staff and students working towards the implementation of the Australian Curriculum.

Teaching and learning programs are currently based on the following learning areas:

**English**

**Mathematics**

**Science**

**Humanities and Social Sciences**

**Japanese**

**The Arts – Music and Visual**

**Health and Physical Education**

**Technologies**

We cater for students with special needs in our school. Some students with identified disabilities attend regular classes and may receive extra assistance, from a Special Needs Education Assistant or, from the Education Department Visiting Teacher Service.

Where parents are aware that their child has special needs, they are asked to inform the Principal and class teacher. Copies of any specialist reports should be made available to the Principal.

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## **CURRICULUM (contd)**

Performing Arts, swimming, various excursions and incursion programs supplement the regular class activities and curriculum.

Each year we undertake reviews of our progress and determine our priorities for future years.

We enjoy success across all areas at West Greenwood Primary through the enthusiastic and dedicated approach to teaching and learning shown by all staff, students and parents.

## **DENTAL THERAPY**

Our school students are covered by the Greenwood Dental Therapy Centre located at Greenwood Primary School (Merivale Way, Greenwood). The telephone number is 9203 5611.

## **DOGS AND OTHER ANIMALS**

Dogs and other animals are not permitted on the school grounds due to health and safety issues. Steps will be taken to remove offending animals. Parents are requested not to bring their animals when at school.

## **EMERGENCY CONTACTS**

### **THIS IS OF UTMOST IMPORTANCE**

At times children become ill or suffer injuries at school, for these we contact parents as a matter of courtesy and comfort to the child. Unnecessary stress is caused to a child if we are unable to contact a parent or guardian.

To reduce the incidences and possibilities of this occurring we ask that you inform the office (9246 8700) of changes to your address (private or work) or telephone numbers (including emergency contact numbers). Our records will then be altered to reflect these new contact details.

## **EXCURSIONS**

These are considered to be an extension and enrichment of the school curriculum and are organised to suit class programs. Parents will be advised of the type of outing, the cost and transport fare. We try to keep costs to a minimum and encourage all students to participate. Students on excursions are representing our school in the public arena and are required to wear full school uniform, including a school hat unless otherwise stated.

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## FACTIONS

There are four factions:

**Farmer** **Elliott** **Gould** **Mitchell**

Kindy to Year 6 students are allocated a faction by the office on enrolment. Siblings are placed in the same faction.

## FAMILY COURT ORDERS

The teacher and School Administration must be made aware and given copies of any Family Court Orders of Consent that have implications in matters of residence and contact for your child.

## FUNDING

The P & C contributions, together with school contributions and charges, supplement the Education Department's School Grant. We urge parents to support their school through these contributions.

We pride ourselves on the quality of equipment and education we provide at this school. Your contributions ensure we continue to provide the things that enhance your child's education and make your school such a great place.

## HOMEWORK

Parents will be informed of each teacher's class homework procedures at the Parent/Teacher meeting at the beginning of the year. Homework will be given at the teacher's discretion and in accordance with the school's homework policy. The homework policy can be found on Connect.

## IMMUNISATION

The school needs to sight acceptable immunisation evidence. This is either:

- an Australian Immunisation Register (AIR) Immunisation History Statement not more than two months old
  - or
  - a valid Immunisation Certificate issued by the Department of Health.
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## INFECTIOUS DISEASES

The school follows the Communicable disease guidelines provided by the Department of Health (a link to these Guidelines is provided in the Connect library). Many childhood infectious diseases require students to be excluded from school for a recommended period of time.

A health notice will be sent via Connect to notify parents of any active infectious diseases within the school community.

We would be grateful if parents could help the school staff maintain a healthy environment for their children.

## DIGITAL TECHNOLOGY

Our school prides itself on the advanced Information Technology available to all classes, Kindergarten to Year 6. All classrooms are connected to our network and have access to the Internet. Children have access to iPads and laptops and a comprehensive range of software. Each classroom has an interactive panel to facilitate teaching and learning.

It is important that parents and students support the Department of Education *Student Online Policy* and sign the relevant documentation.

## INSTRUMENTAL MUSIC

Students in Year 4 are assessed at the end of the year for placement in the Instrumental Music Program for Years 5 and 6. Currently there are places for children to learn flute and brass instruments. A Department instrument will be made available for a maintenance hire fee of approx \$110. Students are required to purchase their own instrument in the following year. Our instrumentalists are expected to continue this program at Greenwood College, which has an excellent student concert band.

## LIBRARY

The Library is open every day from 8.30am to 3.30pm. Students should take care of all Library resources. Each child is required to have a large bag in which to carry library books. Parent help is welcome in the Library to assist.

Parents are able to borrow our Literacy and Numeracy 'Take Home Packs' from the resource centre. These fun games and book activities are designed to help parents help their children at home to develop key concepts in English and maths.

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## LOST PROPERTY

Parents can help by ensuring that all items of clothing are **clearly marked** with their child's name. We have a central store for lost property in Banksia Block. Students and parents are responsible for checking to reclaim lost items. Unclaimed lost property will be disposed of. Named items will be returned to owners.

## MOBILE PHONES AND SMART WATCHES

Students are not permitted mobile phones and smart watches at school. However, if your child requires either of these items outside school hours for emergency contact use then he/she is required to leave it at the school office and parents are to complete a Permission slip available from the front office.

## MONEY COLLECTION

Money is collected for a range of activities throughout the year including swimming, performing arts, excursions, school visits, interschool sport, etc.

- The completed envelope is to be deposited in the collection box in the front office by the due date.
- Please ensure correct money is included in the envelope. (Tick if you've paid by Cash/ Cheque/ Direct Deposit/ Eftpos)
- Eftpos is available in the front office.
- Ensure permission note is included in the envelope.
- Envelopes are to be placed in the box by 10am each day

## MONEY / VALUABLES

The bringing of valuable personal possessions is discouraged. Lost or damage to these can cause great distress to children.

Children should not bring money to school (unless they are buying food from the canteen).

The school will not take responsibility for items brought to school. Sporting equipment is not to be brought to school. School sporting equipment is available to borrow during morning and lunch breaks.

## NEWSLETTER

Newsletters are produced fortnightly and are an important means of communication between home and school. Newsletters are available via Connect.

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## P&C ASSOCIATION

We have an active P & C Association that meets twice a term. We look forward to you supporting the Association's activities. See the Term Planner for meeting dates.

## POSSUM'S PANTRY CANTEEN

Possum's Pantry is open for recess and lunch from Wednesday to Friday each week. The canteen menu is available on the school website under the P&C section. Lunches can be ordered online through **Qkr!** with the cut off being 8.30am each morning. Orders can also be placed in lunch order bags with bags and payment to be placed in the classroom canteen box each morning.

## PEAC

Each year students from Year 4 are assessed for entry into the Primary Extension and Challenge Program. PEAC caters for the special learning needs of gifted and talented students. PEAC centres offer a wide range of extension courses as well as specialist courses in a variety of community and educational settings. Successful students are notified.

## PARKING

The safety of children and the community is of paramount importance. Please follow the road rules and local by-laws. Ensure your children take care and do not rush out between parked cars.

We have a designated Kiss and Ride Driveway off Coolibah Drive which we encourage all parents and carers to use.

Parking is provided in the Warrigal Way car park, and in bays at the front and rear of the school. This parking is off the street and only a short walk from the school. Verge parking may attract a fine from Joondalup City Council.

Parking and overall traffic congestion around schools is an ongoing issue and is further exacerbated with vehicles parking in contradiction to parking signs, on footpaths or in dangerous locations such as on bends at intersections. To minimise this issue, below are a few suggestions to ease stress during these periods:

- Organise with your child to meet in a pre-arranged location away from the busier areas after school.
  - Tell your child/ren that you will arrive a little bit later after the final bell and advise them to wait within the school grounds until you get there.
  - Use the Kiss and Ride and ensure you use it appropriately. This means if your child is not there, drive around until you see your child waiting.
  - Park further away and walk to meet your child/ren.
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## SCHOOL ASSEMBLIES

There is a whole school assembly usually every second Thursday morning. The format for the school assemblies varies but is highlighted by the awarding of merit certificates and a class presentation. Parents and members of the Greenwood community are warmly invited to attend. The school officer contacts parents prior to the assembly if their child/children are receiving a certificate to enable them to attend.

## SCHOOL BOARD

The School Board is a formally constituted body consisting of staff and parent representatives and the school Principal. The central function of the board is to participate in the formulation and review of school policies and to monitor and review the school's Business Plan. The School Board meets once a term. Parent and Community representatives are elected in accordance with the WGPS 'Terms of Reference' for the School Board.

## SCHOOL NURSE

A school nurse is allocated to our school. The role of the nurse is health promotion and health education. This includes routine screening procedures such as vision and hearing checks as well as involvement in the school's health program. If you have a concern about your child's health, contact the office to arrange a referral.

## SCHOOL PSYCHOLOGIST

Our school psychologist is available for appointments on Tuesdays. Appointments are arranged through the Deputy Principal.

## SCHOOL UNIFORM

The School Board of West Greenwood Primary School has established a dress code for all students attending the school. School Uniform colours are pale blue and maroon. These colours must be strictly adhered to.

The School Board believes a school dress code:

- Fosters and enhances the public image of the school;
  - Assists in building school and team spirit;
  - Ensures students are safely dressed for specific school activities; and
  - Encourages equity among students.
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## SCHOOL UNIFORM (cont'd)

Uniforms are available from the P & C uniform shop

- Pale blue polo shirt with school emblem
- Maroon sport shorts, cargo pants, skorts, or track pants
- Maroon zip jacket or wet weather jacket with school emblem
- Faction shirt
- Faction Hat
- Winter Beanie
- Blue & white gingham dress \*Note: This item is not available at the P&C Uniform Shop.

Parents are able to purchase uniforms from the uniform shop which is open from 8.00am – 9.45am every Thursday during school term or order items via the **Qkr!** Website /app and collect the items from your child's classroom or the front office. Second hand uniforms and school bags are also available from the uniform shop.

All students are required to wear closed-in footwear at all times, preferably a sports-type shoe suitable for the playground and outdoor education.

### Hair

Long hair must be tied up.

### Jewellery

Jewellery does not form part of the School Dress Code – this includes make-up and nail polish. Exceptions to this are watches, Medic Alert bracelets and earrings (one set only of either studs or small sleepers).

### Sun Protection

All children must wear a school uniform hat when in the sun, participating in lessons, excursions or recreation outside. Maroon hats are to be worn by Year 6 student peer mediators only. There is a **NO HAT, PLAY UNDERCOVER** Policy at West Greenwood. The beanie is not to replace the broad brimmed hat and only to be worn before and after school and are not to be worn inside classrooms. The uniform shop will label beanies with student's name with a white pen at the time of purchase.

### General Dress

Children must be correctly attired to participate in sporting activities and when representing the school.

All clothing and general school items should be clearly marked.

Casual clothes are not to be worn at school except on specially designated occasions such as 'Free Dress' days.

### Modifications to the Dress Code

Students who, for religious or health reasons, may wish to modify the school dress code are required to make an appointment with the Principal. Staff will be informed of any student granted a modification to the dress code.

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Students not following the dress code will receive counselling and assistance/support in obtaining uniforms if necessary.

## SPORT

Various summer and winter activities (e.g. swimming, athletics, football, netball etc.) are well catered for and encouraged, and the school implements the WA Physical Education curriculum. All students should be suitably attired for sport.

Children who need to be exempted from sport participation on any occasion should present a note from a parent or guardian.

## STAFF CAR PARK

**THIS IS RESERVED FOR STAFF, DELIVERIES AND EMERGENCY VEHICLES ONLY.**

In the interest of safety, parents are not to use the car park for delivering or picking up children.

**STUDENTS ARE NOT TO BE IN, OR TO WALK THROUGH THE STAFF CAR PARK.**

## STUDENT REPORTS

Our school has many reporting procedures including formal summative reports which are issued at the end of each school semester on Connect. Parents are encouraged to meet with their child's class teacher throughout the year to get updates on progress and achievement. Appointments can be arranged through the school office or with the teacher concerned.

## STUDENT WELFARE

At all times we endeavour to provide your child or children with the utmost care.

**We ask parents to inform us of any disabilities or concerns that may affect their child or children.**

This includes the inability to perform particular physical activities, allergies or complaints. Children with asthma or other illnesses should carry appropriate medicine with them e.g. asthma inhaler. Ailments and allergies should be clearly marked on the child's enrolment form. Please ensure your enrolment form is updated whenever changes occur.

### Family Law Court Issues

If your child has Family Law Court Issue, please provide the front office a current copy of the relevant documentation in order to have our records kept up to date.

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## Medication

The school has a detailed medication policy. Teachers will assist with some medication under the provision of this policy. Parents requesting medication support for their children need to obtain and complete the appropriate forms from the school office.

## STUDENT WELFARE (cont'd)

### Emergency Medical Plans

Where a child is at extreme risk from conditions such as allergies, diabetes or other life-threatening condition, a Health Care Plan must be drawn up in consultation with the school administration staff and signed by a medical practitioner. These plans are displayed in the classroom and communicated to all staff.

### Allergy Awareness

WGPS is an **Allergy Aware** school. A number of students suffer from a range of allergies (nuts, bee stings etc.) Parents are asked to support the families of these students by not sending food to school that has nuts or nut products in it. A letter is sent home every year reminding parents of this request along with regular reminders in the newsletters.

### Sickness or Accident

Minor injuries or illness during the day are normally attended to at school. Every endeavour is made to contact a parent to arrange for the child to be collected from school in more serious cases.

In extreme emergencies, the child may be taken to a doctor or hospital if the parents cannot be notified. Please ensure your contact details are kept up to date.

Children who are ill are expected to remain at home until sufficiently well, or cleared by a doctor, to return to school. The Principal may at times request a child be kept home through illness or other health reasons.

The preferred methods of notifying the school of your child's absence are via Connect or via email [westgreenwood.ps@education.wa.edu.au](mailto:westgreenwood.ps@education.wa.edu.au).

**EMERGENCY CONTACT NUMBERS NEED TO BE ENTERED ON ALL ADMISSION FORMS AND UPDATED IF NECESSARY.**

It is very stressful to your sick child when the school cannot contact parents due to out of date contact numbers.

Parents/ Caregivers **must** sign children out at the office if taking children home.

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## SWIMMING

Swimming classes are organised for Pre Primary to Year 6. As this is part of the school program, all students are expected to attend. A note from parents claiming exemption is required if a child is to not attend. Cost of pool entry is met by parents.

## TERM PLANNERS

These will be placed on Connect at the commencement of each term with the first newsletter. Additions and changes to these are notified in the school newsletter.

## TRANSFERS

Parents of children changing schools will have report copies, student records, medical cards etc. forwarded to the new school on receipt of a transfer note from that school.

Please let the office staff know which school your child will be attending, the date of their exit from West Greenwood and their expected commencement at their new school. You are asked to help ensure that all West Greenwood library books and school owned materials are returned.

## TRANSITION PROGRAM

### ***Year 6/7 Transition***

West Greenwood is a partner school for Greenwood College. Special programs offered at Greenwood College include Music, Aviation, French, Dance/Drama, Academic Extension and Volleyball. During the year, Year 6 students participate in a range of programs at the high school. In Term 4 students participate in an orientation day. Greenwood College. Ph: 9235 4300.

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# SCHOOL MAP

