



Information Booklet 2025

Kindergarten



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Oval Years 2 - 6

Wembley Primary School

Kindy 1
A / B

Kindy 2
C / D

PP4/OSHC

PP3

PP2

PP1

PP5

Gardener's
Shed

Sport
Shed

Year 1 - 3 Playground

Room 4

Student
Support

Room 3

Room 2

Room 1

Room 5

Verandah

Room 6

Room 7

Room 8

Room 9

Staffroom

DOTT
Room

Room 10

Room 11

Room 12

Canteen

Cleaner
Storeroom

Storeroom

Year 4-6 Playground

Room 18

Room 17

Room 16

Room 15

Room 14

Undercover Area

Rm 26

Rm 27

STEAM 1

SCIENCE

Rm 28
French

Music

Art

M/F
Toilets

Student
Services

Library

Quadrangle
Yr 1-6 Play Area

Staff
Toilets

Administration

Grassed Area
Yr 1 & 2 play area

Verandah

Verandah

Room 19	Room 20	Room 21	Room 22
Prep	Room 23	Room 24	Room 25

B A S K E T B A L L C O U R T

INTRODUCTION

We welcome you to the Wembley Primary School community. Wembley Primary School, established in 1936, has a long history of academic excellence, community support and the provision of a wide range of opportunities to develop the skills, interests and knowledge of all children in our care.

Wembley Primary School strives to provide a dynamic learning environment that is underpinned by a future focused, strong set of values. Our team collaborates to develop the essential values and skills that will empower students to courageously embrace the challenges of the future, whilst building the resilience required to welcome and respond to these challenges. The Wembley culture is built upon a set of core values which are embedded in all we do and symbolised by a community that C.A.R.E.S for one another. We strive to provide a positive, friendly and supportive environment for students, staff and parents with strong emphasis on the development of self-worth, pastoral care and community.

Our aim is for students to develop positive relationships, embrace diversity, inspire a deep appreciation for the environment and treat themselves, and all they meet, with respect. We believe there is a unique culture at Wembley and this community spirit is evident immediately when walking into the school. Students, staff and parents actively participate in establishing Wembley Primary School as a pillar of the local community and are proud to invoke a sense of belonging and a lifelong association with the school. Students build their future upon the foundations that Wembley Primary School has provided.

We all join in wishing you a successful and highly connected experience as a valued member of our school community.

Donna Snow
Principal





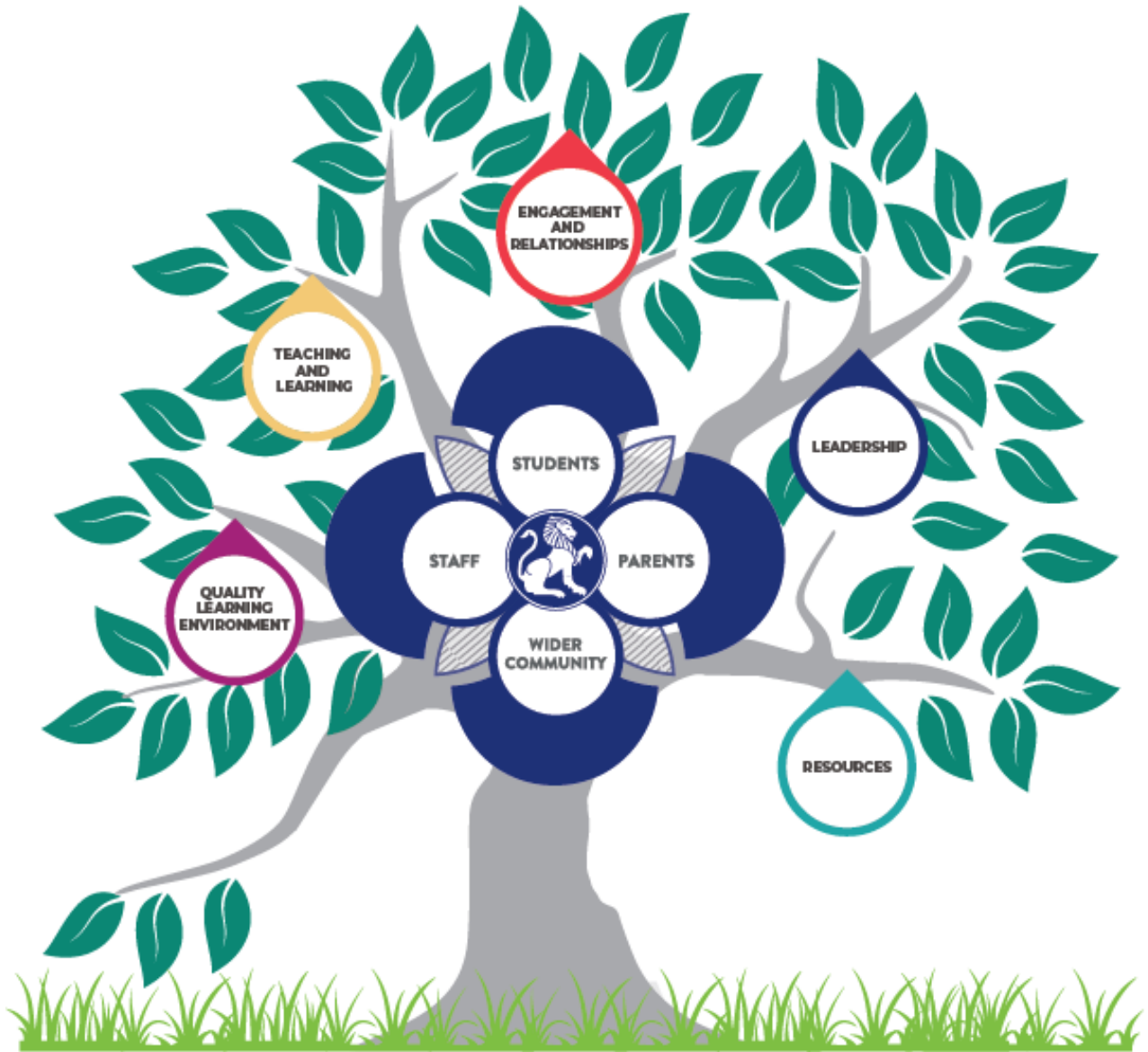
Our Culture

is our responsibility

Collaborate

Connect

Communicate



Together we contribute to a dynamic environment that is underpinned by a strong set of values:



Community Opportunity Excellence

OUR SCHOOL VISION

To foster a culture of curiosity and innovation, empowering our students to be caring, courageous members of our community.

VALUES

Wembley Primary School strives to provide a dynamic learning environment that is underpinned by a strong, future focused set of values. Our team works together to develop these values, and social skills, that will empower students to courageously embrace the challenges of the future, whilst building the resilience required to welcome and respond to these challenges.

Courtesy, Courage
Accountability
Respect
Empathy, Equity
Service

The Wembley culture is built on these core values. It is embedded in all that we do and symbolised by a community that **CARES** for one another.

SPECIFIC FOCUS FOR 2025

1. High Impact Teaching, Learning and Leadership

- Embed a whole school instructional model: consistent language and practices through instructional coaching.
- Refine evidence-based whole school approaches to teaching literacy and numeracy.
- Data informed teaching practices and programs: data literacy for all staff.
- Introduce coaching to support a culture of creativity, critical thinking and innovation: Inquiry, STEAM and trialling the New Metrics assessment project from Melbourne Graduate School of Education to expand how we recognise what a learner knows and can do.
- Early Years: balance between explicit teaching and play (launch the Early Years play policy).
- Culture of professional learning, feedback and instructional coaching: teacher-leaders sharing expertise, leading improvement and innovation to upskill teachers and build capacity.

2. Inclusive and Supportive Culture

- Initiatives to encourage student voice: Student Representative Council, Reconciliation Action Plan (RAP), CARES, Student Leaders.
- Being a culturally responsive school: involving Elders and parents in RAP working group and Grounds Master Plan.
- Supporting inclusivity and diversity: supporting students with additional needs to engage in the classroom and playground.
- Supporting student wellbeing and care through a multi-tiered support system: Connect Curriculum, School Psychology, Chaplaincy, Wellbeing Officer and dog (Taylor), Student Services Deputy Principal and school Nurse.
- Supporting staff wellbeing: Workload Advisory committee, professional learning and social committee

3. Positive Community Partnerships

- Encouraging families to become active and connected: parent education, P&C community events, improved communication using Compass.
- Strengthening parent understanding of their child's academic achievement and progress: semester reports, review reporting policy, parent information sessions, parent-teacher interviews, and open classrooms during Inquiry Showcase.

ENROLMENTS

To ensure smooth admission of your child to our school please make available the following information and documentation.

- 1) **Address/Telephone Number**
Please ensure we always have your **current address, phone numbers, email and emergency contact numbers.**
The wellbeing of your child often depends upon us having accurate information.
- 2) **Birth Certificate and Immunisation Records**
The original will need to be sighted and a photocopy will be made at the time of enrolment.
- 3) **Family information**
Please advise us in writing if the following information applies:

Single-parent family:

Custody:	Parent Guardian 1 has custody Guardian has custody Foster Parents	Parent Guardian 2 has custody
Access:	Restricted to Parent Guardian 1 Other details	Restricted to Parent Guardian 2

DOCUMENTARY PROOF OF THE ABOVE MUST BE PROVIDED.
- 4) **Residential Information for New Arrivals to Australia**
Visa must be sighted.
Residency status verified.
Birth certificate/Passport must be sighted and a photocopy will be made.
- 5) **An Application for Enrolment Form**
An Application for Enrolment Form will need to be filled in to register your interest for all new enrolments.
Pre-primary students are required to fill out an Application for Enrolment Form as placement is not automatic.
- 6) **Transfers**
If you are moving to another school, interstate or overseas, please advise the office in writing.

SCHOOL BOUNDARIES

All parents wishing to enrol are required to complete an **Application for Enrolment** form. Students who live outside our local intake area will be offered a place if classroom accommodation is available and an appropriate educational program can be provided for your child.

PASTORAL CARE

Wembley Primary prides itself in providing a safe and inclusive learning environment which caters for students with diverse learning needs. Experienced staff provide pastoral care, academic support and opportunities for all students. We understand and acknowledge the importance of the partnership with parents in the process of developing the whole child.

Staff collaborate to ensure a consistent approach across the school in the management of our students. The learning environment is well maintained and orderly with clearly defined expectations and routines. Staff are guided by student engagement and behaviour, duty of care, and accountable and ethical decision-making policies. These policies are proactive, restorative and trauma informed. Underpinning the school's vision, staff and students work within a framework of shared core values, roles and responsibilities which permeates all the school's operations.

The school offers a comprehensive range of opportunities to encourage students to build on their personal strengths, self-concept, resilience, collaboration and confidence.

STUDENT ENGAGEMENT PLAN

Our mission at Wembley Primary School is to empower our students to engage in meaningful learning with confidence, courage and empathy by providing an education that inspires every child to contribute to the betterment of society.

The Wembley Primary School community (principal, staff and parents) are responsible for the development of processes for the effective, timely management of student engagement which:

- promote positive social behaviour, student wellbeing and the development of self-regulation,
- focus on explicit learning and early intervention,
- are preventative in nature; and
- clearly outline procedures for the management of ongoing or serious behaviour.

Should students not abide by the school agreements below, in line with our restorative, trauma informed approach, each student will be asked to reflect on their behaviour guided by questions on an age-appropriate reflection sheet. Every reflection sheet will be sent home to be signed by parents/carers to ensure families stay informed and have the opportunity to discuss the situation with their child. Please send the signed reflection sheet back to school the following day. If there is a serious incident, a member of the school leadership team will telephone the parents/carers of all students involved.

RIGHTS AND RESPONSIBILITIES

Students and staff have the right to a safe, secure, friendly and supportive teaching and learning environment.

All stakeholders: staff, students and parents will have access to school and class procedures for behaviour management and will be responsible to uphold the Student Engagement Policy respecting the rights of others.

SCHOOL AGREEMENTS

We (students) aim to be our best self by:

- Actively listening and participating.
- Showing respect for self, others and our environment.
- Being thoughtful and kind.
- Being reflective.

The school community has agreed that students must:

- Obtain permission to leave the school grounds during school hours.
- Walk on verandas and in designated areas.
- Only enter or remain in a classroom during break times if a teacher is present.
- Listen and respond to instructions from staff.
- Comply with the Electronic Device Policy signed by parents and child to enable the safe use of devices in school.
- Abide by the non-school provided mobile device policy including smart watches.

CLASSROOM MANAGEMENT - Each teacher is responsible for:

- Generating class discussion to clarify the school agreements and ensure students understand.
- Communicating classroom agreements, consequences and rewards to the parents.
- Ensuring consequences comply with the school's policy consequence flow chart and Departmental policies.
- Ensuring classroom agreements/rewards and consequences are clearly displayed and regularly reviewed.

All consequence systems include a Severe Clause that reserves the right to bypass the classroom management steps if the teacher considers that the behaviour is so serious as to warrant immediate consequences.

We are committed to upholding our values, even when no one is looking.

Courtesy <small>Courtesy is showing politeness, respect, and consideration for others.</small>	Courage <small>Having courage is to be brave and face something, even if it frightens you.</small>	Accountability <small>When we are accountable, we are responsible for our own actions.</small>	Respect <small>Respect is treating others with kindness and consideration, and thoughtfully caring for belongings and our environment.</small>	Empathy <small>Empathy is the ability to understand and share the feelings of others.</small>	Equity <small>Equity means providing equal opportunities, so everyone can participate fairly.</small>	Service <small>Service is the act of helping or doing work for others without an expectation of reward.</small>
Use good manners Celebrate and encourage others Show gratitude Be patient and wait for your turn to speak	Step out of your comfort zone and take safe risks Stand up for yourself and others Reach out for help and share worries Bounce back from setbacks and challenges	Stay focused by actively listening and trying your best to improve Be mindful of your actions and how they impact others Manage your emotions with self-regulation techniques Follow teacher instructions and directions	Treat others with kindness and respect Respect boundaries and keep hands and feet to yourself Follow school rules and classroom agreements in and out of school Take care of yourself, others, and school community	Be kind, trustworthy, and understanding Listen and support each other respectfully Include others and make them feel welcome Resolve conflicts in a respectful and empathetic way	Make sure everyone gets a fair chance to participate Share the workload fairly in group activities Use equal voices and take turns in talking and listening Respect and understand individual differences and needs	Keep our surroundings clean and tidy Help others in need Reduce our impact on the environment Support a good cause
What gets in the way of displaying these values?						
-Being rude -Being ungrateful -Using words that drag people down, instead of lifting them up	-Being scared to tell the truth -Not being confident in yourself -Not asking for help	-Not trying your best -Being silly and disruptive -Letting your feelings control you	-Being unkind -Entering people's personal space -Not taking care of yourself, others and environment you are in	-Laughing at others -Excluding people -Gossiping and sharing secrets	-Not understanding people's needs are different -Not giving people a turn -Expecting others to do work for you	-Not helping others -Making a mess and leaving it for someone else to clean up -Putting rubbish in the wrong bins

SCHOOL ORGANISATION

WEMBLEY PRIMARY SCHOOL BOARD

Roles and Responsibilities

The role of the School Board is outlined in the *School Education Act 1999*. In essence, the role of the School Board is one of setting the long term future for the school and maintaining oversight (not management) of the school's operation. **It is not about operational management of the school - that is the job of the principal.** The School Board provides additional expertise to help the school achieve the best outcomes for the students.

An Independent Public School Board will operate with functions consistent with the legislative role of Public School Councils and Boards.

The responsibilities of an unincorporated Independent Public School Board are to:

- work within the Department of Education's relevant legislation and regulations,
- contribute to the School Delivery and Performance Agreement and the Business Plan. (These documents summarise what the school wants to achieve in the future and how it plans to get there: the agreement will be signed off by the chair of the Board, Principal and Director General),
- endorse and review the annual budget (the budget summarises the income received annually from the Department of Education and other sources; It also lists planned expenditure, including salaries),
- assist with the formulation of codes of conduct (guiding principles designed to influence decisions and actions that the school takes),
- review the performance of the school,
- create interest in the school within and across the community,
- assist with principal selection when a vacancy arises (the chair of the School Board will be a member of the selection panel),
- approve fees, charges, contributions, and items for personal use (booklists),
- approve extra cost optional components of programs,
- approve arrangements for sponsorship and advertising,
- liaise with the other committees within the school e.g. the P&C,
- hold one open meeting each year to report to the school community; and
- provide advice to the principal on religious education and related activities.

The School Board does not:

- manage the day to day running of the school. (e.g. it does not employ staff, decide which classes students will be assigned to, or resolve issues relating to individual teachers, students and/or parents),
- discuss individual issues relating to staff or parents,
- represent specific interest groups, or permit special interests to dominate the agenda of the Board,
- intervene in the educational instruction of students,
- purchase land, buildings, or vehicles, nor enter into hire purchase agreements or obtain credit or loans, unless permission is given by the Minister; and
- performance manage the principal or any other staff member.

PARENTS AND CITIZEN ASSOCIATION

The P&C Association plays a very important part in the school. Its objectives are:

- To promote cooperation amongst all members of the school community
- Support community interest in educational matters
- Assist in the provision of resources, facilities, and infrastructure for the school.

Funds are raised throughout the year, through a variety of activities, some of which are social by nature. The P & C endeavours to organise functions to foster school spirit and build relationships between school and family. A welcome to school picnic is held in first term.

The P&C gives parents an opportunity to learn about the school's policies and programs and provides a forum for the expressing of parents' ideas. Regular meetings are held in the library each term commencing at 7.15pm. The school principal attends all meetings to update on school activities and listen to parent ideas and concerns. An AGM is held in February to elect voluntary office bearers and welcome parents to the new school year. All parents are encouraged to attend.

The P&C is also responsible for the running of the Canteen, Uniform Shop and various sub-committees that support the school.

P&C VOLUNTARY CONTRIBUTIONS

The P & C is the fundraising body of the school. P & C Contributions help to keep fundraising activities to a minimum. The P & C donates money to the school in response to submissions from the school for projects and items that the P & C consider will directly benefit students.

Voluntary Approved Requests may be paid in advance of the school year, at the beginning of the school year, or on an agreed payment plan throughout the year. Alternatively, parents who order personal items via Campion, will be given the option to pay contributions at the same time.

2025 P&C Voluntary Contributions	Total \$100 per Student
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The P&C voluntary contributions are donated to the school to help fund the purchase of resources, ICT leases and learning environment improvements such as playground upgrades. Please see the P&C page on the school website for further information on how to join the P&C and keep up to date with how your contributions have been spent.

COMMUNICATING WITH THE P&C

Parent class representatives collate classroom email lists at the beginning of the school year with the aim of keeping families updated and to share P&C and social news and events.

The Wembley Primary School P&C Facebook page is another valuable resource for information. Join the Wembley Primary P&C Facebook page to keep connected to school and community news.

You can also find the P&C page on the school website [here](#).



President: pandcwembley@gmail.com

Secretary: secretarywpspanc@gmail.com

Treasurer: treasurerwpspanc@gmail.com

Canteen: wemblypcanteen@gmail.com (note spelling of wembley without an 'e')

Uniform Shop: wembleyuniformshop@gmail.com

Making payments to the P&C:

The P&C utilises The Qkr platform for payments.

PARENT PARTICIPATION

Wembley Primary School has enormous support from parents assisting in a variety of activities.

- Classrooms – assisting in various programs including excursions, sport, reading and maths (restrictions permitting)
- Library - organised by the Library Resource Teacher.
- Committees – Parent's & Citizens Association - Fundraising, Uniform, Canteen, Family Fun Day, Community Engagement and Dads of Grantham St (DOGS).
- Parent Class Representatives – a parent representative from each class acts as a liaison between the parents of their class and the school. Parents are asked to volunteer for these positions at the beginning of each school year.
- School Board – parent representatives (9 positions) are elected for 3-year terms. Vacancies are advertised in the newsletter. A National Police Screening is required to be completed prior to School Board members being appointed.

A Working with Children Check (WWCC) is required for all volunteers who are not parents of Wembley Primary School students. If a parent is a regular volunteer, a WWCC is highly recommended.



WEMBLEY PRIMARY SCHOOL COMMUNICATION

Compass: The Compass portal is the one-stop-shop for all information from the Senior Leadership Team and your child's teacher/s. Be sure to check Compass frequently and upload the Compass app for information on your child's classroom. All excursion and incursion consents and payments are made via Compass and contributions and charges can also be paid via Compass.

School Website: All important documents such as the school Business Plan and school policies and information about the school are easily accessible from the site.

Newsletters: In 2025 the publication of the newsletter is every second Tuesday. Newsletters are posted on the school's website and posted to families via Compass.

Emails/Messages from the administration: If urgent information needs to be communicated, in addition to a Compass post, an email may be sent to the parent/guardian 1 email address on your child's enrolment form. Please advise Wembley Primary School office staff if you change your email address.

Emails: For information specific to your child, please email the teacher directly via Compass or their Department of Education email address. Please attempt to make email communication succinct and send during workday hours 7:30am – 5pm. If your child has tandem teachers, it is requested you include both teachers in the correspondence and they will attempt to respond to parent emails within two working days. However, be aware, at times this may be longer. You can find your teachers email address on Compass and email directly through the portal.

Seesaw: Is the platform used to share class information and celebrate student work, progress, and achievement.

POLICIES

HOMEWORK

GUIDELINES

Homework should:

- Be a rewarding experience for students and parents.
- Assist in the development of personal home study habits.
- Relate directly to the learning and teaching programs appropriate to the learning needs of students.
- Support the development of the student as an independent learner.
- Parental engagement and support of student's homework is encouraged; however unreasonable levels of parental assistance or resources should be avoided.

Kindergarten Homework

- Shared reading to your child, saying nursery rhymes, word games, counting etc. is strongly recommended.
- Practise of skills learnt at school based on enjoyment and sharing with the family.
- Comprehension Literature Packs
- Home reading (when applicable)
- Recommended: Daily

NUT AWARE SCHOOL POLICY

RATIONALE

An important issue at Wembley Primary School is the number of students enrolled within the school who have a **severe allergy to nuts**, and particularly peanuts. Food allergies affect only a small proportion of the population; however, the effect on a susceptible person consuming allergenic proteins can be detrimental to their health and potentially fatal.

GUIDELINES

Our duty of care at this stage is focused upon the students within our care who exhibit a variety of symptoms from minor to extremely severe on the slightest contact with nut based products. In severe cases it may cause anaphylactic shock, a life threatening allergic reaction which causes the heart to stop beating.

In conjunction with the parents of the individual students and their teachers, action plans and awareness have been developed and are in place within the school. The older students themselves are aware of their allergies and can avoid the products when obvious to them. The difficulty is that in several instances the smallest and casual contact with nuts, nut dust and nut based spreads including peanut paste and hazelnut spread can cause a severe reaction.

As a result of discussions with the Department of Health and parents we are asking that parents of all students **avoid all nuts and the use of nut based spreads in the provision of snacks and lunches to students at the school. This especially means avoiding peanut paste, hazelnut spread, nut bars and bags of nuts.**

Understandably, this is a difficult issue in terms of eating habits of children, however, as we are a caring school community, all parents would appreciate the need for Wembley Primary School and its community to ensure the safety of all students at our school.

SOME FOODS CONTAINING PEANUTS

The following foods are the most common and likely to appear in school lunches:

- Peanut butter sandwiches
- Peanut butter dips and crackers
- Reeses Peanut Butter Cups
- ALL Chocolate/Hazelnut spreads
- Nutella contains 68% Peanuts, 18% Hazelnuts
- Nutella dips and crackers
- Picnic Bars
- Incredibites - Choc/Hazelnut Flavour
- Mixed fruit and nut snacks
- All Cakes and Biscuits containing Peanuts
- Some Muesli Bars contain Peanuts

Easter and Christmas Chocolates

- A large amount of Easter Eggs, hunting eggs and chocolate Santas are made from compound chocolate which contain peanut oil.

EARLY CHILDHOOD EDUCATION

STATEMENT OF PHILOSOPHY

Our ECE philosophy is to provide a balanced and holistic approach to education by providing both explicit teaching and intentional play based learning opportunities to support children’s agency.

Students engage with the curriculum through authentic, integrated and inquiry based experiences, designed to foster curiosity, creative thinking and problem solving skills.

We facilitate students to develop the independence, confidence and resilience to self-regulate their emotions empowering them to build positive relationships with themselves and others.

We nurture a respect for all cultures and the environment to encourage our students to become active members of the community.

Early Childhood Phase of Schooling Initiatives.			
Kindy	Pre-primary	Year 1	Year 2
Early Years Learning Framework Kindergarten Guidelines			
SCASA WA Curriculum P-10			
National Quality Standard - 7 Standards and 40 elements			

ELEMENTS OF THE EARLY YEARS LEARNING FRAMEWORK



KINDERGARTEN – Contact Phone: 9253 9418

Children eligible to attend will attend five (5) full days per fortnight.

Hours of instruction:	Doors open at	8.50am
	School commences at	9.00am
	Students are dismissed at	3:00pm

Group A	Monday, Tuesday and alternate Wednesday
Group C	Monday, Tuesday and alternate Wednesday
Group B	Thursday, Friday and alternate Wednesday
Group D	Thursday, Friday and alternate Wednesday

Doors open at 8.50am. Instruction begins promptly at 9.00am. Parents are asked to exit the classrooms by 9.00 am.

ABSENCES FROM SCHOOL

If your child is unwell, please **do not** send them to school as we **do not** have adequate facilities to care for them. All children should be well enough to participate in both indoor and outdoor programs. The school **does not** have a school nurse on-site.

Please advise the school if your child is sick via Compass by adding an attendance note. If an attendance note is not lodged, an automated message will be sent via Compass to advise that the absence is unexplained. Regular attendance is crucial to enable your child to access the curriculum and maintain teacher and peer relationships. Every day your children learn something new and every day they build on what they know. The more they learn, the better they can achieve, and the more opportunities they create for life.

It's only ok to miss school when:

- your child is sick
- attending a cultural or religious event
- a natural event happens (eg a cyclone).

CLOTHING

Suitable clothing should be worn by Kindergarten children which will allow them to join in all activities - e.g. tracksuit pants, shorts and tee shirts are the best. PLEASE LABEL ALL ITEMS.

Hats

The school has a **NO HAT, NO PLAY POLICY all months except June and July.** This means that children's outdoor activities will be confined to shaded areas if no hat is available. During these months a hat is optional and in the case of unseasonal weather where UV ratings are very high to extreme, students will be directed to wear a hat. Wide brimmed blue school hats are available from the Uniform Shop. We are a Sun Smart school and have a policy located on the school website.

Shoes in Kindy

Children can remove their shoes when they climb and in-class at times. If you wish for your child to leave shoes on for the day, please let a staff member know. Crocs are very difficult for children to run and climb in.

DAILY REQUIREMENTS

Large backpack

Backpacks **50cm x 40cm** are ideal, large enough to fit **lunch box**, spare clothes and **easy to open**. (Backpacks are available from the uniform shop) Please place an identification label/ribbon so your child can quickly identify their own bag. The bag needs to hold spare clothes, lunch box and water bottle.

Wide brim hat

Child's name clearly marked inside.

Recess

Please pack separately from lunches.

Lunch

Please ensure that:

- Your child is able to open his/her lunch box.
- You use boxes and bags that are easy to open. Cling wraps are discouraged, we aim for nude food with minimal or no packaging.
- Lunches are nutritious/healthy Eg. sandwiches, salad, rice or noodles, small yoghurt (with spoon), fresh or dried fruit, vegetable sticks.
- Avoid sweets, lollies, chocolate and fruit leather (Department of Education's Healthy Food and Drink policy). Please show your child how to open pre-packaged food.
- Water bottle – 500ml (water only).
- Strictly no foods with peanut or nut products.

For health reasons, children are discouraged from sharing their lunch.

TOYS

Please leave toys at home.

DROP OFF AND PICK UP

All children must be delivered to and picked up from the door in Kindy. Please be on time. If someone else is to collect your child, please make sure you write details in the pick-up book in the morning. This is located within each classroom.

Children are not allowed to play on the equipment before and after school. This is a duty of care issue as staff are not available to supervise children.

PARENT INVOLVEMENT

All parents, friends and relations are encouraged to join their child in educational activities during the year. A roster will be displayed on the 'Class Notice Board'.

A 'Confidential Declaration' form needs to be completed prior to volunteering.

Expertise

Anyone with a special talent or interest, please tell us, e.g. piano, instruments, art/craft, contacts for themes, excursions etc.

P&C K/PP SUB-COMMITTEE

The Kindergarten and Pre-primary group is a subcommittee of the P & C. Its primary role is to provide a forum for parents and teachers to meet, discuss educational matters and make improvements to the learning environment. The sub-committee represents the developmental needs of Kindergarten and Pre-primary students. It assists the P&C in fundraising for resources and equipment for the school including Kindergarten and Pre-primary. It also raises its own funds spent directly in the Early Childhood Learning centres. The committee meets 4-5 times a year and is a social group providing an excellent opportunity for parents to meet and become familiar with the school system. Teachers attend and give reports on each class. An AGM is held in the first few weeks of first term and all parents are welcome and encouraged to attend.

SCHOOL ROUTINE AND FACILITIES

Students arriving late to school

Students arriving late must be signed in using the Compass Kiosk in the Kindy Foyer. Please accompany your child to the classroom to give the late slip to the classroom teachers. A 'late note' can also be obtained from the office if any student arrives after 8:50am. The parent/carer must come with the child to the front office to sign their child in on the Compass Kiosk as late.

Students being collected/returned during the school day

Parents are requested to sign students out using the Compass Kiosk in the Kindergarten Foyer when picking up children during school hours. A 'student pass out slip' will be printed and must be given to the teacher before collecting your child. Students are to be "signed in" on the Compass Kiosk if/when returning them to school. *Students are not permitted to leave the school grounds alone during school hours.*

ACCIDENTS AND SICKNESS

If children are sick or are involved in accidents at school, it is necessary to contact parents to arrange for treatment and care.

IT IS IMPERATIVE THAT PARENTS KEEP THEIR ADDRESS, TELEPHONE NUMBERS (INCLUDING MOBILE PHONE NUMBERS) ON OUR RECORDS UP TO DATE so that we can deal with the sick or injured child quickly to relieve distress.

NB: *Please note that our facilities for caring for sick children are very limited. If children are not well, please arrange for them to stay at home.*

Ambulance: In the event of a serious accident where parents cannot be contacted, an ambulance may be called. Unfortunately, this will result in a cost to parents.

If you wish your child to be excused from Physical Education for medical reasons, a NOTE MUST BE SUPPLIED ON EVERY OCCASION.

BEFORE AND AFTER SCHOOL CARE AND VACATION CARE

OSHC - onsite, located in the transportable classroom (Pre-primary 4) on Jersey Street
Enrolments and bookings – oshclub.com.au or phone 1300 395 735

YMCA Out of School Care Joan Watters Centre

Ph 9473 8407

PERSONAL ITEMS LIST - Labelling Requirements:

All items of clothing, stationery and books need to be clearly labelled.

CHARGES AND VOLUNTARY CONTRIBUTIONS 2025 - YEARS K - 6

The Department of Education mandates that parents must be notified of any contributions, charges and fees expected of them, at least two months before the start of a school year. The Wembley Primary School Board has endorsed the following schedule of charges and voluntary contributions for 2025.

CHARGES

A breakdown of estimated charges for participation in educational excursions, incursions and activities is shown in the tables below. The amounts represent the maximum possible charges for scheduled activities in 2025. Participation is conditional on payment being made prior to events (except in exceptional circumstances). The school's preferred payment method is via the Compass App. Cost and details of activities will be communicated in advance during the school year.

Extra Cost Options	K	PP	1	2	3	4	5	6
Excursions/Incursions	80	80	100	100	140	140	180	180
In-term swimming (transport, pool entry)		65	65	65	65	65	65	65
Dance (Year 5 – 6)							50	50
Dance (PP – Year 4)		50	50	50	50	50		
Year 6 camp (It is anticipated that camp cost will be subsidised by Yr 6 fundraising efforts during the year)								400
Year 6 surfing								190
Digital Home Learning Tool								
Mathletics subscription (PP–6)		20	20	20	20	20	20	20
Estimated maximum cost	80	215	235	235	275	275	315	905

Extra Cost Options for Selected Students	1	2	3	4	5	6
Interschool sport/carnivals (transport, venue hire)	30	30	120	140	190	190
PEAC - cost varies depending on program/s selected				55	225	310
Music events (band/choir)			60	60	60	60
Instrumental music – instrument hire					120	120
Competitions/Assessments(voluntary participation)		25	25	25	25	25
Estimated maximum cost	30	55	205	280	620	705

Other Optional Costs/Services	6
Graduation T-shirt	50
Graduation dinner	50
Year book	50
Class photographs	Many packages available online – cost will vary
Estimated maximum cost	150

VOLUNTARY CONTRIBUTIONS

The amount of school voluntary contributions parents/caregivers are being asked to pay is set at \$60.00 per student which is in line with the School Education Regulation 2000.

Funds will be used to supplement school expenditure in the curriculum areas outlined below. While the contributions are voluntary the quality of our teaching and learning programs will be maximised when families make a contribution to supplement the funding received from other sources, including the State and Commonwealth Governments.

Voluntary Contributions may be paid in advance of the school year, at the beginning of the school year, or on an agreed payment plan throughout the year. Alternatively, parents who order personal items via Campion will be given the option to pay contributions at the same time.

2025 Curriculum Learning Area Priorities	Amount
Mathematics	\$20.00
Literacy	\$10.00
Physical Education/Health and Wellbeing	\$10.00
STEAM / Technologies	\$10.00
The Arts	\$10.00
Total Voluntary Contribution – per student	\$60.00

OTHER VOLUNTARY APPROVED REQUESTS

The P & C is the fundraising body of the school. P & C Contributions help to keep fundraising activities to a minimum. The P & C donates money to the school in response to submissions from the school for projects and items that the P & C consider will directly benefit students.

Voluntary Approved Requests may be paid in advance of the school year, at the beginning of the school year, or on an agreed payment plan throughout the year. Alternatively, parents who order personal items via Campion, will be given the option to pay contributions at the same time.

P & C Contribution per student	Amount
Contribution to ICT leases, additional resources, and infrastructure	\$100.00
Total Other Voluntary Approved Requests	\$100.00

HOUSE FACTIONS

The school is divided into four house factions: Farmer (Yellow), Stanley (Blue) Winton (Green) and Jackson (Red). Students remain in their same house faction throughout their stay at the school. Siblings are placed in the same faction. The house faction organisation is integral to our Pastoral Care Program.

HEALTH

"At Risk" conditions (e.g. bee sting allergies, asthma etc): Please ensure that these are listed on the Admission Card and if necessary complete an Emergency Action Plan, which will be kept in the office.

Communicable Diseases- There are a number of communicable diseases that require exclusion from school for a defined period of time:

- While the child is suffering from early symptoms or during the incubation period.
- When convalescing from the disease but still retaining infection in their person or apparel.

Chicken Pox (notifiable): Exclude until fully recovered, or until at least five (5) days after the rash first appears. Some remaining scabs do not justify continued exclusion.

Contacts: Any children with immune deficiencies (e.g. leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise do not exclude.

Conjunctivitis: Exclude until discharge from eyes has ceased.

Contacts: Do not exclude.

COVID-19: Exclude until fully recovered

Herpes: Young children unable to comply with good hygiene practices should be excluded while lesion is uncovered and weeping.

Contacts: Do not exclude.

Impetigo: (School Sores) Exclude for 24 hours after antibiotic treatment has commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing.

Contacts: Do not exclude.

Measles: (notifiable) Exclude; readmit on medical certificate of recovery, or at least four (4) days after appearance of the rash if well.

Contacts: Do not exclude immunised contacts. (All children should be immunised against measles, preferably at 12 months of age and certainly before entry into preschool or day care centre unless they have had the disease.) Unimmunised contacts should be excluded for 14 days after the appearance of the rash in the last case identified in the school, unless contact was immunised within 72 hours of first exposure.

If a case of measles is suspected the school is required to notify the appropriate Health Authority.

Mumps: (notifiable) Exclude for at least nine (9) days after onset of symptoms.

Contacts: Not to be excluded from school. Recommend immunisation if not vaccinated.

If a case of mumps is suspected the school is required to notify the appropriate Health Authority.

Pediculosis: (Head Lice) Exclude until day after treatment has commenced and nits and lice have been removed from hair.

Contacts: Do not exclude. Family contacts will probably be infected and should be treated. Other close contacts should be checked regularly for signs of infestation.

Please check your children's hair on a weekly basis.

Ringworm: (notifiable) Exclude until the person has received antifungal treatment for 24 hours.

Contacts: Not to be excluded from school.

Rubella: (German Measles) (notifiable) Exclude; readmit on recovery or four (4) days after onset of rash.

Contacts: Not to be excluded from school.

Whooping Cough: Exclude for up to 21 days from onset of illness or for 5 days after starting antibiotic treatment.

It is important not to expose young children and babies to the infection.

IMMUNISATION

Kindergarten Immunisation Requirements

It is a requirement for you to provide your child's current Australian Immunisation Register (AIR)

Immunisation History Statement as part of the enrolment documentation.

On 22 July 2019, changes to the *Public Health Act 2016 (WA)* and the *School Education Act 1999 (WA)*, came into effect that will better protect young and vulnerable WA children and the wider community from vaccine-preventable diseases. Under these new changes, a child's immunisation status **must be 'up-to-date'** according to their AIR Immunisation History Statement and **must be dated within 2 months of the date of application for enrolment** to be permitted to enrol into Kindergarten.

PROVISION AND ADMINISTRATION OF MEDICATION

Please observe the school's procedures regarding the administration of medication to students at school. Health forms are to be obtained from the office and completed prior to medication being administered. Medication is not to be held in students' school bags without the necessary health forms completed and provided to the school (e.g. Ventolin).

- Parents to provide information regarding long-term administration of medication in the student's health care plan;
- Parents to complete relevant documentation for short-term administration of medication;
- Parents to provide any medication the student needs;
- The school will maintain a record of all medication administered at school; and
- Arrange for all medication to be stored appropriately.

PLEASE NOTE:

All students Kindergarten – Pre-primary are required to have all medication with appropriate plans and forms stored in their classroom. The teacher has the Principal's delegated authority to administer medication. Please ensure the office is updated with all medical plans and relevant documentation and notified if there are any changes.

DEFIBRILLATOR

A defibrillator is located inside the Administration building (school office). The AED defibrillator signage is on the outside wall to the school office. This is to assist in the rapid identification of the AED in case of cardiac arrest.

The school is registered on the St. John's First Responder app. The First Responder app allows qualified first aiders in Western Australia to register to become Community First Responder. If a nearby (500 meters) medical emergency occurs, they are notified and can assist until help arrives.

NO SMOKING

Parents and visitors are asked to adhere to the Education Department policy prohibiting smoking on school grounds.

NO DOGS

Parents and visitors are requested to observe the **NO DOGS SIGNS** near or on the school premises (including the school oval) due to health and safety regulations.

PARKING

In the interest of the children's safety, please observe the parking signs around the school. Avoid blocking driveways.

DATES TO REMEMBER 2025

TERM DATES FOR STUDENTS

TERM 1	Wednesday	5 February	to	Friday	11 April
TERM 2	Monday	28 April	to	Friday	4 July
TERM 3	Monday	21 July	to	Friday	26 September
TERM 4	Tuesday	14 October	to	Thursday	18 December

SCHOOL DEVELOPMENT DAYS – STUDENTS DO NOT ATTEND SCHOOL ON THESE DAYS

TERM 1	Monday	3 February
TERM 1	Tuesday	4 February
TERM 2	Tuesday	3 June
TERM 3	Friday	29 August
TERM 4	Monday	13 October

PUBLIC HOLIDAYS

AUSTRALIA DAY	Monday	27 January
LABOUR DAY	Monday	3 March
GOOD FRIDAY	Friday	18 April
EASTER MONDAY	Monday	21 April
ANZAC DAY	Friday	25 April
WESTERN AUSTRALIA DAY	Monday	2 June
KING'S BIRTHDAY	Monday	29 September

