



# Information Booklet 2025

## Years PP - 6



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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

Year 4-6 Playground

Room 18

Room 17

Room 16

Room 15

Room 14

Canteen

Cleaner  
Storeroom

Storeroom

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

Year 1 - 3 Playground

Gardener's  
Shed

Sport  
Shed

Room 1

Room 2

Room 3

Student  
Support

Verandah

Grassed Area  
Yr 1 & 2 play area

Verandah

Room 12

Room 11

Room 10

DOTT  
Room

Room 4

Room 5

Room 6

Room 7

Room 8

Room 9

Staffroom

Verandah

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

Prep  
Room 19

Room 23  
Room 20

Room 24  
Room 21

Room 25  
Room 22

## 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



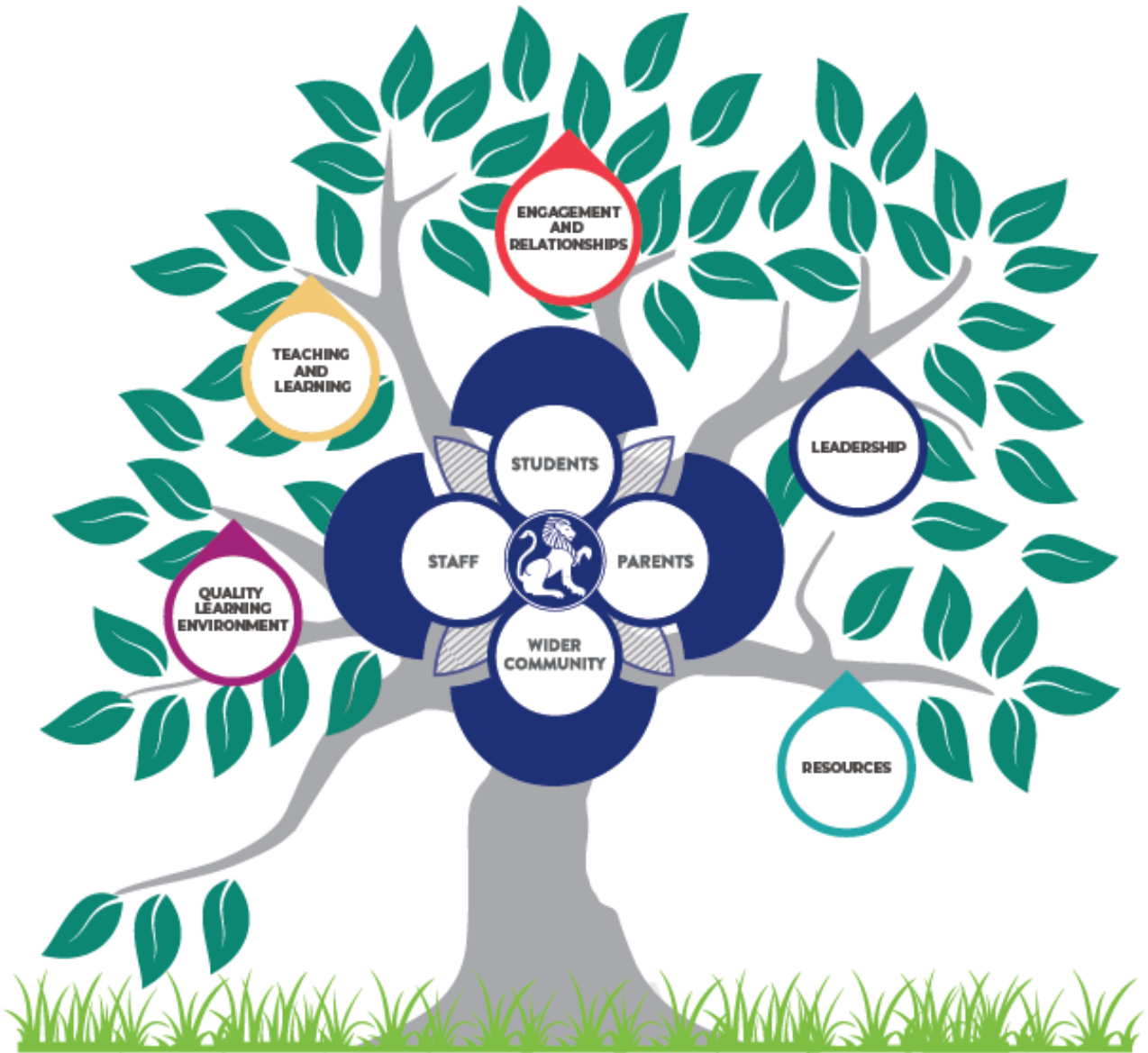




# Our Culture

----- *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
- Culturally responsive ways of being and doing: involving Elders, parents and families in RAP working group and Grounds Master Plan
- Supporting inclusivity and diversity: supporting students with additional needs to successfully engage in the classroom and playground.
- Maintaining student wellbeing through a multi-tiered support system: Social and Emotional learning, Chaplaincy, Wellbeing Dog, Student Services team.
- Supporting staff wellbeing: Workload Advisory committee, professional learning, social committee, and distributed leadership.

### 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, Compass, SeeSaw, parent information sessions, parent-teacher interviews and open classrooms during Inquiry Learning Journey.



## 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, duty of care, behaviour and bullying policies. These policies are proactive and restorative. 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 and confidence.

## **ACADEMIC SUPPORT**

The early identification of developmental delays in young children is paramount to success at school. During each phase of schooling multiple sources of data are collected to identify students in need of further support. Students at Educational Risk (SAER) are offered a variety of individual or small group support programs to focus on skill development to enable them to reach their full potential.

A well-resourced Student Services Team provides guidance to students and support to parents and designs suitable academic and behaviour programs to sustain student engagement. The team may provide further assistance to families of students at educational risk by recommending additional access to specialist health professionals.

## **GIFTED AND TALENTED STUDENTS**

Wembley Primary School provides a challenging and broad curriculum. A rigorous academic program and a diverse co-curricular program cater for individual aptitudes and talents. Opportunities to participate in external competitions in Maths and English encourage students to maximise their potential. The school currently runs a weekly numeracy enrichment program with a lead teacher for those Year 3-6 students achieving at a very high level according to achievement data.

In addition to school-based programs, academically talented students may be invited to participate in external classes through Primary Extension and Challenge (PEAC) in Year 5 and 6. Identified gifted and talented students are selected to participate in differentiated programs offered in a range of delivery modes. The programs offer social interaction with gifted and talented peers, intellectual rigour and challenge, development of higher order thinking skills and open-ended activities which encourage choice and negotiation. PEAC classes are held at numerous venues throughout the metropolitan area. It is the parent's responsibility to transport their child to classes.

## **PARENT EDUCATION / SUPPORT**

At Wembley Primary School we are actively involved in building capacity in parents to be partners in their child's learning through regular communication and educative forums.

## **STUDENT AWARDS**

Students are recognised for demonstrating positive social skills and behaviours through merit certificates, 'CARES' awards, faction points and various other class awards.

## **STUDENT LEADERSHIP**

Year 6 students are elected by their peers and teachers to the following leadership positions:

- Head Boy and Girl
- Eight Prefects

These leadership positions have designated roles of responsibility.

In addition, Year 6 Captains are appointed by staff for the following roles:

- Technology
- Arts
- Eco Warriors
- C.A.R.E.S
- Library
- Sport (4 x Captains per Faction)
- Science
- Media
- Cultural Ambassador
- Student Representative Council (SRC)

One peer elected student from every Year 3-6 classroom, the Head Boy, Head Girl and Prefects form the SRC. The SRC informs, codesigns and provides student agency.

## **SUSTAINABILITY – Wembley ECO Warriors**

The Eco Warriors are a group of Year 5 students who have been nominated by their cohort due to their passion for the environment. The role was launched to motivate students wanting to act as sustainability change agents for the school and local community. The key drivers for the Eco Warriors are sustainable practices, reduction in waste and energy, good food selection, personal accountability for choices and the impact it has on the community. Two Year 6 Captains lead this team. The Junior Eco Warriors is an extension of the program providing our junior students with the opportunity to build leadership skills in an area of passion and care for the environment.

## **DIGITAL LEADERS**

In Year 5, students have the opportunity to nominate to become a digital leader. This student leadership role involves students continuing to upskill themselves and others in the integration of digital technology. This can include the creative application of iPad apps, coding, the use of cloud-based tools such as Office 365 or cyber safety. The digital leaders support their peers and teachers in the classroom but may also run technology competitions or lunchtime clubs under the supervision of a staff member.

## **PEER MEDIATION – Wembley CARES**

Peer Mediation is a strategy that empowers students to mediate playground conflict through a process of negotiation. Approximately twenty Year 5s students are provided with this leadership opportunity. Students participate in an intensive training course which provides them with the skills to follow the mediation process. Peer mediators are on 'duty' at recess and lunch times. Two Year 6 Captains lead this team.

## **BUDDY CLASSES**

A buddy system operates within the school to support younger students' transition, build positive relationships between students of different ages and support learning outcomes. Teachers plan for buddy classes learning activities each term.

## **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 approach, each student will be asked to reflect on their behaviour 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.

## PLAYGROUND ORGANISATION AND RULES

- Students are asked not to arrive at school before 8.30am. The school gates open at 8:20am. Anyone at school before **8.30am are to wait outside the Undercover Area until dismissed.**
- Students are seated while eating lunch.
- Games cannot be played in the undercover area unsupervised.
- Ball games may be played on the grassed quadrangle, oval, hard court and paving.
- **No school or personal play equipment should be used before or after school.**
- Students must not ride bikes or scooters in the school grounds.
- All sports equipment must be returned on the first siren at the end of lunch.
- It is compulsory to wear a wide brimmed hat in all months except, June, July and August. During these months a hat is optional and in the case of unseasonal weather where UV ratings are moderate to extreme, students will be directed to wear a hat.
- Students and parents should have exited the school grounds by the **3:25pm** siren.

## PLAYGROUND AREAS

- Quadrangle playground        Years 1 - 6.
- Grassed quadrangle        Years 1 and 2 only.
- Junior playground        Years 1 - 3.
- Grantham Street lawn        Years 1 and 2 only.
- Senior playground        Years 4 - 6.
- Oval        Years PP- 6.
- Hard court        Years 3 - 6.

## PLAYGROUND DUTY

There are five (5) areas for Duty in Years 1-6 which are listed on the staff Duty Timetable. Duty teachers wear orange vests. Duty teachers give out CARES awards for positive playground behaviour.

High standards of behaviour are expected at all times. If deemed necessary by the Duty Teacher consequences for poor behavioural choices will result in withdrawal from play or an immediate referral to a Deputy Principal.

## POSITIVE INCENTIVES FOR POSITIVE STUDENT ENGAGEMENT

- CARES Awards – students may receive an award for positive behaviour in the playground.
- The awards are exchanged for tokens by the CARES captains during lunch time.
- Other special awards for positive contributions are presented at assembly and celebrated in the newsletter.

## 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.

## Withdrawal

Withdrawal during school breaks will be used to provide a time-out and reflect on poor behaviour choices. Students have the opportunity for refreshments and toilet breaks. The length of time a student is in time out will be determined by age and impact of actions on others.

## Suspension

Wembley Primary School follows the procedures laid out by the Department of Education. Refer to the 'Let's Take a Stand Together – Violence in Schools' guidelines. (See website: [www.education.wa.edu.au](http://www.education.wa.edu.au) )

## Appeal

Students have a right to appeal a decision that is contrary to this policy. They may do this by making a time convenient to themselves and the teacher to discuss the issue. They should not disrupt the activities of others in doing this and need to follow directions given.

**Self-regulated students cooperate and interact positively together in the classroom and playground without the need to apply Behaviour Management procedures. We aim for all students to engage and accept responsibility for their own learning and behaviour.**

As a school, we respond to disengagement in a consistent and restorative way. A positive school environment, featuring equal voice, is maintained at all times.

ENGAGEMENT SUPPORT SYSTEM	CLASSROOM ENGAGEMENT	PLAYGROUND ENGAGEMENT	
<p><b>STAGE 1</b></p> <p>Unproductive behaviour occurs</p> <p>Low key responses / verbal warning</p> <p>Timeout and behaviour is recorded</p>	<p><b>IN THE CLASSROOM</b></p> <p>Low level teacher-student interaction for unacceptable behaviour.</p> <p>a) Non-verbal interaction b) Verbal - Teacher</p>	<p><b>IN THE PLAYGROUND</b></p> <p>Low level teacher-student interaction for unacceptable behaviour.</p> <p>a) Non-verbal interaction b) Verbal - Teacher</p>	LOW LEVEL
<p><b>STAGE 2</b></p> <p>Alternative class / reflection sheet / teacher records on Compass / teacher contacts parent</p>	<p><b>'SHORT TERM' Withdrawal from classroom</b></p> <p>a) Where unsafe and/or unacceptable classroom behaviour occurs which does not align with student agreements and school values, student/s will be sent to an alternative class for a time determined by the teacher. b) Student completes a reflection sheet, and it is sent home to be signed by parent/carer.</p>	<p><b>'SHORT TERM' Withdrawal from playground</b></p> <p>a) Where unsafe and/or unacceptable playground behaviour occurs which does not align with student agreements and school values, student/s will be withdrawn from play for a period of time determined by the Duty Teacher. b) Student completes a reflection sheet, and it is sent home to be signed by parent/carer.</p>	
<p><b>STAGE 3</b></p> <p>Administration investigation and mediation/notify parents and record on SIS and Compass</p>	<p><b>CLASSROOM REFERRAL TO ADMIN</b></p> <p>a) Admin withdraws student/s from classroom for a length of time determined in consultation with class teacher. b) Recorded on SIS (Department system) and Compass. c) Admin to communicate to teacher and parent.</p>	<p><b>PLAYGROUND REFERRAL TO ADMIN</b></p> <p>a) Duty Teacher immediately withdraws student/s from playground. The length of time determined by Admin. b) Student completes a reflection sheet, parent/carer signs sheet and student returns it to school the following day. c) Recorded on SIS (Department system) and Compass. d) Admin to communicate to teacher.</p>	ESCALATION
<p><b>STAGE 4</b></p> <p>In-school withdrawal from class</p>	<p><b>PARENT/STUDENT /ADMIN CONFERENCE</b></p> <p>a) After three reflection sheets students lose one of their three Good Standing Points (Points are renewed at the beginning of each semester) and lose some play privileges for a period of time as determined by Admin. b) Parents are required to attend an Admin/Parent/ Student conference. c) Recorded on SIS (Department system) and Compass.</p>		
<p><b>STAGE 5</b></p> <p>Suspension from school</p>	<p><b>SUSPENSION FROM SCHOOL</b></p> <p>a) The student will be suspended for a period of up to 10 days at a time depending on the severity and context of the incident. b) Recorded on SIS, Compass and reported on OINS (Department systems).</p> <p><b>EXCLUSION FROM SCHOOL</b></p> <p>An external panel representing North Metropolitan Regional Education Office decides whether a student shall be excluded from Wembley Primary School.</p>		EXTREME

SIS: Student Information System; OINS: Online Incident Notification System



**The Wembley Primary School CARES Values Matrix**

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

Courtesy	Courage	Accountability	Respect	Empathy	Equity	Service
<i>Courtesy is showing politeness, respect and consideration for others.</i>	<i>Having courage is to be brave and face something, even if it frightens you.</i>	<i>When we are accountable, we are responsible for our own actions.</i>	<i>Respect is treating others with kindness and compassion, and thoughtfully caring for belongings and surroundings.</i>	<i>Empathy is the ability to understand and share the feelings of others.</i>	<i>Equity means providing equal opportunities, so everyone can participate fully.</i>	<i>Service is the act of helping or doing work for others without an expectation of a reward.</i>
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
<b>What gets in the way of displaying these values?</b>						
-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.



## CANTEEN

The 'Hungry Lion' Canteen provides children with attractive, wholesome meals at reasonable prices. It operates on Monday, Wednesday, Thursday and Friday only with the support of **parent volunteers**. Canteen menus can be viewed and food may be ordered from the canteen section of the school website [www.wembleypps.wa.edu.au](http://www.wembleypps.wa.edu.au) or placed online at [www.quickcliq.com.au](http://www.quickcliq.com.au) .

## UNIFORM SHOP

The uniform shop is now completely run online through Perm-A-Pleat for students in Pre-primary –Year 6. Please find all uniform items listed online here: <https://wembleyprimaryschool.permapleat.com.au/shop>. You can opt to have the items delivered directly to your home or delivered to the school and distributed to your child's classroom. The distribution of uniforms is done solely by P&C volunteers so we ask that parents and caregivers are mindful of this. Please contact the P&C if you are able to assist in any way. A new second hand shop is also running called the WPS Sustainable Uniform Shop. You can look at available items on this website: <https://www.sustainableschoolshop.com.au/stocktake/wembley-primary-school-wembley>. Students in Kindergarten are not required to wear a uniform but a Wembley PS Kindy t-shirt is available as an optional purchase through the Wembley PS Kindy/PP P&C sub-committee.

## 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.

<b>2025 P&amp;C Voluntary Contributions</b>	<b>Total \$100 per Student</b>
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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.

## COMMUNICATION

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.



President: [pandcwembley@gmail.com](mailto:pandcwembley@gmail.com)

Secretary: [secretarywpsandc@gmail.com](mailto:secretarywpsandc@gmail.com)

Treasurer: [treasurerwpsandc@gmail.com](mailto:treasurerwpsandc@gmail.com)

Canteen: [wemblypscanteen@gmail.com](mailto:wemblypscanteen@gmail.com) (note spelling of wembley)

Uniform Shop: [wembleyuniformshop@gmail.com](mailto:wembleyuniformshop@gmail.com)

## STAFF ORGANISATION

The total number of staff varies from year to year according to school enrolment. Deployment is generally organised as follows:

Principal:	Overall responsibility for managing all school operations, instructional leadership and community engagement.
Deputy Principals:	Instructional leadership, curriculum leadership, student services, operational duties.
Instructional Coaches:	Support the implementation of the whole school instructional model and operational plans.
Level Three Teachers:	Curriculum support and leadership, classroom teaching.
Class Teachers:	Kindergarten – Year 6 classroom teaching.
Specialists:	Music, Languages - French, Science, Physical Education, Art, Library.
Non-Teaching:	Manager of Corporate Services (MCS), School Officers (clerical and library), Education Assistants; Kindergarten, Pre-primary and Junior Primary, Special Needs Assistants, Cleaners and Gardeners.

## 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.



## 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. The P&C utilises The Qkr platform for payments.

**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:** In the event that 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. 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.

**P&C Facebook:** 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](#).

## PROGRAMS

Formal programs are organised into the following eight curriculum areas:

- English
- Mathematics
- Humanities and Social Sciences
- Digital and Design Technologies
- Science
- The Arts
- Health and Physical Education
- Languages – French (Year 1-6)

In addition to core curriculum areas, a number of programs operate which aim to provide for an inclusive learning environment, enrichment and extension for students.

### MUSIC PROGRAM

Music has always played a major role in society. It exalts the human spirit and enhances the quality of life. All students at Wembley participate in a classroom music program which teaches the fundamentals of music and musicianship through a combination of Kodaly and Orff based principles. Wembley PS prides itself on a strong and diverse music program for all students.

Students are offered opportunities to perform through learning instruments and singing in the junior (Year 3 and 4) and senior (Year 5 and 6) choirs.

### CHOIR PROGRAM

All students are offered the opportunity to sing in a variety of choirs as they progress through primary school. All choirs are not auditioned and require students to make a commitment to learning songs from memory and attending rehearsals and all performances for the whole year. Students are also offered opportunities to sing as a soloist. The year levels of the choirs can change from year to year. The Year 3/4 and the Year 5/6 choirs rehearse before school.

### WEMBLEY CONCERT BAND

Students who learn Clarinet, Flute, Brass, Guitar and Percussion play in the Wembley Concert Band from the beginning of their second year of tuition. The Band performs at school assemblies, the ABODA Band Festival and at our annual ALL STARS concert held at the end of the year. Rehearsals are held during school once a week. Extra rehearsals are called when required.

## **INSTRUMENTAL MUSIC PROGRAMS**

All Year 4 students are tested and selected on merit/ability for inclusion in the Instrumental Music Program in Year 5.

The Department of Education employs instrumental teachers who are based at The School of Instrumental Music in Maylands.

At Wembley, students are offered the opportunity to learn Clarinet, Flute, Brass, Guitar and Percussion. A total of 22 students are selected each year. These students are expected to make a 2-year commitment by practising regularly, attending lessons, performing and taking part in school ensembles such as the Wembley Concert Band until they leave at the end of Year 6.

## **STEAM: Science, Technologies, Engineering, Arts, Mathematics**

STEAM learning is a priority area for Wembley Primary School as we seek to prepare students for the future. The school has two purpose built classrooms dedicated to STEAM learning, where students have space to participate in scientific learning and the opportunity to create, build, and tinker in our Makerspace area. The school and P&C have resourced the STEAM areas as state-of-the-art flexible learning spaces with access to a 3D printer, augmented reality experiences, robotics and a green screen. Teachers integrate STEAM based projects into their inquiry planning each term. These projects are assessed against the relevant curriculum standards for the learning areas integrated into the project. For example, a STEAM project may include assessment against the Science, Mathematics and Technologies learning areas. STEAM learning at the school is focused on problem solving, critical thinking and the cyclical nature of the design process.

## **DIGITAL TECHNOLOGY**

Teachers integrate technology into their planning to allow students the opportunity to express their understanding in creative ways and to ensure they become responsible and confident users of technology in this digital age. Each class is connected to Wi-Fi and equipped with an interactive whiteboard and access to a full range of current technology including computers and banks of iPads. Devices are used as a tool to enhance and transform learning in ways not previously possible. iPad apps have been carefully selected to promote creativity and collaboration. Students also have regular access to laptops to work on specific skills suited to desktop computers. Cyber safety and digital citizenship are taught in line with the Technologies curriculum. Students are also required to sign an Electronic Device Policy.

## **ART**

A comprehensive visual arts program is taken by an Art Specialist in the purpose built art room. Students from Years 1-6 have the opportunity to participate in and display clay work, art design, painting and drawing.

## **CAMP**

The Year 6 students attend a camp comprising a variety of outdoor and educational activities. This is a privilege for the Year 6 students in Term 4 each year. Throughout the year, Year 6 parents and students participate in fundraising to lower the cost of the camp for families.

## **PHYSICAL EDUCATION**

The Physical Education Program is offered to students Years 1-6. In addition to the school's Physical Education program, various sporting groups are invited to coach students in specific skills clinics. Students participate in a range of interschool sporting competitions in addition to swimming and athletics including; football, netball, soccer, tennis, cricket and basketball.

## **DANCE**

An energetic dance program developed for primary school students from Pre-primary – Year 3 is offered during the year and parents are invited to watch the children dancing at a special performance at the conclusion of the program. A social dance program is also offered to senior students in Year 4-6 in Term 4.

## **SWIMMING**

Students from Pre-primary – Year 6 attend in-term swimming once a year, usually for eight to ten (8-10) lessons. House and Interschool Swimming Carnivals are held in Term 1 for Years 4 – 6.

## **SURFING**

Surfing is offered to Year 6 students in Term 4 if they have a swimming level of six or above. The lessons are provided by Safe Surf W.A. and are held at Trigg Beach.

## **P.E.A.C. – PRIMARY EXTENSION AND CHALLENGE**

This is a Department of Education initiated program operating through regions for academically talented students. Each course, which runs over several weeks, provides extension and challenge in areas beyond normal curriculum requirements.

Parents are responsible for transport. Students are tested in Year 4 and those who meet the selection criteria are offered places in the courses for Years 5 and 6.

## **STUDENTS AT EDUCATIONAL RISK**

For students who experience difficulty in some aspects of their learning, teachers structure programs that cater for individual differences. If a student requires additional assistance the school has a variety of internal and external resources that can be utilised to support students who require additional assistance. These include:

- Early intervention strategies including Sounds Write targeted literacy support by trained EAs and teachers.
- Individual and Group Education Plans.
- Whole school Literacy and Numeracy programs.
- An onsite qualified School Psychologist five days per fortnight to support student engagement.
- School support staff who have designated duties to instruct small groups of students who require specific help.

## **LIBRARY RESOURCE CENTRE**

Wembley Primary School is fortunate to have a spacious Library Resource Centre that is available to all students each day of the week. It is staffed by a Library Officer who is available from 8.30am to 3.30pm to assist students, teachers and parents to locate the resources.

Once a week classes from Pre-primary to Year 6 participate in a library skills lesson. During these times they will be taught how to locate and use selected resources and they are exposed to a variety of literature.

The Library Resource Centre is fully automated and linked to the school's computer network. Students are able to access their files and complete tasks in the Library.

Funding for the Library Resource Centre comes from the school budget and is supported by the P&C. Additional resources are obtained through the Book Clubs and Book Fairs.

## **PUBLIC SPEAKING**

A public speaking program operates throughout the school from Years 1 to 6. All students participate within a class competition and the finalists from each year level are invited to speak at an assembly. This is an important strategy to develop students' confidence to speak in front of an audience. Two Year 6 finalists are invited to participate in the Rotary Club of Cambridge's Four Way Speaking Test Public Speaking competition.

## **POLICIES**

### **HOMEWORK RATIONALE**

- Homework provides students with the opportunity to revise, consolidate, enrich and extend their classroom learning.
- Homework needs to reflect students' phase of development and the context of the school.
- Homework can support higher levels of student achievement by extending the time available for students to consolidate skills and concepts learned at school. It also extends the time available for the exploration of new ideas and new situations.

### **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.

## PROCEDURES

- All teachers will communicate the homework requirements consistent with the school's policy guidelines. Parents will be advised of the class homework policy through such means as the class blog, parent interviews, Term Overviews and meetings.
- In keeping with the homework rationale the type of homework set by teachers will be:
  - practising a skill or reinforcing knowledge learnt at school;
  - practising those skills which require daily exercises, especially English and Mathematics;
  - providing the opportunity to enrich and extend their school learning activities.
- Some activities require students to manage their time as some tasks will take more than one session.
- Parents are asked to "sign off" to cater for students taking longer than the recommended time for homework.
- Communication between students, staff and parents is maintained via the class blog, Seesaw and email.
- For projects over time, a check list and information will be provided to support parents and children.
- Reading for pleasure on a daily basis is encouraged across all year levels.

## PP Homework

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

## Years 1 – 2 Homework

- Practise of skills learnt at school will be on the basis of enjoyment and sharing with the family.
- Reading, spelling and maths, occasionally collection of materials and parent supervised research.
- Numeracy skills and content online revision – Mathletics.
- Recommended time allocation: On average ten to twenty minutes per session four times per week.

## Years 3 - 4 Homework

- The emphasis will remain on children sharing their school learning experiences with their family.
- Reading, spelling and maths homework will be set nightly.
- Numeracy skills and content online revision – Mathletics.
- Enrichment and extension of school learning activities will be encouraged.
- Recommended time allocation: On average twenty to thirty minutes per session four times per week.

## Years 5 - 6 Homework

- Children at this level will be taught to practise effective home-study skills. e.g. homework diary, set homework time, plan, setting timelines and meeting commitments.
- Class teachers will ensure coordination of homework commitments asked of students by different teachers to ensure reasonable and achievable time lines.
- Reading, spelling and maths homework will be set nightly
- Numeracy skills and content online revision – Mathletics.
- Revision, consolidation, enrichment and extension activities to meet individual student needs will be the basis for the homework set at this level.
- Recommended time allocation: On average forty-five minutes per session four times per week.



## 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



<b>PRE-PRIMARY - Contact Phone:</b>	<b>Pre-primary 1</b>	<b>9253 9409</b>
	<b>Pre-primary 2</b>	<b>9253 9415</b>
	<b>Pre-primary 3</b>	<b>9253 9419</b>

<b>Hours of instruction:</b>	Doors open at:	<b>8.35am</b>
	School commences:	<b>8.50am</b>
	Recess:	<b>10.40am – 11.05am</b>
	Lunch	<b>12.55pm – 1.40pm</b>
	Students dismissed:	<b>3.10pm</b>

**Week 1:** Students attend full time from the first day of term.

Doors open at 8.35 am. Instruction begins promptly at 8.50 am. Parents are asked to drop students at school by 8.45 am and exit the classrooms by 8.50 am. Your cooperation in this matter is greatly appreciated.

Class routines, parent rosters etc. are detailed separately, are guided by current operating guidelines and should be read in conjunction with the Information Booklet.

## HELPFUL HINTS

Following are some helpful hints for you to follow to help your child and teachers have a smooth start to the year.

- Morning tea is at 10.40am so a substantial breakfast is important.
- Help children to recognise their printed name. Print in lower case letters (e.g. Sarah not SARAH).
- Help children learn how to put on shoes and socks. We recommend slip-on or Velcro fastening shoes.
- Help children learn how to do up buckles on sandals.
- Teach children how to use and dispose of tissues.
- Teach children to attend to their own toileting needs, including handwashing - if they are not already doing so.
- Practise separation. This is very important, especially at the beginning of the school year, as we do not want to cause too much distress to your child. Remember, once you have said goodbye **it is best to leave straight away** as your child then becomes focused on the class activities.
- Ensure that your child attends regularly and arrives on time.
- Take an interest in the work your child brings home.
- Listen to what your child has to say.
- Talk together.
- Read as often as you can to your child.
- If you have any information or concerns, please contact your classroom teacher.
- Please practise opening and closing back packs and lunch box containers.
- Please arrive at school by 8.40 am and exit the classrooms when the teacher rings the bell.

## CLOTHING

Pre-primary-Year 6 students are required to wear the **school uniform** which can be purchased through the uniform shop [here](#). **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 Early Childhood

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

Wembley Primary School backpacks are ideal **50cm x 40cm**, 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, A3 scrap book, lunch box and water bottle.

### Wide brim school hat (dark blue)

Child's name clearly marked inside. (Hats are available from the uniform shop).

### Crunch and Sip

Children are to bring a piece of crunchy fruit or vegetables for brain breaks. Please make sure it is packed separately from lunches e.g. fruit, cheese, salad, fresh vegetables.

### Lunch

Please ensure that:

- Your child is able to open his/her lunch box.
- You use lunch wrap or bags that are easy to open. Cling wraps can be frustrating and we are aiming for nude food with minimal or no packaging.
- Try packing lunches without wraps/bags.
- Lunches are nutritious/healthy – no chocolate please.
- Sample lunch - A round of sandwiches or rice or noodles, small yoghurt (with spoon), fresh or dried fruit, small drink, water is best.
- No sweets, lollies, chocolate and fruit leather. This will support our school priority in health and fitness. Please show your child how to open pre-packaged food.
- For health reasons, children are discouraged from sharing their lunch.
- Water bottle – 500ml (water only).
- No foods with peanut or nut products.

### Canteen

This is offered to Pre-primary-Year 6 students Wednesday, Thursday and Friday. Please register on the Quickclick website to order online.

## TOYS AND JEWELLERY

Please leave toys at home. Children are not allowed to wear drop-style earrings. We discourage the wearing of rings, necklaces and bangles for safety reasons.

### DROP OFF AND PICK UP (Pre-primary)

All children must be delivered to and picked up from the door in Pre-primary. 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 has its own subcommittee attached to the P & C. Its primary role is to provide a forum for parents and teachers to meet, discuss ideas and suggestions. 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

School commences at 8:50am and students are dismissed at 3:10pm.

Classroom doors open at 8.35am.

Recess break is from 10.40am to 11.05am

Lunch break is from 12.55pm until 1.40pm.

**YEARS 1 – 6 - Contact Phone: 9253 9400**

School commences at 8:50am and students are dismissed at 3:10pm.

Gates open at 8:20am

Classroom doors open at 8.35am.

Recess break is from 10.40am to 11.05am

Lunch break is from 12.55pm until 1.40pm.

## 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. All absences must have a reasonable explanation for students in compulsory schooling years (Pre-primary – Year 6). 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.

## Students arriving late to school

A **'late note'** must 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. Please accompany your child to the classroom to give the late slip to the classroom teachers.

## Students being collected/returned during the school day

Parents are requested to **visit the office** when picking up children during school hours. Please "sign out" your child using the Compass Kiosk prior to your child leaving school. 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 – Ph 1300 395 735

YMCA Out of School Care Joan Watters Centre - Ph 9473 8407

## ASSEMBLIES

The assemblies are held on a Tuesday at 2.30pm in the Undercover Area or online (dependent on restrictions due to COVID-19). Each class takes a turn in leading the assembly and performing an item that reflects the student learning within the class. The assemblies highlight student learning. The focus is on participation, acknowledging outstanding achievement and interpersonal skills. Our assemblies are held weekly with a Junior (Year 1-3) and Senior (Year 4-6) fortnightly rotation with occasional whole school events due to space restrictions in the Undercover Area.

All teachers select students who have demonstrated outstanding behaviour, or completion of an excellent task, to be awarded a merit certificate at the assembly. The Head Girl and Boy, Prefects and Digital Captains contribute to the organisation of the assembly.

Parents, carers and grandparents are very welcome to attend the assemblies.

## PERSONAL ITEMS LIST - Labelling Requirements: Pre-primary – Year 6

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

## BICYCLES

It is policy that students in Years 1, 2 and 3 are only to ride bikes and scooters if in the company of an adult. All parents and teachers reinforce this policy.

Bicycle racks are provided behind the double story building for the students' bicycles and scooters for Year 3-6 students, which **MUST** be walked in and out of the school grounds. A second set of bike racks for Year 1 and 2 students only are located near the Junior Playground.

Basic bicycle safety is the **responsibility of parents** and the school will reinforce this. The wearing of helmets is compulsory, following state legislation enacted in January 1992.

## CANTEEN

The Wembley Primary School canteen '**The Hungry Lion**' is operated by the Wembley PS P&C and is situated in the undercover area. It is open four days per week (Monday, Wednesday, Thursday and Friday) for students from Pre-primary to Year 6.

The school canteen follows the Traffic Light approach to healthy eating. Foods are categorised into GREEN LIGHT (healthy) foods and AMBER. RED LIGHT (not healthy) foods such as chips and lollies are not included on our canteen menu. The nutritious food and snacks are reasonably priced and encourages the eating of healthy foods for our students.

Canteen menus change each term. Special menu days include Soup Days, Fantastic Fruit etc. In addition to these special menus the canteen runs a variety of education programs which highlight the importance of diets and foods rich in vitamins and minerals. Please discuss with the canteen staff any special dietary requirements your child may have.

'**The Hungry Lion**' is operated by a Canteen Manager and an assistant appointed by the P&C. However, the canteen relies heavily on the help of many volunteer parents. Please call 9253 9424 or go to the P&C Facebook page to sign up online to place your name on the roster.

**Lunch orders can be placed online.** Go to [www.quickcliq.com.au](http://www.quickcliq.com.au) to place orders (information available from the website). Canteen menus can be viewed on the school website [www.wembleyprimaryschool.wa.edu.au](http://www.wembleyprimaryschool.wa.edu.au)



## 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
<b>Digital Home Learning Tool</b>								
Mathletics subscription (PP–6)		20	20	20	20	20	20	20
<b>Estimated maximum cost</b>	<b>80</b>	<b>215</b>	<b>235</b>	<b>235</b>	<b>275</b>	<b>275</b>	<b>315</b>	<b>905</b>

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
<b>Estimated maximum cost</b>	<b>30</b>	<b>55</b>	<b>205</b>	<b>280</b>	<b>620</b>	<b>705</b>

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

### 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
<b>Total Voluntary Contribution – per student</b>	<b>\$60.00</b>

## 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
<b>Total Other Voluntary Approved Requests</b>	<b>\$100.00</b>

## PERSONAL USE ITEMS

Please note, personal items and school uniforms are not included in the schedule above. The recommended list of items for personal use are distributed each year at the end of November. Copies can be collected from the school office or downloaded from the school website after this time.

Personal items are required for everyday use in the classroom. The school has determined the list of items to be supplied for the following year and this has been endorsed by the School Board. We have negotiated competitive prices for the items on the list, but you are not obliged to use our supplier, Campion. The charge for personal use items will vary from year group to year group.

The uniform shop is now completely run online through Perm-A-Pleat for students in Pre-primary –Year 6. Please find all uniform items listed online via: <https://wembleyprimaryschool.permapleat.com.au/shop>

## 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

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.

The statement **must be dated within 2 months of the date of application for enrolment.**

### Pre-primary – Year 6 Immunisation Requirements

The AIR Immunisation History Statement must be dated within 2 months of the date of application for enrolment.

## 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.

The principal may give permission to Years 4-6 students to self-administer Ventolin when required if:

- Asthma is recorded on the student's health record.
- The parent signs a self-administration form.

### **PLEASE NOTE:**

1. All students in 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.
2. All students Years 1 – 6 are required to have all medication with appropriate plans and forms stored in the medical cupboard in the medical room.
3. Teachers are not permitted to administer any form of medication from the classroom or a student's school bag.
4. All administration of medication is to be arranged through the office.

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. The staff car park is **NOT TO BE USED FOR SETTING DOWN AND PICKING UP CHILDREN.**

A 'kiss and ride' is available on Simper and Alexander Street for parents to set down and pick up students. Parents are asked not to park on verges and to drive very slowly around the school to ensure the safety of our children. Please see the Kiss and Drive brochure on the school website for more information.

## SCHOOL DRESS CODE - UNIFORM

At Wembley Primary School we believe the school uniform for students plays an important role in promoting a positive image and creating a sense of identity among students. The dress requirements of Wembley Primary School have been developed by the School Board in consultation with students, parents and staff. These can be found in the Policies section on the school website.

Wearing the Wembley School uniform helps students' sense of belonging to the school community. We ask all of our community to support the dress requirements policy.

## MISCELLANEOUS

- **School Backpack**
- **Library Bag**
- **Reading/Homework Bag**

## LOST PROPERTY

Any misplaced items will be sent to a lost property box located outside of Room 1 and a collection bin next to Room 23 in front of the Middle School building. Items will be collected after a minimum of two weeks and sent to the Uniform Shop for redistribution. Named pieces of clothing and items are displayed in the Undercover Area for collection before and after school and will be removed after one month.

## MARKING OF EQUIPMENT

Please make sure that articles of clothing, books, bags and **all equipment owned by your child are clearly labelled with their full name and room number** so that lost items may be more easily returned.

## STAFF MEETINGS

Regular staff meetings are used to develop school policies and provide professional learning for teachers. These meetings are held out of school hours.

## VALUABLES

Students are asked **NOT** to bring along valuables such as radios, jewellery, electronic toys or money that may be mislaid or damaged during school activities.

No responsibility can be accepted for valuables of this nature.

## DATES TO REMEMBER 2025

### TERM DATES FOR STUDENTS

TERM 1	Wednesday	5 February	to	Friday	11 April	10 weeks
TERM 2	Monday	28 April	to	Friday	4 July	10 weeks
TERM 3	Monday	21 July	to	Friday	26 September	10 weeks
TERM 4	Tuesday	14 October	to	Thursday	18 December	10 weeks

### 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

