



KEWDALE  
Primary School

# PARENT INFORMATION BOOKLET



# Contents Page

ABSENCES & ATTENDANCE.....	4
APPOINTMENTS WITH TEACHERS.....	4
ASSEMBLIES .....	4
AUSSIE OF THE MONTH.....	4
BELL TIMES .....	5
BICYCLES/SCOOTERS .....	5
CANTEEN (No operating canteen on site).....	5
CHILDREN LEFT LATE AFTER SCHOOL.....	5
CROSSWALK ATTENDANT.....	5
CRUNCH AND SIP.....	6
DENTAL.....	6
DRESS CODE.....	6
ENROLMENTS.....	7
FACTIONS.....	7
HATS.....	7
HOMEWORK .....	7
ILL HEALTH .....	7
ILLNESS OR ACCIDENT AT SCHOOL.....	8
INFECTIOUS DISEASES.....	8
INTERNET SAFETY .....	8
LATE.....	9
LEARNING OUTCOMES.....	9
LIBRARY .....	9
LOST PROPERTY .....	9
LUNCHES .....	9
MEDICATION .....	10
MOBILE PHONES.....	10
MONEY COLLECTION (Excursions, etc.).....	10
MONEY AND VALUABLES .....	10
MUSIC .....	10
INSTRUMENTAL MUSIC PROGRAM.....	11
NEWSLETTER .....	11
NUT AWARE SCHOOL .....	11
OFFICE .....	11
P&C ASSOCIATION.....	11
PARENTAL INVOLVEMENT.....	12
PARKING .....	12
PEAC (Primary Extension and Challenge) .....	12
PHYSICAL EDUCATION AND SPORT.....	12
POSITIVE BEHAVIOUR SUPPORT.....	12
PRE-PRIMARY.....	12
PRIORITIES FOR 2025.....	13
PROFESSIONAL SUPPORT .....	13
REPORTING .....	13
SCHOOL COUNCIL.....	14
SCHOOL SECURITY .....	14
SCHOOL VOLUNTARY CONTRIBUTIONS .....	15
STAFF MEETINGS .....	15
STUDENT LEADERSHIP.....	15
STUDENT REQUIREMENTS .....	15
TERM DATES .....	16
TRANSFERS.....	16
UPDATING STUDENT INFORMATION.....	16

# Principal's Welcome

Welcome to Kewdale Primary School. I am absolutely delighted that you chose to partner with Kewdale Primary School to commence what I hope will be a wonderful lifelong journey with learning and education.

I am privileged to be Principal of Kewdale Primary School and welcome your association with our school. I am deeply committed to fostering a nurturing environment in which every child is supported to flourish. We look forward to working together to make these years of education a rewarding experience for your child.

Kewdale Primary School, established in 1915, 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. We believe there is a unique culture at Kewdale and this community spirit is evident immediately when walking into Kewdale Primary School. Students, staff and parents actively participate in establishing Kewdale Primary School as the pillar of the community that it has become and are proud to invoke a sense of belonging and a lifelong association with the school. Students build their future upon the foundations that Kewdale Primary School has provided.

The school community through the School Council plays a pivotal role in reviewing the school's strategic direction. Our active and dedicated Parents and Citizen's Association work in partnership with the school community to promote our learning programs and school in the wider community. The challenge for schools is to meet the individual needs of all learners, unlocking the talents, gifts and potential of every student with whose successful development we're entrusted. We support parents in wanting the very best for their children. Working together we can achieve success which results in lifelong learning. At school, we build on the foundation laid by parents, and we encourage parents and carers to become actively involved in school life.

Kind regards

Tracey Irving

Principal

Kewdale Primary School

## ABSENCES & ATTENDANCE

Children are expected to attend school regularly. Parents are asked to contact school before 9:00 am if their child is likely to be absent on that day. It is important that all absences are recorded on the school database. Absences can be reported either by a phone call to the school office, or via an email/absent note to the class teacher on the child's return to school. Medical certificates are advised to explain prolonged absences.

Classroom doors open at 8:35am, with teachers taking over care for students' health and safety. The first siren is at 8:50am. We don't recommend any students arrive at school before 8:30am but, if they do, they must wait in the undercover area until doors open. We encourage parents to find alternate arrangements for their children before 8:30am e.g. before school care, leaving home later to walk to school, waiting with a friend/relative before coming to school or catching the bus.

Students are expected to go directly home after 3:10pm.

You need to let the teacher, front office, or Principal know that your child will be absent from school and the reason why, as soon as possible. You can do this via SMS (Compass Schools app), email [kewdale.ps@education.wa.edu.au](mailto:kewdale.ps@education.wa.edu.au), Connect (Kewdale Primary School Community) or phone reception on 9473 9500.

Kewdale is excited to announce the Compass Schools app. News, Events, Notices and general messages will now be sent using the app. Only parents and community members can access content in this secure app for iPhone and Android.

Parents/carers are required to inform the school in writing to the principal of in-term holidays prior to the student(s) leaving ([Kewdale.ps@education.wa.edu.au](mailto:Kewdale.ps@education.wa.edu.au)).

**Please remember all visitors to the school need to check in at the office first.**

**This includes parents when visiting during regular class time.**

## APPOINTMENTS WITH TEACHERS

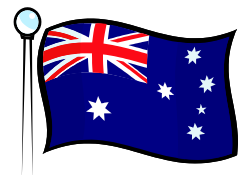
Communication with teachers is encouraged. If you wish to have an interview with a teacher at school, please contact them in person, immediately before or after school, or via email, to make an appointment.

## ASSEMBLIES

School assemblies are held on Friday at 2:20 pm on advertised dates. At these assemblies, children who have excelled will be presented with honour certificates. Each class is scheduled to host an assembly and present an item each year.

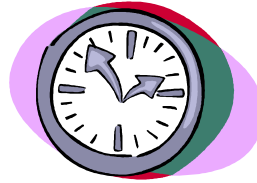
## AUSSIE OF THE MONTH

Twice a term, the Aussie of the Month is awarded to one child. Nominated by their peers, or staff. Students are nominated for showing attributes of a good Aussie citizen. We appreciate the support of the Belmont Forum management, who have kindly agreed to sponsor the award over the past several years. Each recipient receives a voucher to spend at the Forum.



## BELL TIMES

8:50am	Warning bell
<b>8:55am</b>	<b>Classroom sessions commence</b>
11:05am	Morning recess
11:25am	Classes recommence
1:25pm	Lunch (15 min eating)
2:05pm	Warning bell
2:10pm	Classes recommence
<b>3:10pm</b>	<b>Dismissal bell</b>



## BICYCLES/SCOOTERS

The National Safety Council does not recommend children under the age of nine riding a bike to school. Bike helmets are compulsory by law.

All bike/scooter riders need to walk alongside their vehicle whilst on school grounds. All bikes/scooters need to be parked in the bike rack behind the undercover area. It is recommended that owners lock their bike/scooter. The school will take all care possible but accepts no responsibility for loss or damage to personal effects.



## CANTEEN (No operating canteen on site)

Lunches can be ordered from the Friendly Deli. Richard and his team will then deliver the lunch orders to the school for your child/ren to collect on the lunchtime bell.

To place an order, please ring: 0438 427 899 or stop in at the Deli.



## CHILDREN LEFT LATE AFTER SCHOOL

If children are not collected by 3:30 pm and we have not been contacted by the adults concerned, the following procedure takes place:

1. Telephone the home
2. Telephone work number (if applicable)
3. Telephone emergency number

If we are unable to obtain to make contact, the Department of Family and Children's Services/ Police may be contacted.

## CROSSWALK ATTENDANT

The School's crosswalk attendant is Mrs Kim Morrison. We expect children to obey road rules going to and from school. Those needing to cross Kew St should do so at the guarded crossing with the attendant. Parents delivering or picking up children are requested to make sure they park well away from the crosswalk attendant to ensure a clear view of traffic for the attendant and pedestrians.



Crosswalk attendant times:

8:10 to 9:00am  
2:45 to 3:45pm

## CRUNCH AND SIP

The school follows the Crunch and Sip program. Children are encouraged to bring some fruit (fresh or dried) or vegetables and a bottle of water for a five-minute morning break.



## DENTAL



All children enrolling at Kewdale Primary School should receive an enrolment form to enable them to be seen at the Carlisle Dental Therapy Centre situated at Carlisle Primary School (tel: 9362 2950). In due course, you will receive a form to sign if you wish your child to receive the free service offered. If a family dentist is already monitoring your child and you do not wish your child to be seen by the Dental Therapy Centre, the form should still be filled in and returned with a statement to this effect.

## DRESS CODE



Our school strives to ensure it has a school culture where students feel proud to belong to Kewdale Primary School. All children are required to wear the school uniform, as per the School Dress Code which is endorsed by the School Council and supported by the P&C.

The school uniform is available from the P&C School Uniform Shop based on-site. Opening times are Fridays from 8.30-9am. Second-hand uniforms are available.

### School Uniform Items:

- Short sleeved white polo shirt
- Long sleeved white polo shirt
- School dress
- Black skirt, formal shorts, sport shorts, skorts and long skirt
- Black tracksuit top
- Black tracksuit pants (available from stores)
- Short sleeved Faction Polo: red, blue, green, yellow (available from stores)
- School hat
- Optional Year 6 'Leavers' T-shirt: A black and white polo T-shirt as decided by the senior staff & students

### Footwear:

Enclosed shoes, sneakers, or a well-covered sandal with backstrap

### Headwear:

- School broad-brimmed sunsmart hat in black
- One piece hijab (black or white)
- School scrunchies, headband, clip or coloured to match faction colours are available at the uniform shop

### General:

- Long hair to be tied back
- Make-up, nail polish and false nails are not appropriate
- Jewellery except for sleeper, studs or a watch are not appropriate

## ENROLMENTS

When enrolling your child at school, the child's birth certificate (or passport), Australian Immunisation Register (AIR) records, not older than 6 months from date of enrolment (2 months for Kindergarten) and Proof of Address are required. Students cannot be officially enrolled until these documents are sighted. The initial step for enrolment is to fill in an Application for Enrolment upon enquiry for enrolment. Once this form has been sighted and the child has been allocated a classroom, the parent is notified (usually within 24 hours) and the official enrolment process can then be completed.



## FACTIONS

The school has four factions. These are Bushies (gold), Jackaroos (green), Outbacks (blue) and Swaggies (red). (See also *Physical Education & Sport*).

Bushies (Gold)	Jackaroos (Green)	Outbacks (Blue)	Swaggies (Red)
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## HATS

Because of Health Department warnings about the danger of skin cancer, the school has a "NO HAT, NO PLAY" in the sun policy. Students need a black, broad brimmed hat as part of their school dress code.



Students are expected to have their own broad-brimmed hat which should be worn during play and outdoor lesson times throughout the year. Otherwise, students will be restricted to solid shaded areas during play time. Please ensure your child's name is clearly marked on their hat. Students are encouraged to apply sunscreen before coming to school and sunscreen is available in all classrooms.

## HOMEWORK

As a result of input from the P & C, school staff and School Council, the following Homework Policy has been developed.

Homework should generally consist of consolidation, practice, completion of set tasks and research, with the following approximate time allocations:



- PP- nil
- Year 1- up to 15 minutes.
- Years 2 & 3- up to 20 minutes,
- Years 4 & 5- up to 30 minutes,
- Years 6- up to 60 minutes.

## ILL HEALTH



Children not well enough to engage at school should not be sent to school. Should a child become ill or be injured during school time, teaching staff shall provide immediate first aid and contact parents when considered necessary. The school has limited access to a visiting School Health Nurse to check children's health and welfare.

## ILLNESS OR ACCIDENT AT SCHOOL

It is very important that Students Health Plans (e.g. for asthma, anaphylaxis, diabetes etc) are updated. All children's medical and contact details need to be updated by notifying the office of any change in:



- Home phone number and address
- Either parent's workplace and phone number
- Emergency phone number of someone who can care for your child if you are not available.
- Illnesses, conditions, medication, emotional upsets

If a student becomes unwell at school, a family member may be contacted to collect the child from school.

In the case of any head or eye injury, parents will be contacted immediately.

## INFECTIOUS DISEASES

These are a few common (and not so common) infectious diseases that your child may contract. If you are unsure about sending your child to school with a particular illness, please contact the school for further advice.

Chicken Pox- Exclude from school for at least 5 days after vesicles (rash) appear and until vesicles have formed crusts.

Cold Sores (Herpes Simplex)- Young children unable to comply with good oral hygiene practices should be excluded if lesions are uncovered and weeping.

Conjunctivitis- Exclude from school until discharge from eyes has ceased.

Measles- Exclude for 4 days after the onset of the rash, in consultation with Public Health staff.

Mumps- Exclude for 9 days after the onset of symptoms, in consultation with Public Health staff.

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

Ringworm- Exclude until person has received anti-fungae treatment for 24 hours.

Head Lice (nits)- According to Regulation 19a, the Principal has the authority to exclude a child from school if they have head lice. Exclude until after treatment has commenced and live lice removed.

## INTERNET SAFETY

In line with the department's *Students Online in Public Schools Policy*, Kewdale PS is required to:

- identify third party services which hold personal information for students,
- confirm a risk assessment of the Third Party Service Provider has been undertaken by the Department and a Third Party Service Risk Report is available; and
- **obtain consent for students to access particular websites and applications** as specified in the school's Third Party Service Risk Report.



## LATE

Students arriving late for school need to obtain a late pass from the office to take to their class teacher. They need to provide a note or explanation from their parents regarding their late arrival. All late arrivals are recorded on the school database.

If you need to take your child out of the school grounds, you will need to sign the Standardised Leave Pass for Government School Students, located on the office counter.

The Department of Education's Student Attendance policy requires parents/guardians to provide an acceptable explanation to the school principal for any absence of their children. Principals must authorise all absences. The Act defines health, religious and cultural observances as reasonable cause for a school absence and the absence would be recorded as 'authorised' by the principal. As the parent/guardian, you must obtain the Principal's approval for any planned absence, including holidays during the school term. A doctor's certificate may be requested for extended absences due to illness.

## LEARNING OUTCOMES

The Pre-primary to Year 10 Western Australian curriculum provides a coherent and comprehensive set of prescribed content and achievement standards which schools will use to plan student learning programs, assess student progress and report to parents. The syllabuses can be found at the School Curriculum and Standards Authority website:

<https://k10outline.scsa.wa.edu.au/home/teaching/curriculum-browser>.

Kindergarten Curriculum Guidelines can be found at:

<https://k10outline.scsa.wa.edu.au/home/teaching/kindergarten-curriculum-guidelines>.

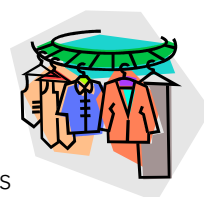
## LIBRARY



All classes, including Pre-primary and Kindergarten, regularly use the library. Books can be borrowed for one week and must be carried in a library bag for protection. It is expected, where a loss or irreparable damage has occurred, that parents replace or reimburse the library for the loss.

## LOST PROPERTY

All property should be clearly marked. Any lost property will be placed in the lost property box located near the School Office and displayed on hooks. At the end of each term, any unclaimed items may be donated to charity. It is often unavoidable that other children take some items home by mistake. A regular check of your children's clothing to make sure they have not brought someone else's home would be appreciated.



## LUNCHES

Children bringing lunches from home to school should have a lunchbox clearly marked with their name. Lunch is eaten under supervision for the first 15 minutes of lunchtime. The school encourages children to eat a nutritious lunch. During hot weather, the use of an insulated carry bag plus cooler block is suggested.



## MEDICATION



If children require medication during school hours, **please ask the class teacher for an Administration of Medication form**. Normally, children are not allowed to have medication in their school bags- prescriptions that are administered "3 times daily" can generally be given before school, immediately after school and before bed- check with your doctor if this is possible.

## MOBILE PHONES

The Department of Education Mobile Phone Policy, prohibits the use of mobile phones for all students from the time they arrive to the conclusion of the school day ("off and away all day") unless the student has an exemption for the following uses:



- To monitor a health condition as part of a school approved documented health care plan; or
- For a particular educational purpose under the direction for the teacher; or
- With permission of a teacher for a specified purpose.

Smart watches are required to be turned onto silent. The school cannot accept responsibility for damage or theft. It is not appropriate for a student to use their phone to take audio, photographic or video recordings of school personnel or events.

## MONEY COLLECTION (Excursions, etc.)

All excursion notes home to parents will be accompanied with a payment envelope. All money and consent notes need to be placed inside this envelope and posted in the box marked "School" in the school office. No money should go to the classrooms. Please pay by Cash, Eftpos or Direct Deposit:



- A/c Name            Kewdale Primary School
- BSB                    066153
- A/c No.                00900138

All P&C fundraising money should be placed inside an envelope with child's name and class and posted in the boxed marked "P&C" in the school office. No Eftpos available for P&C fundraisers.

## MONEY AND VALUABLES

The school cannot guarantee security for money and valuables brought to school by students. Only sufficient money for a child's immediate needs (if any) should be carried and parents should instruct their children on how to care for it. Valuable toys, jewellery, sport equipment, etc. should not be brought to school, as no responsibility can be taken for damage or theft.



## MUSIC



### Music Enrichment Program

Each year, children from Years 4-6 will participate in the opportunity to be part of choral singing and the MASSED choir. A fee of \$40 is charged for the hire of the choir uniform.

## INSTRUMENTAL MUSIC PROGRAM

Each year, Year 4 students are tested for musical aptitude. The ten top scoring students are given the opportunity to learn a musical instrument from visiting music teachers from the School of Instrumental Music. Currently students at Kewdale Primary School are offered the Clarinet and Flute. These students participate in the Combined School Band at the Belmont City College and perform at various functions. The students are expected to continue their music tuition until the end of Year 6 and also encouraged to continue into high school. A nominal fee is charged for the hire of instruments in Year 5. Students from Year 6 onwards will need to purchase an instrument.



## NEWSLETTER



To keep parents informed of what is happening in our school, a newsletter is published in Weeks 3 and 9 as a SWAY document via Connect and the School Star App. It is also available to view on the school's website at [kewdaleps.wa.edu](http://kewdaleps.wa.edu). The School Newsletter is a vital link between the school and parents and should be read carefully to ensure you are kept fully informed of events.

## NUT AWARE SCHOOL

Anaphylaxis is a life-threatening allergic reaction to certain foods. At times, some children and staff at Kewdale are highly allergic to peanuts and nut products. If they come into contact with peanut or peanut extract they will have an anaphylactic reaction to it. Tasting, touching and smelling peanuts is enough to trigger such a reaction.



Please ensure that children do not come into school with any traces of peanut on their hands and face. Please do not send nuts or food that clearly contains any type of nut product e.g. peanut butter, Nutella.

## OFFICE

The school office should be entered for **official business only** and **not used as a pathway to and from classrooms** as it becomes quite congested at times.

Office hours are: 8:00am-4:00pm Monday to Friday.

## P&C ASSOCIATION

The P&C Association is the school's parent organisation. Parents are invited to become members. It is actively involved in providing support for improving the education resources and facilities of the school. Meetings are held on the 3<sup>rd</sup> and 6<sup>th</sup> week each term, commencing at 6.00pm. An AGM is held in February of each year to elect Office Bearers.

P&C Office Bearers 2025	
President	Karen Blackshaw
Vice President	Bhuwan Khadka
Treasurer	Ashlee Bradley
Secretary	Vina Joined
Uniform Coordinator	Vina Jonied

## PARENT INVOLVEMENT

Parents are welcome to be involved with their child's class on invitation from the class teacher. (**Under no circumstances should parents reprimand other students**). If there is an issue, please refer the matter to the class teacher or the administration.

Advertising/communicating with families or students through the school needs to be with the approval of the principal. All people on the school site are there under the direction of the principal or delegate and need to follow directions as required. This means that all persons need to follow the school rules.

## PARKING

Parking tends to be at a premium so please take care when dropping off/picking up your child/children. Unless your child is in K/PP, please drop your children on the school-side of the road so they can walk directly into school rather than cross the road. The STAFF CAR PARK is for staff only. It is important not to teach your children to walk through the car park. **Please walk your children around.**

## PEAC (Primary Extension and Challenge)

PEAC Programme Testing takes place for Year 4 students in Term 3. As a result of this testing children who score in the top 2% are offered places in the program from Years 5-6. Programs for the top 2 percent group of students operate from a range of learning centres across the Metro Area and online. Students attend one morning or one afternoon a week. Parents of the children involved in PEAC programs are responsible for all transport to and from the centre and any nominal course costs.



## PHYSICAL EDUCATION AND SPORT

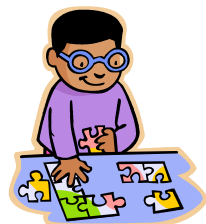


Regular Friday sports are held for students in Years 4-6. Pre-Primary and Year 1-3 run a separate Physical Education programme. All students are expected to participate in all physical education activities unless injured or an exemption letter is received from parents. Should your child have a particular disability that prevents them from participating, please forward a note of explanation to the school. For long term conditions exemption notes must be reviewed each year. Children should wear their Faction shirts, shorts/skirt and sports shoes on their sports day.

## POSITIVE BEHAVIOUR SUPPORT

We educate our students to demonstrate our school values:

- We are *KIND*.
- We are *RESPECTFUL*.
- We are *RESILIENT*.



Participation in school outings will be dependent on children displaying appropriate behaviour at school and maintaining their Good Standing.

## PRE-PRIMARY

Pre-primary classes are conducted for children turning 5, between July 1 and June 30. Attendance is compulsory and students are considered to be part of the whole school. As such, the items already referred to in this booklet are also applicable to the PP children. A separate handbook outlines items specifically for early childhood students.

Pre-primary provides an environment that is caring, comfortable and colourful, where children and adults can learn together in a happy and relaxed atmosphere. Pre-primary aims to make this a happy and exciting year for your child, helping him/her to grow socially, emotionally and intellectually.



### **Pre-primary Registration and Enrolment**

An 'Application for Enrolment' form can be completed at any time during the year BEFORE the child is eligible to attend the Pre-primary class. Application is your notification to the school that you wish your child to attend Pre-primary the following year but **is not an enrolment** of your child.

Letters to offer a placement are sent out at the beginning of August to those who filled in the application form, requesting a visit to the school to complete the enrolment process. A separate Enrolment Form is completed at this time. **A copy of your child's Birth Certificate or Passport and an up-to-date Australian Immunisation Statement (printed within 6 months PP-Year 6, or 2 months for Kindergarten), is required for formal enrolment.** This can be produced at either the "application" or "formal" enrolment time. You may wish to pay your child's \$60 school contribution at this time.

### **PRIORITIES FOR 2025**

At Kewdale Primary School the priorities are:

- Numeracy
- Literacy
- Culturally Responsive Classrooms
- Health and Wellbeing

### **PROFESSIONAL SUPPORT**

All children at the school including Kindergarten and Pre-primary children have access to professional support services. These include:

- Learning Support Co-ordinator- Miss Cecilia Griffin (Monday and Tuesday)
- School Psychologist- Ms Lizet van den Ouweland (Monday)
- School Nurse
- Dental Therapy Unit- Carlisle Primary School (by appointment)



Referrals may be made through to these professionals and to other agencies that may be of assistance. Referrals are always in consultation with parents at all stages.

### **REPORTING**

The format of both the Semester 1 and 2 reports are common for all Western Australian Government school students. Teachers will also communicate concerns and/or report progress through parent interviews, phone calls, class notes, certificates. Please make a point of working in partnership with your child's teacher and, if you have concerns, then make an appointment to see the class teacher or relevant school person.



## SCHOOL COUNCIL

The council of a public school works with the school community to achieve the best outcomes for students. It plays an important role in contributing to good school

Governance so that school resources are used efficiently, and community expectations and the school's priorities reflect the needs of students. The functions of the councils is covered by legislation and include both approval and advisory roles. Some of the matters the council may make decisions on include fees and charges, book lists, sponsorship and dress codes. Councils and boards make these decisions with the principal and others who ensure the decisions adhere to legislative and policy requirements. Principals may also seek the advice of the council to inform themselves before making management decisions. The council does not intervene in the control or management of the school. This is the role of the principal.

The council takes part in:

- establishing and reviewing from time to time, the school's objectives, priorities and general policy directions
- planning financial arrangements necessary to fund those objectives, priorities and directions
- evaluating the school's performance in achieving those objectives, priorities and directions
- formulating codes of conduct for students at the school
- approving a charge or contribution determined by the principal for the provision of material, services and facilities.

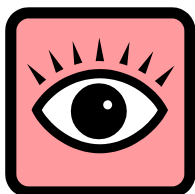
The council engages parents and the community to be involved in school decision making acting in the best interests of the school and its students and not to represent the interests of any subgroups of the school community.

### 2025 School Council Members:

- **Chairperson:** Kim Austen
- **Staff Representatives:** Tracey Irving (Principal), Caz Fiegert, David Kingston, Kelli-Ann Dalton
- **Parent Representatives:** Justine Stewart, Amy Swann, Sharmeen Rakhi,
- **Community Representative:** Cassie Rowe,



## SCHOOL SECURITY



Gates are locked after the school day commences, and unlocked 15 minutes prior to the last siren of the day, to ensure that all visitors to the school come through the reception between these times and are authorised to be on site. The school community would appreciate your assistance in helping stop vandalism and theft at the school. If during 'after school' hours you see any suspicious behaviour in or around the school, please contact:

Education Security 1800 177 777 (Freecall) or 9264 4771 or

Police Communications 9222 111

Kewdale Primary School is a:



smoking-free,



dog-free, and



riding-free area.

## SCHOOL VOLUNTARY CONTRIBUTIONS

The Education Act permits primary schools to seek a payment for special amenities which the school provides. Items include consumables, special equipment/resources, sports equipment, art materials and a variety of textbooks across all learning areas. The annual contribution for children in **K to Year 6 is: \$60 (\$1.50 per week) plus a P&C contribution of \$10 per family.** These funds are directed to your child's school for spending on your child.



Payment can be made either on pick up of your child's school booklist or through the School Office (using the envelope system- cash, cheque or EFTPOS as soon as possible at the start of the school year. Payment in instalments can be arranged with the Manager Corporate Services: Caz Fiegert.

## STAFF MEETINGS

To discuss and plan adequately for our school's needs, staff meetings are held on a Wednesday and usually in even weeks from 3.20pm to 5:00pm.

## STUDENT LEADERSHIP

Each year, the Year 6 children take part in elections for positions within the School Ministry. The children are elected in a ballot involving all Year 4-6 Children. The four students who received the most votes become the Ministry.

The Ministerial Areas of responsibility are-

1. The Library
2. General Duties
3. Resources
4. Environmental

The Ministers will spend one term doing each of the four responsibilities.

Junior Ministers will be chosen from the senior students by the class teacher to assist the Ministers in carrying out their jobs. This provides an opportunity for all senior students to take on leadership roles.

## STUDENT REQUIREMENTS



All students need to have at school the materials and equipment requested on the annual Booklist. Items should be clearly marked with the student's name, including all clothing and other belongings.

Consumable materials such as pens and pencils should be replaced as required.

## TERM DATES IN 2025

<b>Term 1</b> Wednesday 5 <sup>th</sup> February to Friday 11 <sup>th</sup> April	<b>Term 3</b> Monday 21 <sup>st</sup> July to Friday 26 <sup>th</sup> September
<b>Term 2</b> Monday 28 <sup>th</sup> April to Friday 4 <sup>th</sup> July	<b>Term 4</b> Monday 13 <sup>th</sup> October to Thursday 18 <sup>th</sup> December

## TRANSFERS

When children transfer from one school to another, a new Enrolment Form must be filled out at the new school. Birth Certificate and AIR Immunisation Statement need to be sighted at the new school, at the time of enrolment. The admitting school advises the previous school when admission is effected, however, where possible, parents are asked to notify both schools in advance. The child's workbooks and personal effects should be collected and taken to the new school, but items such as Reading Books and Library Books, which belong to the previous school, should be left at that school. If moving interstate or overseas, please ensure that both the classroom teacher and school office are notified.

## UPDATING STUDENT INFORMATION

The information that parents provide on the Enrolment Form is important in helping us to look after your child and should be kept up to date. In particular, we need to know:

- Change of address
- Change of telephone number, either home, mobile or work
- Any medical condition or allergies that your child may have
- Active court orders
- Emergency contact must be local and available in an emergency
- Please notify the school office of any of these changes for updating of records.



**KEWDALE**  
Primary School