



*Welcome to Woodlands Primary School. There has always been a strong community spirit at Woodlands Primary School and the staff look forward to working with you to ensure all students receive a quality education.*

**This booklet will give you a general overview of the operations of our school and is designed to provide useful information to parents and carers.**



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# **1 SCHOOL HISTORY**

## **1.1 Brief School History**

The suburb of Woodlands was first developed in the late 1950's and early 1960's.

Opened in February 1964, the school started with an enrolment of only 53 students under the leadership of Head Mistress Dorothy Rushton. During this time parents and teachers fought a successful battle to retain as many trees as possible, and their wisdom and foresight, has provided the present school with a delightfully picturesque and shady environment.

From the original two room structure of 1964, which is currently Room 1 and 2, the school has expanded. In 1975, when a peak enrolment of 609 students was reached, there were 14 classrooms and 3 transportable classrooms in use.

In 1976 Pre Primary classes commenced in an "off-site" location in Tamarisk Way and in 1993 they were located back to the school site. In 2006 Kindergarten classes commenced.

In 2008 the school library building was opened. In 2010 a purpose-built art room and 3 classrooms were constructed under the Commonwealth Government's 'Building the Education Revolution' financial stimulus project.

Woodlands Primary School became an Independent Public School in 2011 resulting in the school rebranding to reflect its new direction in 2012. The school motto was changed from 'Endeavour' to 'A world of opportunity through the power of learning, with the values of Humanity, Belonging, Possibilities and Respect being adopted. The logo and school song was changed to reflect this new direction.

In 2014 Woodlands celebrated its 50<sup>th</sup> Year and as a part of the celebrations the school's community orchard was designed, planted and opened in November.

In 2015 the 'all school community mosaic', reflecting our school values, was constructed by all 470 students, staff and many parents.

## **1.2 A Sustainable School**

Woodlands Primary School is a sustainable school with memberships to:

- Waste wise
- Water wise
- Sun Smart School

Others sustainability programs include; a well-managed worm farm, a herb and vegetable garden and nude food and 'no bin' Tuesdays and Thursdays. We currently recycle paper, batteries, oral hygiene, contact lenses, bottle tops, pens and mobile telephones and printer cartridges.

## **2 SCHOOL PLANNING**

### **2.1 Business Plan**

The 2020 - 2022 Business Plan will be placed on the School's website during Term 1, 2020.

The four key focus areas identified for 2020 – 2022 are:

- Maximizing educational achievements and opportunities for all.
- Student wellbeing.
- Strengthening the partnership between home, school and the community.
- Recognising quality teaching and staff commitment.

### **2.2 Operational Plans**

The school develops operational plans annually that outline strategies and budgets that support the achievement of the targets and outcomes outlined in the Business Plan. The plans are developed by designated committees in consultation with all staff.

### **2.3 Annual School Report**

The Annual School Report provides a clear sense of how students in the school are progressing and what is being done to maximise student achievements.

The report identifies:

- Progress on identified priorities.
- Contextualised information about student achievement.
- Annual budgets and accounts.
- Parent, student and teacher satisfaction.

This school report complies with all legislative requirements and formal agreements between governments.

This report is delivered at the end of the first term of the following year.

## **3 PARENT INVOLVEMENT**

### **3.1 Working Together**

Working together we can ensure that your child is well catered for in our school. Parents/guardians are encouraged to be active participants in their child's learning. This partnership of parents and teachers is vital to the achievement of students at Woodlands Primary School.

Your assistance and support can be made in a number of ways including:

- taking an active part in your child's schooling by joining the P&C, helping in the canteen, visiting the class and staying in touch with the teacher.

- being part of the class parent roster if they are required.
- offering your expertise and skills where possible to assist with classroom programs.
- being constructive with your input and supportive of the class.
- being partners with your child's teacher in the education of your child.
- upholding school values.
- teaching your child respect of others and of their property.
- helping your child develop patience and self-control.
- teaching your child responsibility and encouraging independent behaviours such as packing, unpacking and carrying of school bags.

You can help your child and us by:

- arriving on time.
- encouraging independence and decision making.
- leaving cheerfully, don't linger.
- discussing your child's fears.
- reinforcing the importance of high levels of attendance.
- showing your support.
- ensuring your child is well rested.
- taking family holidays during school vacation times.
- ensuring your child is well nourished and not bringing junk food to school for recess or lunch.
- keeping your child at home if they are sick.
- sending a note with your child on their return to school. If your child becomes sick at school, you will be notified.
- keeping your contact records at the school up to date so that we are able to contact you.
- ensuring your child is dressed appropriately.
- to make payments via our preferred options:

1) Direct Debit – online

Woodlands Primary School

BSB: 016334

Acct: 340869212

Ref: Student Name

2) EFTPOS – in administration by 3.30pm

3) Cash/cheque to class teacher in an envelope with students name, class number and name of payment.

### **3.2 School Board**

The Board is formed with the fundamental purpose of enabling parents and members of the community to engage in activities that are in the best interests of students and enhance the education provided by the school.

The Board is comprised of 4 Parents, 2 Teachers, 2 Community Members and the Principal. The Board meets twice per term, usually weeks 4 and 8.

#### **The Board:**

- establishes and reviews the school's objectives, priorities and general policy directions.
- assists in the planning and ratification of financial arrangements necessary to fund those objectives, priorities and general policy directions.
- contributes the School Delivery and Performance Agreement and the Business Plan.
- evaluates the school's performance in achieving its objectives, priorities and general policy directions.
- formulates the codes of conduct for students at the school.
- endorses and reviews the annual budget.
- approves appropriate dress code for students.
- promotes the school in the community.
- provides a panel member in the selection of the school Principal.

### **3.3 Parents and Citizens' Association (P&C)**

- The main purpose of the P&C is to support the school for the benefit of all students. The Woodlands Primary School P&C consists of enthusiastic parents, staff and other interested community members who contribute their ideas and skills to the school in a variety of different ways.
- All parents are encouraged to become members of the P&C as it offers parents the opportunity to be aware of what is happening in the school and what is being discussed by the parents so they can contribute if they wish. The more opinions we have, the more rounded and helpful our combined suggestions, ideas and visions will be to the school community. To help facilitate this interaction, members are emailed regular updates and occasional surveys about issues that have been raised. We also encourage parents to send ideas and comments to our email address [woodlandspandc@gmail.com](mailto:woodlandspandc@gmail.com)
- The P&C meets in the school library on Monday of Week 3 and Week 7 of each term commencing at 7.30pm. A \$1.00 annual membership fee applies to all voting members.
- The President is Chris Grubb, and the Secretary is Rachel Thompson.

### **3.4 Canteen**

Our school canteen is open for recess and lunch on Monday, Wednesday and Friday. The latest school menu is available at the canteen, the school

office, or on our school website. Orders can be placed at the canteen on the day. Orders and money can be placed in a lunch bag with your child's name, class number and teacher's name written clearly in the place provided on the bag. Separate bags are required for each student. Lunch order bags are available to purchase through the canteen.

**Ordering is available online at [www.ouronlinecanteen.com.au](http://www.ouronlinecanteen.com.au). Orders can be placed up to 6 weeks in advance in this simple to use system. Our canteen manager Yvette Sharp is available to answer any queries 9416 9808**

The canteen is run by the P&C through a subcommittee. The canteen is always looking for volunteers. If you can help, please contact Yvette at [woodlandspandc@gmail.com](mailto:woodlandspandc@gmail.com) or go to <http://signup.com/go/7bUGqH> to sign up online.

### **3.5 Classroom Assistance**

Parents play a valuable role in the classroom extending the students' experiences. Parent rosters are set up by the class teacher, or alternatively your help may be requested for other curriculum based activities such as sports carnivals, excursions etc. Assisting in the classroom gives you an insight into our learning programs. It is important that confidentiality is maintained by parents and specific details (e.g. comparing students) should never be discussed.

### **3.6 School Communication**

Throughout the year relevant information is distributed via a number of methods. These include class teacher notes, emails/Connect notices from the school and teachers, our fortnightly emailed school newsletter, parent representative meetings each term and regular Parents and Citizens' meetings and the school website. Please make sure we have your current email address.

### **3.7 School Website ([www.woodlandsp.s.wa.edu.au](http://www.woodlandsp.s.wa.edu.au))**

A key feature of the website is the calendar of events which is updated regularly and provides a great overview of what is happening at the school. Other popular features include Parent Reminders and Latest News. Please regularly check our school website for updated information.

### **3.8 Reports and Interviews**

Parents/caregivers are important partners in the education of our students. The school is committed to responding and resolving any issues or concerns that may arise. The school has an open communication policy and parents are given progress reports throughout the year.

Class information meetings and parent interviews are held during term one and reports are emailed home at the end of each semester.

**Term One:** Class information meeting. Class teachers organise a date for this on an individual class basis.

Parent/teacher interviews – school closed for the day

**Term Two:** Kindergarten to Year 6 Semester 1 Student Reports



**Term Three:** The NAPLAN (National Assessment Program Literacy and Numeracy) Student Report distributed to Year 3 and Year 5 students only

Learning Journey Evening – students explain some of their key learning to their family.

**Term Four:** Kindergarten to Year 6 Semester 2 Student Reports

Your class teacher should always be your first port of call if you need to discuss any issue concerning your child. Please contact your child's teacher to make an appointment at any time.

## **4 CONTRIBUTIONS AND CHARGES**

An itemised schedule of contributions and charges outlining the maximum amounts parents may be requested to pay during the following year is sent home in Term 4. This schedule is sent home to assist parents financially plan to ensure all students can access all learning opportunities provided by the school.

### **4.1 Annual Voluntary School Contributions**

The Woodlands Primary School voluntary contributions is \$60.00 per student. These funds are used to support the implementation of our School Business Plan, particularly in the subject areas of English, Mathematics and Digital Technology and is reviewed annually by the School Board.

Payment can be made via:

- 1) Student Requirements Stationery Order (through credit card)
- 2) Direct Debit – online  
Woodlands Primary School  
BSB: 016334  
Acct: 340869212  
Ref: Student Name
- 3) EFTPOS – in administration by 3.30pm
- 4) Cash/cheque to class teacher in an envelope with students name, class number and name of payment.

### **4.2 P&C Contributions**

The P&C voluntary contribution for all Kindergarten to Year Six students is \$75.00 per family for one child and \$150 per family when two or more children attend the school. Payments can be paid with your Student Requirement list or by cash/cheque (made payable to Woodlands P&C) and posted in the locked P&C box located in the school office. The P&C will issue a receipt which will be sent home with the eldest or nominated child.

The P&C contributes funds towards important items or activities as identified in the Business Plan and through feedback and requests from parents and teachers through the regular P&C meetings. Recently funds have been allocated towards the upgrade of the Kindergarten play area, as well as important learning materials for use in all our teaching areas.

### 4.3 Student Requirement List

The stationery requirements for your child are available for purchase through a school approved supplier. Your child may have stationery items that may be reused again from the previous year. The requirement list is distributed in November of the current year. You will receive a paper copy and the list will also be available on line via the website.

## 5 CURRICULUM PROGRAMS

### 5.1 Music

The music specialist teaches singing, theory, percussion, movement and recorder appropriate to the year level from Year 1 to Year 6.

Special instrumental programmes are available for selected students in music. Students are chosen based on a set criterion, which includes a music aptitude test.

<b>Clarinet / Trumpet</b>	from Year 6 (5 students each year).
<b>Violin</b>	from Year 3 (8 violins).
<b>Cello and Viola</b>	from Year 4 (3 cello and 4 Viola each year).
<b>Ensemble</b>	the violin teacher conducts a string ensemble class one morning per week.

### 5.2 Physical Education

Each class participates in two hours of physical activity each week. This includes Sports (Years 4 to 6), fitness activities and physical education with the physical education specialist (Years 1 to 6).

### 5.3 Digital Technologies

In 2018, the new Digital Technologies curriculum was released. Digital technologies and the use of ICT to promote student learning is not new to Woodlands, with students having shared access to iPads, laptops and Wifi.

To continue to be at the forefront of this area and to provide the students with anytime/anywhere access, the school established a Bring Your Own (BYO) iPad program in 2018. In 2019 the BYO iPad program expanded to include Year 2 and Year 3. The plan is to expand to Years 2,3 and 4 in 2020.

### 5.4 In-Term Swimming

Each year the students from Pre Primary to Year 6 are offered swimming lessons. Year 5 & 6 students usually participate in beach swimming. In 2020 beach swimming will be held in weeks 5 and 6 at Sorrento Beach. In 2020 PP to Year 4 swimming lessons are planned for Term 4 at Bold Park Aquatic Centre. At all times the school and swimming lesson staff are aware of the need to be vigilant of student safety. Any parent who wishes to observe the lesson is welcome to do so.

Bus transport and pool admission charges are met by parents. Please note, the **transport cost** component of in-term swimming is a fixed price set at the time of the booking and then calculated per student, which means transport costs are **non-refundable** if a student is unable to attend.

Kindergarten students are not involved in in-term swimming.

## **5.5 Calendar of Sporting Events**

- Faction Swimming Carnival Years 4 to Year 6 (Term 1).
- Interschool Swimming Carnival Years 4 to 6 (Term 1).
- Extra swimming training sessions are traditionally held in the weeks leading up to these events. Training sessions are optional and will be conducted by the swim coaches from WASWIMMING at Churchlands SHS.
- Interschool activities in netball, football and soccer (Term 2).
- School Cross Country (Term 3), Pre Primary to Year 6.
- Interschool Cross Country (Term 3), Years 4 to 6.
- Faction Athletics Carnival (Term 3) Pre-Primary to Year 6. This includes tabloid sports, track, team and field.
- Interschool Athletics Carnival (Years 3 to 6). We compete against 5 other schools (Term 3).

## **5.6 Japanese**

As part of implementing the Western Australian Curriculum, Woodlands PS began implementing the Japanese Language in 2018 with Year 3 students. The school plans to have all Year 3 to Year 6 students studying Japanese for one hour a week by 2021

## **5.7 Library**

Teachers conduct a weekly library lesson that allows students to borrow books as part of the English program. Students from K to Year 6, K and PP with parent supervision, may visit the library and borrow books before school and at lunchtime if a staff member is present.

## **5.8 Sustainability**

Sustainability is a cross curricular priority and all classes are involved in class based activities that promote sustainable behaviours. The school has a Sustainability Plan that outlines the programs each class will oversee e.g. Year 4 battery collection and weighing.

## **5.9 Year 6 Camp**

Camps offer students the opportunity of developing new skills, interacting more closely with their peers and experiencing different environments.

Students have the opportunity of attending a school camp in their final year, usually in Term One or Two. Year 6 teachers and several parent volunteers attend this camp. The duration of the camp is usually 3 to 4 days. Camps being an extra-curricular activity are subject to review annually.

## 5.10 Homework

Homework is about self-regulation – kids taking control

- Time Management
- Routines being developed

It is important that all primary school students read regularly every day, practise a musical instrument (if they are studying one), complete relevant work (if not completed in school time) and do work as set by the teacher.

### Kindergarten/Pre Primary

Home reading in Kindergarten/Pre Primary should foster an enjoyment of reading. Students at this age should be read to regularly. Parents are encouraged to read books to their young children and discuss characters and events. It is important at this age that students read and re-read books to develop understandings of texts.

### Years 1 – 6

Home reading is encouraged. It is important that students read regularly. Home reading may include printed texts, or digital/online texts.

Students may be required to complete work set from school hours at home. Extra homework may be set for students in need.

## 5.11 Assemblies

Assemblies take place on allocated Wednesdays from 8.50am to approximately 9.30am in the undercover area. Each class takes turns in running one assembly per year and parents are encouraged to attend. In addition, there are specialist assemblies throughout the year to showcase various talents and achievements. Assembly dates are included on the calendar of events on the website [www.woodlandsps.wa.edu.au](http://www.woodlandsps.wa.edu.au)

## 5.12 Excursions/Incursions

Day or half day excursions may be organised to compliment and enhance the student's learning program.

As excursions are additional to the learning program student attendance is optional (although the school highly recommends all students attend) with any associated costs being charged to the families of the attendees. The school strives to minimise excursion costs to parents.

Please note, the **transport cost** component of an excursion is a fixed price set at the time of the booking and then calculated per student, which means transport costs are **non-refundable** if a student is unable to attend.

Information notes and permission slips are sent out before the excursion by the class teacher. Permission slips must be signed by a parent or guardian for all excursions/incursions. Parents are often invited to assist on the excursion day.

Transport is normally by charter bus with seatbelts. Private transport is used on rare occasions for small numbers of students. When private transport is used, each student must wear a seat belt and drivers are required to provide proof of a valid driver's licence, vehicle insurance records and a valid car registration receipt.

## 6

### ASSESSMENTS

**6.1 Students at Educational Risk Program (SAER)** identifies, responds to and supports the diverse needs of all students so that they are able to engage with the content and standards defined in the Western Australian Curriculum. The school modifies the curriculum to enable every student to achieve the highest standard possible. The rationale for personalised learning is to raise standards by focusing teaching and learning programs on the aptitudes and interests of students.

**6.2 The National Assessment Program – Literacy and Numeracy (NAPLAN)** is an annual on-line national assessment for all students in Years 3, 5, 7 and 9. In May, all students in these year levels are expected to participate in tests in reading, writing, language conventions (spelling, grammar and punctuation) and numeracy.

**6.3 On-Entry Assessment** - As the first full-time year of school, pre-primary is considered the most appropriate year to undertake on entry assessments. It facilitates early intervention for students who may be at risk in critical aspects of literacy and numeracy development. Informing parents at an early stage will also help to strengthen partnerships between parents and teachers. The program is conducted Weeks 3-7 of Term 1. The program is available in Year 1 (Module 2) and in Year 2 (Module 3) if the school decides to undertake any further assessments.

**6.4 Primary Enrichment and Challenge Program (PEAC)**

Primary Extension and Challenge (PEAC) is a part time program for public school children in Years 5 and 6. Students are tested in Year 4 and are selected to participate in a range of innovative and challenging programs offered in a variety of ways. Students are withdrawn from regular class to attend PEAC programs.

PEAC programs offer children:

- the opportunity to socially interact with other gifted and talented students.
- an intellectually rigorous and challenging program.
- opportunities to interact with practising experts.
- The opportunity to develop higher order process skills and in-depth investigation skills.
- the opportunity to work on open-ended activities which encourage choice and negotiation.
- Self/peer evaluation and reflection of performance.
- all payments for PEAC courses must be paid to the school within two weeks of the course commencement.

## **7 ROUTINES AND PROCEDURES**

### **7.1 School Telephone Numbers**

School Office:	9416 9800
Kindergarten:	9416 9809
Pre-Primary 1	9416 9806
Pre-Primary 2	9416 9807
Pre-Primary 3	9416 9818
Canteen:	9416 9808

### **7.2 School Terms for 2020**

<b>Term 1:</b>	Monday 3 <sup>rd</sup> February – Thursday 9 <sup>th</sup> April
<b>Term 2:</b>	Tuesday 28 <sup>th</sup> April – Friday 3 <sup>rd</sup> July
<b>Term 3:</b>	Monday 20 <sup>th</sup> July – Friday 25 <sup>th</sup> September
<b>Term 4:</b>	Monday 12 <sup>th</sup> October – Thursday 17 <sup>th</sup> December

#### **School Development Days for 2020 are to be advised.**

(Please note some days may include the first or last day of term).

### **7.3 School Hours**

		8.50am	Schools starts
11.00am	to	11.20am	Recess
12.20pm	to	1.05pm	Lunch
1.05pm	to	3.10pm	Home time

It is very important that students are punctual. Students arriving at school after 8.50am need to report to the school office to obtain a late note for their class teacher.

#### **Kindergarten**

8.50am to 3.10pm, five-day fortnight (either Monday and Wednesday or Tuesday and Thursday and every alternate Friday). Both sessions have a phasing in period at the beginning of Term 1.

### **7.4 Enrolments**

Kindergarten caters for students turning 4 between 1 July and 30 June the following year. Their hours are 8.50am to 3.10pm and allocation days and an orientation day will be advised in Term 4 of the preceding year. Once a student has been enrolled their attendance is compulsory.

Students will be rolled over every year into the next level unless the school has been notified in writing about their transfer to another school or departure from the state/country.

### **7.5 Positive Behaviour Support (PBS)**

Woodlands PS is a Positive Behaviour Support (PBS) school. PBS is a whole school framework which helps to create positive learning environment and is based on the following beliefs:

1. Relationships are the foundation of social and academic achievement.

2. Student achievement is maximised when staff develop positive classroom cultures where caring teacher-student relationships and student – student relationships:
  - Promote and exemplify positive student behaviour and interactions
  - Make students feel that they are both cared for and supported to succeed.
3. One size does not fit all. Positive behaviour is learnt and consideration needs to be given to the individual needs of students. Just like every class has students on individualised learning plans because they require additional support and guidance in curriculum areas, some students benefit from individualised behaviour plans developed by parents, school staff and the school psychologist.

More information outlining this framework can be found on the schools website at: <https://woodlandsp.s.wa.edu.au/images/about-us/PBS-Parent-handbook-FINAL.pdf>

## **7.6 Good Standing Policy**

At Woodlands Primary School, the *Good Standing Policy* supports our values of Respect, Belonging, Humanity and Possibilities by acknowledging and rewarding exemplary behaviour, positive work ethic and dress-code adherence. We believe learning is enhanced in a welcoming, inclusive, collaborative and caring environment.

*Good Standing* is a status all Woodlands Primary School students are granted at the start of the year. It is the responsibility of each student to maintain their *Good Standing*. Students with *Good Standing* will have the opportunity and privilege to participate in various events throughout the school year. Examples of these events include, interschool sporting events; extra-curricular clubs including coder dojo and running club; discos; and Year 6 Graduation activities.

[https://woodlandsp.s.wa.edu.au/images/about-us/Good\\_Standing\\_Policy\\_Aug\\_2019.pdf](https://woodlandsp.s.wa.edu.au/images/about-us/Good_Standing_Policy_Aug_2019.pdf)

## **7.7 Arrival at School**

- Parents are asked that students do not arrive at school prior to 8.30am on school days unless supervised by parents or attending supervised coaching on school grounds. Supervision cannot be guaranteed prior to this time.
- At 8.30am students are to go straight to classrooms to prepare for the school day. This means they need to hang their bag on a hook, go into class and get ready.
- After students are ready for class, they may choose to play on the basketball and netball courts ONLY.
- A bell will sound at 8.47am and students should begin to head back to class so that the school day can start promptly at 8.50am when the siren sounds. From 8.47am no students will be permitted to play ball games etc.

Students who arrive late to school are to come to the Front Office first to ensure they are marked as late and not as absent.

## **7.8 Attendance**

If a child is going to be late or absent, could a brief written explanation be sent. We are happy for you to call into the front office, ring us on 9416 9800 or send a email to Woodlands.ps@education.wa.edu.au. Frequent unexplained absences will lead to enquiries by our District Education Office.

*Explanatory notes from parents are requested for:*

- daily absences from school
- permission to leave the school grounds
- exclusion from sport and physical education activities for medical reasons.

Students are expected to attend school unless they are ill, attending a course or have a reasonable reason for not attending. Research has shown that student attendance needs to be at least 90% in order to make appropriate progress. Less than 90% affects student learning.

All students, once enrolled are subject to compulsory attendance. Every effort should be made to have family holidays during the school vacation periods.

## **7.9 Collecting Students during School Hours**

A student may leave the school grounds during school hours provided he/she is collected by an authorised, responsible adult and the Collection Authority Book in the Front Office is signed. Parents are asked to inform the class teacher the day before or on the morning that the student will be leaving.

## **7.10 Recess and Lunch Time**

- During school hours' students, must not leave the school grounds unless a written request is made by the parent/guardian.
- At recess and lunchtime students must:
  - vacate classrooms (unless otherwise directed)
  - wear a hat unless advised otherwise
  - walk, not run, on verandahs
  - place all rubbish in a bin
  - play only in designated areas
  - eat recess outside classroom
  - eat lunch seated in/near the undercover area.
- When students have finished eating lunch at approximately 12.30pm, duty teachers will dismiss them after first ensuring that the lunch area has been left clean and tidy.
- A healthy lunchbox could include: a sandwich, piece of fruit, cut up carrots/celery, cheese or yoghurt. We do not encourage parents to drop off take-away lunches after school commences.



- Afternoon recess is a five-minute break between classes for Crunch and Sip, toilet and drink only.

### **7.11 Students on Grounds after School**

Students will not be supervised after 3.20pm. This means that parents need to collect their children by this time or students need to have left the school premises to go home or students need to be supervised by coaches. The school cannot accept responsibility for students remaining on school premises after 3.20pm.

- Students are not permitted to use school sport equipment after school.
- Students who remain on school grounds after being collected by parents are at the responsibility of the parents. Students are expected to follow all school rules and display school values.
- We require that use of school playgrounds is conducted in a respectful manner with areas left clean and tidy.
- Students who leave school grounds and return later to use the school playgrounds or areas are the responsibility of parents.
- Students who participate in after-school sport or training on school grounds are the responsibility of the parents and who they delegate duty of care to, which may be the coach.

At all times, students from Woodlands Primary School are expected to behave with courtesy, co-operation and consideration for others.

### **7.12 Areas Out of Bounds to Students**

- Classrooms, library, music, art/science room, storerooms during recess or lunchtime unless under teacher direction and supervision.
- Front lawn area except for lesson purposes under teacher direction and supervision.
- Outside school boundaries during school hours.

### **7.13 Toys/Personal belongings**

Students are discouraged from bringing toys and personal belongings of any kind to school unless they are part of a class lesson. Difficulties such as loss, damage or arguments about ownership could cause unnecessary distress or conflict.

### **7.14 Classroom Money Collection**

Woodlands Primary School's preferred method of payment is

- 1) Direct Debit – online  
Woodlands Primary School

BSB: 016334  
Acct: 340869212  
Ref: Student Name

- 2) EFTPOS – in administration by 3.30pm
- 3) Correct Tender Cash/cheque payable to Woodlands Primary School must be enclosed in a school payment envelope and can only be given to the class teacher at the beginning of the day. No cash/cheque payments will be accepted in the admin office.

Excursion/Incursion permission slips must be returned back to the class teacher by the due date.

All direct debit payments should have the Receipt number and date processed on the completed permission slip.

### **7.15 Telephone Calls/Mobile Phones**

The Department of Education does not permit use of mobile phones in public schools unless for medical or teacher directed educational purpose. Students are not to bring mobile phones or other cellular devices (eg. Apple Watch) to school unless it has been arranged with the teacher and it remains switched off, or on aeroplane mode for smart watches, during school hours.

Students may make telephone calls at the front office at the discretion of the administration staff.

### **7.16 Emergency Management**

All schools in Western Australia are required to have an emergency management plan which details appropriate approaches to emergency situations.

An emergency evacuation procedure is practised and reviewed each year. During an emergency evacuation, all present on the school site are required to gather on the oval (evacuation point).

### **7.17 Visitors to the School**

All visitors to the school must report to the office, sign in the using PASSTAB app on the ipad and wear a lanyard displaying "Visitor".

### **7.18 Factions**

We have four factions:

Banksia – red faction
Tuart – blue faction
Hakea – yellow faction
Jarra – purple faction

Factions are allocated to students at the end of their kindergarten year. If students have an older sibling at the school, they will be assigned to the same faction.

Faction competitions include swimming (Years 4-6), cross country (Years 1-6) and athletics (Years PP-6).

## **8 SCHOOL UNIFORM**

### **8.1 Policy**

The policy of this school is to strongly encourage the wearing of the school uniform for students in Kindy to Year 6. Kindergarten students may wear general clothing if parents prefer.

It is felt that students wearing the school uniform:

- adds to a student's feeling of "belonging".
- contributes to a student's pride in the school.
- is sound economics.
- minimises hurtful competition in clothing.

Faction T-shirts and sport shorts may be worn on sports and Phys Ed days. The interschool shirt is worn only for interschool events (swimming, cross country, netball and athletics).

When representing the school on an excursion, Pre-primary to Year 6 students are expected to wear the official school uniform – a light green polo shirt, school skort or shorts, school dress, windcheater and hat.

Where the school uniform policy could present financial hardship to a family, on request, the school will arrange the loan of all or part of the required uniform. Purchase of pre-used uniforms can also be made at the uniform shop which is run by the P&C.

### **8.2 Boys Uniform**

The boys' uniform consists of:

- ◆ Light green polo shirt with school logo.
- ◆ Faction coloured polo shirt with faction logo.
- ◆ Green shorts and green sport shorts.
- ◆ Long sleeved polo shirt.
- ◆ Zip jacket/windcheater/fleece vests.
- ◆ Track pants.
- ◆ Shoes or joggers and socks, or sandals.

### **8.3 Girls Uniform**

The girls' uniform consists of:

- ◆ Light green polo shirt with school logo.
- ◆ Faction coloured polo shirt with faction logo.
- ◆ Dress.
- ◆ Green shorts/green skorts/green sport shorts.
- ◆ Zip jacket/windcheater/fleece vests.
- ◆ Track pants.
- ◆ Shoes or joggers and socks or white/green tights, or sandals

### **8.4 Hair**

Woodlands Primary School has a well-established tradition of students being well presented in their school uniform. This includes students maintaining clean, neat and natural hair colour.

It is a common understanding in Department of Education primary schools, that for occupational health and safety reasons students, both boys and girls:

- should not have hair impeding their vision at any time; and
- with long hair down to the bottom of the collar of the shirt is to be tied back in a neat fashion.

### **8.5 Jewellery**

Students become very distressed when they lose or break jewellery. In some cases, jewellery can also be a cause of injury. Jewellery should not be worn except for ear studs and inexpensive watches.

### **8.6 Graduation Shirts**

Graduation shirts for Year 6 students are organised by the Year 6 teachers. These will be ordered during Semester 1 and parents will be advised of ordering details by the classroom teacher once finalised.

### **8.7 Hats**

The Sun Smart Policy recommends the wearing of broad brimmed (>8cm brim), bucket or legionnaire hats.

Bottle green hats with the school logo are encouraged. These are available to purchase from the uniform shop. Students are advised to wear hats based on the recommendations of the Bureau of Meteorology, which are regularly revised by the school. A 'no hat no play' policy applies at recess and lunchtimes during these periods. Students without an acceptable hat will be required to remain under the covered areas of the school.

### **8.8 Uniform Shop**

All of the clothing items listed in clauses 8.2, 8.3, and 8.7, as well as second-hand clothing, is available from the school uniform shop. The uniform shop is currently open between 8.30 and 9.30 every fortnight on Wednesday. Please check the latest school newsletter and school website for the most current opening hours.

Uniform order forms are located in the front office or can be downloaded from the school website [www.woodlandsps.wa.edu/school-uniform/](http://www.woodlandsps.wa.edu/school-uniform/). Uniforms can be ordered and paid for by cash/cheque, or complete the credit card details on the order form, and place it in the locked P&C box in the front office. Uniforms staff will collect, process, order and then deliver your order to your child's classroom to take home.

Orders for summer are to be placed in October/November for summer clothes and March for winter clothes.

### **8.9 Lost Property**

Please ensure that all items of clothing have your full child's name on them. This assists in the return of lost clothing back to your child, alternatively we have a lost property tub in the front office. Unclaimed and unnamed items will be placed with all the 2<sup>nd</sup> hand items for sale in the uniform shop, or sent away to a charitable organisation.

## HEALTH

### 9.1 When a student becomes ill at school

When a student becomes ill at school, they are to inform their teacher and the teacher will make a judgement at the time as to the best course of action. The student may be sent to the first aid room (located at the school office).

In the event of illness or an accident at school, parents will be contacted as soon as possible to arrange further care for the child. Office staff will inform the parent of the nature of the illness, the student will also be allowed to speak to their parent by phone so the parent can ascertain the best course of action.

### 9.2 Medication

When parents send medication to school a student "administration of medication" form must be completed by the admin office. Medication must be in its original box with a valid expiry date. Parents must notify their child's teacher of the required medication but the medicine must stay with, and be administered by admin or an agreed delegate. All dosages will be recorded until the completion of the course. Parents with students that require ongoing medication must have the medication available to admin at all times

**It is vital to the student's health and well-being that parents advise the school of any health issues as soon as possible.**

### 9.3 Anaphylaxis/Asthma/Allergies

Parents of students who suffer from any medical condition will need to complete an action plan in the Admin Office. Medication will be kept and stored in a secure location until the end of the school year. All medical conditions must be discussed with the class teacher.

### 9.4 First Aid

First aid for minor injuries will be administered by staff.

For more serious injuries the Principal or Deputy Principal will be consulted. Where there is any doubt as to the severity of the injury parents will be notified.

In an emergency, immediate medical attention will be sought and parents notified as soon as possible.

### 9.5 Immunisations

An up-to-date immunisation record must be provided when you enrol your child. Please make sure all your immunisations are kept up to date.

### 9.6 School Nurse

The school nurse visits Woodlands Primary School as needed for various health screenings throughout the year.

### **9.7 Dental Therapy Clinic**

The Dental Therapy Clinic is located at Yuluma Primary School (9446 8990). Parents may contact the clinic directly should a problem arise. The dental therapists check students' teeth on a regular basis. All students require written permission from their parents to be treated at the clinic. A form is given to the students after enrolment.

### **9.8 Sun Smart Policy**

The policy was reviewed by staff and approved by the School Board in 2015. Students wear broad brim, bucket or legionnaire hats throughout the year when outside or remain under the covered areas of the school. This is determined by the UV ratings published daily in the paper and written on the Duty Notice Board. For a copy of the policy please contact the school office.

### **9.9 Head Lice**

A child may attend school once appropriate treatment has been undertaken and no eggs are evident. Informational pamphlets are available on request and frequently distributed to parents via classrooms.

### **9.10 Infectious Diseases**

The following may assist in determining how long to keep a child at home in case of illness:

- Chicken Pox: Exclude from school. Where no medical certificate of recovery is available, students can attend 5 days after the rash first appears and once the blisters have all scabbed over. Contacts not excluded.
- Measles: Exclude from school. Where no medical certificate of recovery is available, students can attend 4-7 days after rash appears, if well. Contacts not excluded. Should a measles outbreak occur, children not vaccinated against measles can be excluded from school until they show medical proof of vaccination.
- Mumps: Exclude from school. Where no medical certificate of recovery is available, students can attend 9 days after onset of swelling. Contacts not excluded.
- Ringworm: Exclude from school. Re-admit the day after fungal treatment has begun. Contacts not excluded.
- Impetigo: Exclude from school until treatment starts. Sores should be covered with a watertight dressing.
- Slapped Cheek: A child may attend school, as they are most infectious before rash appears.

### **9.11 Dogs on School Grounds**

Due to health and safety concerns dogs are **not permitted** on the school grounds at any time, during or after school hours.

### **9.12 Smoke Free Zone**

The school grounds and buildings are **smoke free zones**.

## **10 PASTORAL CARE PROGRAMS**

### **10.1 School Psychologist**

The role of the School Psychologist at Woodlands Primary School is to assist in the improvement of learning outcomes for students by providing specialist consultation in the areas of counselling, education psychology and policy development. The School Psychologist is available one day per week. Enquiries as to access to this service can be made by contacting your child's classroom teacher.

### **10.2 School Values**

The students at Woodlands Primary School are expected to follow the 4 values of Belonging, Possibilities, Respect and Humanity. We have mascots called "The Woodlandians" that embrace these four values and encourage the students to do the same. More information on our values and the Woodlandians can be found on our school website [www.woodlandsps.wa.edu.au](http://www.woodlandsps.wa.edu.au)

## **11 SENIOR STUDENTS**

### **11.1 Student Leaders**

There are a variety of leadership roles available to students who would like to nominate themselves. Some of these roles could include: head boy and head girl, faction captains, and playground pals.

### **11.2 Year 6 Graduation**

A Year 6 Graduation will be held to mark the completion of primary school. The achievements and special talents of the students are acknowledged in a formal ceremony. This will occur in the last week of Term 4 and parents and family are invited to attend.

## **12 SAFETY**

### **12.1 Road Safety and Parking**

In the interests of the safety of all students attending Woodlands Primary School parent or caregiver vehicles are not to be driven onto any part of the school grounds without the express approval of the Principal. Parents are asked to follow all road rules and road safety guidelines when dropping students off or picking students up from school. The school promotes safe routes to school, common sense, courtesy and safety.

- Park on the school side of the road facing the correct direction of traffic flow.
- Students are to leave and enter the car from the kerb side.
- Travel in the direction your vehicle is facing.
- No U-turns.
- Do not use driveways for drop-off or pick up.
- Do not use driveways for turning around.
- Use the kiss and drop as it is intended, don't leave your vehicle

Where possible choose alternative modes of transport (i.e. walk, cycle). More information about parking, traffic flow and school road rules can be

found in the latest traffic bulletin on our school website  
[www.woodlandps.wa.edu.au](http://www.woodlandps.wa.edu.au)

## **12.2 Use of Bikes, Scooters, Skateboards and Rollerblades**

- Bikes are not to be ridden on school grounds at any time.
- Bikes must be stored in the bike enclosure and scooters in the designated cage. Due to the danger of theft, bikes and scooters should not be left overnight and bikes should be chain locked.
- Skateboards, roller blades etc. are not to be ridden to school and are not permitted on school grounds during school hours.
- Students on bikes must exercise care when entering or leaving Teakwood Avenue. By law, bike helmets are compulsory.

***The National Safety Council strongly recommends that children under 12 years of age do not ride bicycles on the road because:***

- ***their judgement of speed and distance is not fully developed***
- ***they have limited skills in handling the vehicles***
- ***they have limited "road sense".***

We strongly recommend that students up to Year 5 are always accompanied by an adult when riding to and from school.

## **13 SCHOOL WATCH**

Your assistance in helping prevent vandalism and theft at the school would be appreciated. If, outside of school hours, you see any suspicious behaviour in or around the school please contact Education Security on 9264 4771 or 9264 4632 .



**Chorus:**

We're Woodlands and we're proud to wear the green shirt on our chest.

Belonging to this mighty school we'll rise above the rest.

We see the possibility with the values we believe,

Respect (respect) humanity, will guide us when we leave (Woodlands)

**Verse 1:**

Stand tall, if you fall pick yourself up, put your back against the wall

And face your fear for help is near,

You'll never know courage if you haven't shed a tear.

**Verse 2:**

Don't tempt fate, watch your mate, be patient, sometimes wait,

But when you go, let them know don't spectate, be a part of the show!

**A Nyoongar translation of our school song**

We're Woodlands and we're proud to wear the green shirt on our chest

*Gnulluk boorna boodjera gnulluk moorditj bhooka gnulla ngoornt*

Belonging to this mighty school we'll rise above the rest

*Ngannilak nitja moorditj kuttadjin yira yira koorl ngoondiner*

We see the possibility with the values we believe

*Gulluk djinoong yew murdo ang wa-rda*

Respect (respect) humanity, will guide us when we leave (Woodlands)

*Wardagadak moortak ciurcacolin gnulluk koorliny boorna boodjera*

Make life well spent, be excellent