



## Parent Information



**2026**

*Welcome to Woodlands Primary School.  
We look forward to working together to provide a  
quality education for your child.*

## Contact Details

**School Office:** 9416 9800

**Email:** woodlands.ps@education.wa.edu.au

**Website:** woodlandsps.wa.edu.au

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## Compass - Our School Management System

We use the **Compass app** for everyday school communication. Through Compass you can:

- Receive school notices and messages
- Notify absences
- View attendance
- Make payments for excursions and activities
- Access the school calendar and website

We encourage all families to regularly check Compass.

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## 2026 School Dates

### Term Dates

- **Term 1:** Mon 2 Feb – Thu 2 Apr
  - **Term 2:** Mon 20 Apr – Fri 3 Jul
  - **Term 3:** Tues 21 Jul – Fri 25 Sep
  - **Term 4:** Tues 13 Oct – Thu 17 Dec
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### School Development Days (students do not attend):

- Thursday 29 January
- Friday 30 January
- Monday 18 May
- Monday 20 July
- Monday 12 October
- Friday 18 December

## SCHOOL ROUTINES & PROCEDURES

At Woodlands Primary School, student safety is our highest priority. By following the guidelines below, we can maintain a safe and supportive environment for all students before and after school.

### School Hours

**8:30am** – Students enter classrooms

**8:50am** – Learning begins

**11:00am – Break 1 (40 mins)**

**1:40pm – Break 2 (20 mins)**

**3:00** – Dismissal

Blocks during the day include Literacy, Numeracy and Integrated Curriculum.

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### Kindergarten & Pre-Primary

- Kindy: 5-day fortnight (Hours: **8:50am – 3:00pm**)
  - Pre-Primary: full-time
  - Students must be dropped off and collected from the classroom by an adult. Doors open at **8:30am** for settling in.
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### Absences

Please notify the school via **Compass**, phone (9416 9800) or email if your child is away or late. Notes are required for:

- Daily absences
- Leaving school early
- Exemption from sport (medical)

Students should attend at least **90% of the time** for best learning progress. Please plan family holidays during school breaks where possible.

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### Collecting Students Early

Students may only leave school with an authorised adult.

Please sign students out at the Compass Kiosk and notify the teacher ahead of time when possible.

## **Before School**

- Students should not arrive before 8:30am unless:
    - They are supervised by a parent or guardian, or
    - They are attending a supervised coaching session on school grounds.
  - From 8:30am, students may enter the school grounds and should go straight to their classrooms to prepare for the day (e.g., hang up bags and organise belongings).
  - Once ready, students may play only on the basketball courts.
  - A bell rings at 8:48am, signalling the end of play. Students should return to class to be ready for learning by 8:50am, when the school siren sounds.
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## **After School**

- Supervision ends at 3:15pm. After this time, one of the following must apply:
    1. Students are collected by a parent or guardian.
    2. Students have left the school premises.
    3. Students are under the supervision of a coach or instructor for an authorised extra-curricular activity (e.g., Keyed Up Music).
    4. Students are in the care of Camp Australia, the school's official out-of-hours care provider.
  - The school cannot accept responsibility for students remaining on school grounds after 3:15pm.
  - At 3:15pm, Camp Australia assumes exclusive use of the playgrounds and oval, in accordance with ECRU (Education and Care Regulatory Unit) guidelines. This ensures the safety and supervision of children in care and prevents contact with unauthorised adults or children.
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## **Additional Reminders**

- Students must wear shoes at all times on school grounds.
- School sports equipment is not to be used after school unless part of an organised and supervised activity.
- Students participating in after-school training or sporting activities are the responsibility of their parents or delegated adult (e.g., coach).
- Late arrivals must sign in at the Compass Kiosk in the office.

## **Break Times**

During breaks students must:

- Leave classrooms (unless supervised)
  - Wear a hat outdoors
  - Walk on verandas
  - Use bins
  - Play in designated areas
  - Eat lunch seated in/near the undercover area
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## **Crunch & Sip**

Students may bring fruit/vegetables only for Crunch & Sip breaks and water to sip throughout the day. This helps with concentration and energy.

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## **Canteen (Fridays Only)**

Our P&C partners with Locavora Lunch Box Hub for Friday lunch orders. Orders close at 7:30am each Friday.

How to Order

1. Create an account at [Locavora Lunch Box Hub](#) and select Woodlands Primary School. Add your student(s) in the Students section.
2. Place your order via Start New Order and pay with pre-loaded credit or a credit card.

Questions & Support

- Phone: 9481 4500
- Email: [schools@lunchboxhub.com.au](mailto:schools@lunchboxhub.com.au)

Parent Volunteers

To assist with lunch distribution please contact our P&C [info@woodlandspandc.org](mailto:info@woodlandspandc.org)

## **SCHOOL COMMUNITY**

### **School Board**

The Board includes parents, staff, community members and the Principal. It meets twice per term and supports:

- School planning and priorities
- Financial planning
- Reviewing school performance
- School policies including contributions and charges

Further information on our School Board along with recent meeting minutes can be found on our website.

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### **Parents & Citizen's (P&C) Association**

The P&C plays a vital role in creating a vibrant school community through fundraising, events and practical support.

Meetings are held in the Library during Weeks 4 and 8 at 6:30pm. All parents are warmly welcome and encouraged to attend. A \$1 annual membership fee applies to all voting members.

For more information, email [president@woodlandspandc.org.au](mailto:president@woodlandspandc.org.au)

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### **Classroom Assistance**

We value parent involvement and welcome help as needed in classrooms, on rosters, excursions and sports events.

All parent volunteers must complete a Parent Volunteer Declaration Form available from the front office. Non-parent helpers require a Working With Children Check.



## **COMMUNICATION, REPORTS AND REQUIREMENTS**

### **Communicating With Our School**

At Woodlands Primary School, we value open, respectful and timely communication with families. Our approach aligns with the Department of Education's *Connect and Respect* policy, which promotes positive, constructive relationships between schools and their communities. We encourage parents and carers to contact us whenever they have questions, concerns or information that may support their child's learning or wellbeing. Classroom teachers remain the first point of contact and can be reached via email or by arranging a suitable meeting time. Our office staff are also available to assist with general enquiries.

To support clear and consistent communication, our school follows a comprehensive communication policy outlining preferred channels, expected response times and processes for resolving concerns. Families are encouraged to review this policy on our school website: [www.woodlandsp.s.wa.edu.au](http://www.woodlandsp.s.wa.edu.au). Working together respectfully helps us create the best possible learning environment for every child.

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### **Reporting to Parents**

Throughout the year families can expect:

- Term 1 class information meetings
  - Term 2 parent-teacher interviews
  - Semester 1 & 2 formal reports
  - Term 4 open classrooms event
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### **Student Requirements (Booklists)**

Booklists are issued in November and available on our website. Items may be reused from previous years.

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### **Contributions & Charges**

Each year in Term 4, the school releases an itemised Schedule of Contributions and Charges outlining the *maximum* amounts parents may be asked to pay in the following school year. This schedule is provided to help families plan financially so that all students can access the full range of learning opportunities offered by the school.

## Annual Voluntary School Contributions

The Woodlands Primary School voluntary contribution is \$60.00 per student. These funds directly support the implementation of our School Business Plan, particularly in the learning areas of English, Mathematics, and Digital Technologies. The contribution amount is reviewed annually by the School Board.

### Payment Options

1. **Student Requirements Stationery Order** (credit card payment)
2. **Direct Debit – Online**
  - *Woodlands Primary School*
    - **BSB:** 066 040
    - **Account:** 19904445
    - **Reference:** Student Name
3. **EFTPOS** – available at the front office until 3:30pm
4. **Compass Portal** – payment through the app

## P&C Voluntary Contribution

The P&C voluntary contribution supports additional school resources and improvements.

- **\$75.00 per family** (one child)
- **\$150.00 per family** (two or more children)

### Payment Options

1. Through the Student Requirements List
2. Direct Debit – Online:
  - *Woodlands Primary P&C*
    - **BSB:** 016 334
    - **Account:** 340959357

## How P&C Contributions Support the School

Funds raised by the P&C help provide important additions such as:

- ICT infrastructure and classroom technologies
- Home reading books
- Early childhood learning resources
- Sporting equipment
- Playground equipment and improvements
- Upgrades to school facilities, including bathrooms and basketball courts

These contributions play a vital role in enhancing the learning environment for all students.

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## Enrolments

Kindergarten is available for children who turn 4 years old between 1 July and 30 June of the following year. Kindergarten hours are 8.50am to 3.00pm.

Allocation of Kindergarten days and the date for the Orientation Day will be communicated to families in Term 4 of the year prior to starting.

Please note that once a student is enrolled, regular attendance is expected.



## **CURRICULUM PROGRAMS**

Our school offers a broad specialist curriculum that includes Japanese, Music, Art, Physical Education, and Science. These programs are taught by dedicated specialist teachers who provide engaging and high-quality learning experiences for all students.

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### **Music**

Students from Year 1 to Year 6 participate in weekly music lessons. The Music Specialist provides a rich program that includes singing, music theory, percussion, movement and recorder.

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### **Instrumental Music Program**

Selected students may be offered the opportunity to participate in special instrumental music programs. Selection is based on specific criteria, including a music aptitude assessment.

#### **Instruments offered in 2026 include:**

- Clarinet / Trumpet – from Year 5 (5 students each year)
- Violin – from Year 3 (8 places)
- Cello and Viola – from Year 4 (3 cello and 4 viola places each year)
- Percussion – from Year 5

### **Ensembles**

Students who are learning cello or violin may be invited to join our String Ensemble, which rehearses one morning each week and is conducted by our cello teacher.

Students learning percussion, brass, or clarinet may be invited to join the Windjammers Ensemble, which rehearses weekly under the direction of Churchlands SHS Music teachers.

Both ensembles provide students with opportunities to extend their musical skills, experience performing in a larger group, and build confidence as developing musicians. Participation encourages collaboration and supports continued growth within our instrumental music program.

## Physical Education

All students from Year 1 to Year 6 participate in weekly Physical Education classes with the school's PE Specialist. Throughout the year, students have the opportunity to take part in a range of sporting events, including athletics, cross-country, and swimming carnivals.

Our school network also offers inter-school sporting competitions, and selected students may be invited to represent our school. Parents are warmly encouraged to attend and support students at these events.

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## Calendar of Sporting Events

- Faction Swimming Carnival – Years 4 to 6 (Term 1)
  - Interschool Swimming Carnival – Years 4 to 6 (Term 2)
    - Optional extra swimming training sessions are held in the lead-up to these carnivals. Training is delivered by coaches from WASWIMMING at Churchlands SHS.
  - Interschool Netball, Football and Soccer – (Term 2)
  - School Cross Country – Pre-Primary to Year 6 (Term 3)
  - Interschool Cross Country – Years 4 to 6 (Term 3)
  - Faction Athletics Carnival – Pre-Primary to Year 6 (Term 3)
    - Includes tabloid sports, track, team and field events.
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## Factions

Our school has four factions:

- **Banksia** – Red
- **Tuart** – Blue
- **Hakea** – Yellow
- **Jarrah** – Purple

Students are allocated to a faction at the end of their Kindergarten year. Where a child has an older sibling already attending the school, they will be placed in the same faction.

## **In-Term Swimming**

Students from Pre-Primary to Year 6 participate in annual swimming lessons coordinated by the Department of Education. Student safety is a priority, and both school staff and swimming instructors maintain high levels of supervision throughout the program.

Parents are responsible for covering bus transport and pool admission costs. Please note that the transport component is a fixed cost set at the time of booking and calculated per student; therefore, transport fees are non-refundable if a student is unable to attend.

Kindergarten students do not participate in in-term swimming lessons.

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## **Excursions & Incursions**

Excursions may be organised throughout the year to complement and enrich students' learning experiences. While excursions are an additional component of the learning program, and therefore attendance is optional, the school highly recommends participation as they provide valuable learning opportunities. Any associated costs are charged to families, and the school strives to keep these costs as low as possible.

Please note that the transport cost for an excursion is a fixed price set at the time of booking and calculated per student. For this reason, transport fees are non-refundable if a student is unable to attend.

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## **Permission and Communication**

Information notes and consent forms are provided online through the Compass Portal and are posted by the class teacher prior to the excursion. Parents must provide permission via the Compass App for all excursions and incursions.

If you are unable to access Compass, please contact the front office on 9416 9800 to request a paper version of the consent form.

Parents are often invited to assist on excursion days.

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## **Transport Arrangements**

Excursions normally use charter buses with seatbelts. If private vehicles are used for small groups, students must wear seatbelts, and drivers must provide a valid licence, insurance, and current registration.

## **Digital Technologies**

At Woodlands Primary School, students engage with digital technologies in a purposeful, creative and developmentally appropriate way.

From Pre-primary to Year 6, classrooms have access to sets of iPads that support learning across all areas. In Years 5 and 6, students also have access to Microsoft laptops to help develop the digital capabilities needed for secondary schooling. These devices are funded through P&C Voluntary Contributions and are carefully managed to ensure they are used as tools for learning rather than passive consumption.

Our approach reflects our commitment to teaching students to think critically, create, collaborate and communicate effectively in an increasingly digital world.

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## **Homework**

It is important that all primary school students read every day, complete work set by their teacher and practise a musical instrument (if they are studying one). Homework is important to develop students' time management skills and establish routines.

### **Kindy/Pre-Primary:**

Daily shared reading is encouraged to foster a love of books.

### **Years 1–6:**

Regular reading is essential.

Teachers may set additional homework when appropriate.



## **Positive Behaviour Support (PBS) at Woodlands PS**

At Woodlands Primary School, we follow the Positive Behaviour Support (PBS) framework, which helps us create a positive, supportive learning environment for all students. PBS is a school-wide approach based on key principles:

1. **Strong Relationships are Key:** We believe that positive relationships are the foundation for both social and academic success.
2. **Supportive Classroom Cultures:** Student achievement thrives when teachers create classrooms where caring relationships—between teachers and students, and among students themselves—are prioritised.
3. **Encouraging Positive Behaviour:** Our goal is to foster and model positive behaviour and respectful interactions among all members of the school community.
4. **Caring and Support:** We want all students to feel valued, cared for, and empowered to succeed in their learning journey.
5. **Individualised Support:** We recognise that each student is unique, and positive behaviour is something that can be learned. Just as some students require personalised learning plans to help them in academic areas, others may benefit from individualised behaviour plans. These plans are developed in collaboration with parents, staff, and the school psychologist to meet each child's specific needs.

For more information about the Positive Behaviour Support framework, please visit our website.

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## **Good Standing Policy**

At Woodlands Primary School, the Good Standing Policy supports our values of Respect, Belonging, Humanity, and Possibilities by recognising students who demonstrate positive behaviour, a strong work ethic, and adherence to the dress code.

All students begin the year with Good Standing, and it is their responsibility to maintain it. Students with Good Standing are eligible to participate in special activities such as interschool sports, extra-curricular clubs, school discos, and Year 6 graduation events.

More information is available on our website.

## **GENERAL EXPECTATIONS**

### **Out-of-Bounds Areas**

Students must not enter classrooms, storerooms, front lawn areas, the vegetable garden, certain outdoor learning areas, or spaces behind Kindy C unless supervised.

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### **Toys & Valuables**

We discourage students from bringing toys or personal items to school to prevent loss or conflict. (unless they are required as part of the lesson).

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### **Telephone Calls and Mobile Phones**

In line with Department of Education policy, mobile phones and cellular devices (e.g., smart watches) are not permitted at school unless required for a medical reason or a teacher-directed educational activity.

If a student must bring a mobile phone for personal reasons, it must be handed in to the Administration Office at the start of the day and collected at the end. Smart watches may be worn but must remain on aeroplane mode during school hours.

Students may make telephone calls from the front office with permission from administration staff.

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## **SAFETY & VISITORS**

### **Emergency Management**

All Western Australian schools are required to have an Emergency Management Plan outlining the appropriate response to emergency situations. At Woodlands Primary School, our emergency evacuation procedure is practised and reviewed annually. In the event of an evacuation, everyone on school grounds must proceed to the designated evacuation point on the oval.

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### **Visitors to the School**

All visitors must sign in via the office and wear a visitor sticker.  
Volunteers must complete the required declaration forms.

## **Assemblies**

Assemblies are held on selected Fridays from 8.50am–9.30am in the undercover area. Each class leads one assembly per year, and parents are welcome to attend. Specialist assemblies are also held throughout the year to showcase student talents and achievements. All assembly dates are listed in the Compass calendar.

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## **Smoke-Free School**

All school grounds and buildings are smoke-free zones.

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## **Animals on School Grounds**

Principals are responsible for approving and managing any animals that come to school, ensuring appropriate animal welfare and staff and student safety.

Unless a dog is an approved assistance or program dog, parents should not bring pets onto school grounds.

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## **School Watch**

If you notice suspicious activity outside school hours, please contact Education Security: 9264 4771 or 9264 4632.



## **UNIFORM**

We encourage all students (Kindy–Year 6) to wear the school uniform to help build belonging, pride and reduce clothing competition.

### **General Guidelines**

- Faction shirts worn on sport days
  - Full school uniform required for excursions (PP–Yr 6)
  - Second-hand items available through the uniform shop
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### **Boys & Girls Uniform**

Includes:

- Light/dark green polo with logo
  - Faction shirt
  - Green shorts, skorts, sport shorts, track pants
  - Dress (girls)
  - Zip jacket/windcheater/fleece
  - Shoes or sandals
  - Bottle green broad-brim, bucket or legionnaire hat
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### **Hair & Jewellery**

- Hair must be neat, natural colour, and tied back if shoulder-length
  - Only ear studs and simple watches allowed
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### **Uniform Shop**

The school uniform shop stocks clothing items, as well as second-hand uniforms. It is open from 8:30am to 9:15am every second Friday.

Order forms are available at the front office. Uniforms can be purchased via QKR App or by completing the credit card details on the form and placing it in the locked P&C box at the front office. Orders are processed and delivered to students' classrooms on Friday mornings.

Seasonal orders should be placed in October/November for summer uniforms and in March for winter uniforms.

## Hats

In line with the Sun Smart Policy, students are required to wear broad-brimmed hats (8cm or wider), bucket hats, or legionnaire-style hats. Bottle green hats with the school logo are encouraged and can be purchased from the uniform shop.

A “no hat, no play” policy applies during times identified using Bureau of Meteorology UV recommendations. Students without an appropriate hat must stay in covered areas during Break 1 and Break 2.

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## Lost Property

Please ensure all items of clothing are clearly labelled with your child’s full name. This helps us return lost items promptly. Lost property is kept in the tub in the Undercover Area. Unnamed or unclaimed items will be added to the second-hand uniform shop or donated to charity.



## **HEALTH**

### **If a Student Becomes Ill**

If a student becomes unwell at school, they should inform their teacher, who will determine the best course of action. The student may be sent to the school office, and parents will be notified.

In the case of illness or an accident, parents will be contacted. Office staff will provide details of the situation, and students may speak with their parent by phone to help decide the next steps.

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### **First Aid and Emergencies**

Staff will provide first aid for minor injuries. For more serious injuries, the Principal or Deputy Principal will be consulted. If there is any uncertainty about the severity of an injury, parents will be notified.

In emergencies, an ambulance will be called immediately, and parents will be contacted.

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## **Medication**

### **Short-Term Medication (up to two weeks)**

For short-term medications, such as a course of antibiotics, the school requires written permission from a parent or carer via the Administration of Medication form, available from the office.

#### **Requirements:**

- Medication must be clearly labelled with your child's name and in its original pharmacy or manufacturer packaging.
- The form must be signed and dated by a parent or carer and submitted with the medication.

### **Long-Term Medication (over two weeks)**

For medication required for longer than two weeks, parents may need to complete a Student Health Care Summary and a Management/Emergency Response Plan. This is usually completed at enrolment or when updating student health records.

It is essential that parents inform the school promptly of any health issues to ensure their child's safety and well-being.

## **Medical Conditions and Action Plans**

Parents of students with medical conditions requiring management at school (including Anaphylaxis, Asthma and Allergies) must complete a relevant Action Plan, available from the front office. All medications are stored securely at school until the end of the school year.

It is essential that all medical conditions are discussed with your child's class teacher to ensure appropriate care and support can be provided.

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## **Immunisation**

A current immunisation record must be provided when enrolling your child. Please ensure all immunisations are kept up to date.

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## **Dental Therapy**

The Dental Therapy Clinic is located at Yuluma Primary School (9446 8990). Parents can contact the clinic directly if needed. Dental therapists conduct regular check-ups, and written parental permission is required for treatment. Permission forms are provided to students after enrolment.

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## **School Nurse**

The school nurse visits Woodlands Primary School as required to conduct health screenings throughout the year.

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## **Head Lice**

Students may return to school once treatment has started and no eggs remain.

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## **Infectious Diseases**

Please refer to the Department of Health or HealthyWA guidelines for treatment recommendations and exclusion periods (e.g., chickenpox, measles, mumps, impetigo).

## PASTORAL CARE AND WELLBEING

### School Psychologist

The School Psychologist at Woodlands Primary School supports student learning through counselling, educational psychology, and policy consultation. The psychologist is available one day per week. To access this service, please contact your child's classroom teacher.

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### Chaplain/Wellbeing Officer

Woodlands Primary School employs a School Chaplain one day per week to support student wellbeing, including areas such as anti-bullying, relationship skills, and eSafety. Services are provided based on school needs and can be accessed through the Deputy Principals.

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### School Values

Students at Woodlands Primary School are expected to follow our four core values: **Belonging, Possibilities, Respect, and Humanity**. Our mascots, “**The Woodlandians**”, embody these values and encourage students to do the same. More information is available on the school website.



## **SENIOR STUDENTS**

### **Student Leaders**

Students have the opportunity to nominate for various leadership roles, including School Captains, School Councillors, Faction Captains, and Music Captains. Information about student leaders can be found on the school's website.

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### **Graduation Shirts**

Year 6 leavers shirts are designed by students at the end of year 5 and the winning design is determined by student and staff votes. The P&C uniform shop coordinates the sourcing and distribution of leavers shirts. Parents will order shirts in Term 4 of Year 5.

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### **Year 6 Camp**

Year 6 students attend a school camp, usually at a site away from the school, involving overnight stays. School staff attend the camp along with selected parent volunteers. As an extracurricular activity, camps are subject to review annually.

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### **Year 6 Graduation**

A formal Year 6 Graduation is held in the last week of Term 4 to celebrate the completion of primary school and acknowledge students' achievements and talents. Parents and family are invited to attend.



## **SAFETY**

### **Road Safety and Parking**

For the safety of all students, parent or caregiver vehicles are not permitted on school grounds without the Principal's approval. Parents are asked to follow all road rules when dropping off or picking up students. The school promotes safe, courteous, and responsible travel.

Guidelines for drop-off and pick-up:

- Park on the school side of the road, facing the correct direction.
- Students must enter and exit vehicles from the kerb side.
- Travel in the direction your vehicle is facing; no U-turns.
- Do not use driveways for dropping off, picking up, or turning around.
- Use the "Kiss and Drop" correctly—do not leave your vehicle.
- Where possible, consider walking or cycling to school.

More information on parking, traffic flow, and school road rules can be found in the latest Traffic Bulletin on the school website.

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### **Bikes, Scooters, Skateboards, and Rollerblades**

- Bikes and scooters must not be ridden on school grounds and should be stored in the designated enclosures. Bikes should be chain-locked and not left overnight.
- Electric scooters, skateboards, and rollerblades are not permitted at school.
- Students riding bikes must wear helmets and take care when entering or leaving Teakwood Avenue.

### **Safety Recommendations:**

- Children under 12 are strongly advised not to ride bicycles on the road due to limited judgement, skills, and road sense.
- Students up to Year 5 should be accompanied by an adult when riding to and from school.

## SCHOOL SONG

### World of Opportunity

#### Chorus:

We're Woodlands and we're proud to wear the green shirt on our chest.  
Belonging to this mighty school we'll always try our best.  
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!

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### 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 always try our best.  
*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.