

# ATTADALE PRIMARY SCHOOL HANDBOOK 2024



*Foundations for life*



[www.attadaleps.wa.edu.au](http://www.attadaleps.wa.edu.au)

# WELCOME TO ATTADALE PRIMARY SCHOOL

Welcome to Attadale Primary School, an Independent Public School (IPS). We are confident that child will enjoy a successful and happy journey at our school.

At Attadale PS, we endeavour to provide a vigorous and stimulating environment for your child's learning. Our school is very much about the partnership between student, school and family and the positive difference this partnership can make.

We welcome your family into our school family.



**Phil Springett - Principal**

## CONTACT US

Wichmann Road ATTADALE WA 6156

08 6274 1700

[attadaleps@education.wa.edu.au](mailto:attadaleps@education.wa.edu.au)

## IN THE OFFICE

Principal: **Phil Springett** [phillip.springett@education.wa.edu.au](mailto:phillip.springett@education.wa.edu.au)

Deputy: **Asiri Perera** [asiri.perera@education.wa.edu.au](mailto:asiri.perera@education.wa.edu.au)

Deputy: **Jaylene Fritchley** [jaylene.fritchley@education.wa.edu.au](mailto:jaylene.fritchley@education.wa.edu.au)

Corporate Services Manager: **Debbie Brunette** [deborah.brunette@education.wa.edu.au](mailto:deborah.brunette@education.wa.edu.au)

# 2024 TERM DATES

## TERM 1

Monday 29 and Tuesday 30 January are PUPIL FREE DAYS

Wednesday 31 January - Thursday 28 March

## TERM 2

Monday 15 April – Friday 28 June

Friday 31 May is a PUPIL FREE DAY

## TERM 3

Monday 15 July is a PUPIL FREE DAY

Tuesday 16 July – Friday 20 September

## TERM 4

Monday 7 October is a PUPIL FREE DAY

Tuesday 8 October - Thursday 12 December

Friday 13 December is a PUPIL FREE DAY

# SESSION TIMES

Morning Session:	8.50 - 10.40am
Recess:	10.40 - 11.00am
Middle Session:	11.00 - 12.50pm
Lunch:	12.50 - 1.30pm
Afternoon Sessions:	1.30 - 3.10pm (2.30pm on Wednesday)

### Early Close

The School has early close at 2.30pm each Wednesday for staff development

# OUR VISION

To equip our students with, and develop, the necessary skills, knowledge, attitudes and values to achieve their individual potential and contribute positively in an ever changing world.

# IMPORTANT THINGS TO REMEMBER

- Children crossing Wichmann Road to and from the school must use the pedestrian crossing in the care of the attendant.
- Parents wishing to take children from the school during school hours are required to visit the office, sign out the child on the iPad and collect a leave pass to present to the child's teacher before they can be removed from the school.
- If your child arrives late to the school, they must visit the office to receive a late pass before going to class.

## SCHOOL DEVELOPMENT

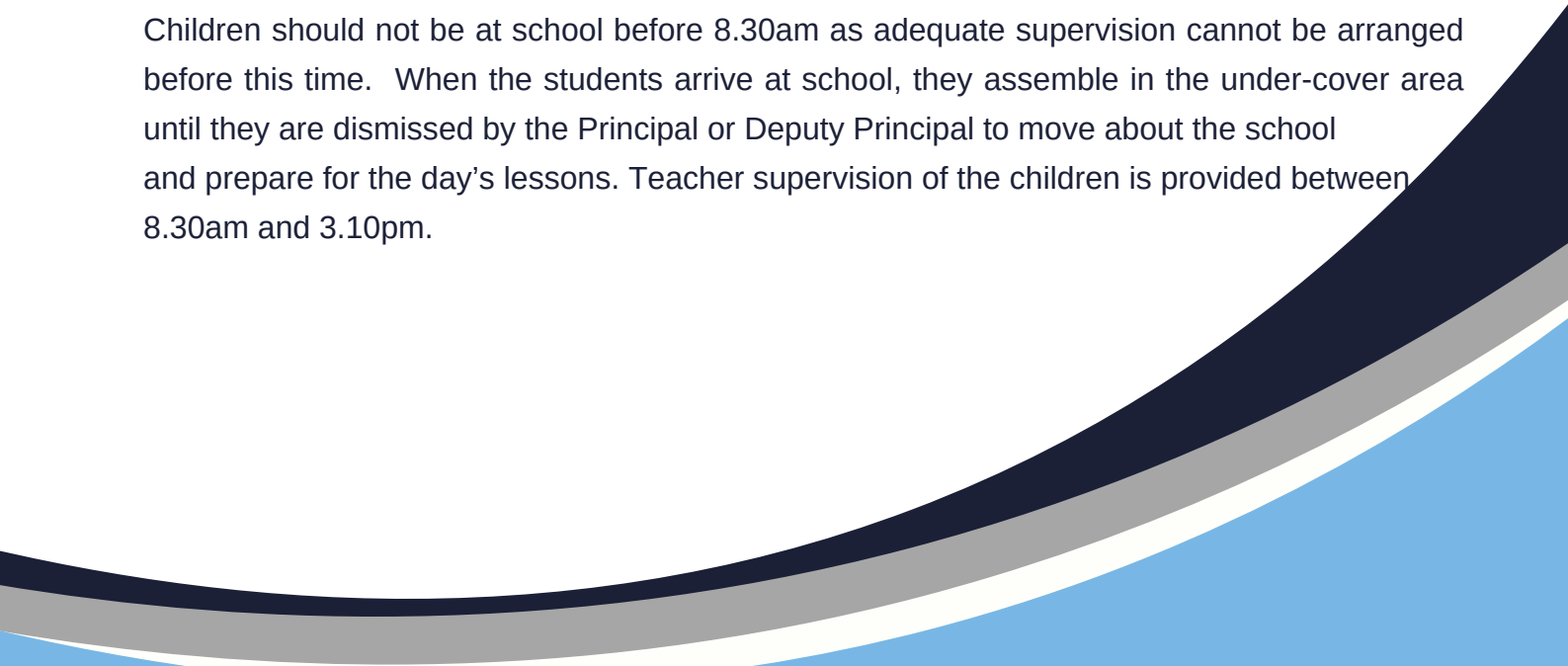
The school Business Plan is a document which establishes the nature of the school, its purpose, overarching learning outcomes, priorities in particular years and educational programs to meet and measure the effectiveness of those priorities. Copies of the School Business Plan are available at the school office and on our website

## SCHOOL ORGANISATION

Attadale Primary School was established in 1953. Class sizes usually range from 20 - 30 children. Each staff member works to create a vigorous, challenging and enjoyable education program. We know children learn in different ways and are often at different levels so we work hard to differentiate the learning to meet their needs.

## SCHOOL HOURS & SUPERVISION

Children should not be at school before 8.30am as adequate supervision cannot be arranged before this time. When the students arrive at school, they assemble in the under-cover area until they are dismissed by the Principal or Deputy Principal to move about the school and prepare for the day's lessons. Teacher supervision of the children is provided between 8.30am and 3.10pm.



# ENROLMENT AT APS

Attadale Primary School is a local intake school which means we have a boundary within which students are able to attend our school. If you live outside the boundary of Attadale Primary School, you may still be able to enrol your child but conditions will apply. For more information on this aspect of enrolment, please go to our website: [www.attadaleps.wa.edu.au](http://www.attadaleps.wa.edu.au) which has a local intake map as well as all the relevant enrolment forms. Alternatively you can contact the school reception. IF YOU DO NOT LIVE IN THE ATTADALE PRIMARY SCHOOL CATCHMENT AREA, THERE IS NO

GUARANTEE THAT YOU WILL HAVE A PLACE AT ATTADALE PRE-PRIMARY FOLLOWING KINDERGARTEN OR AT OUR LOCAL FEEDER HIGH SCHOOL FOLLOWING YEAR 6. TO ATTEND MELVILLE SENIOR HIGH SCHOOL, YOU WILL NEED TO LIVE WITHIN THEIR CATCHMENT AREA OR NEGOTIATE A PLACEMENT WITH THAT SCHOOL.

## STUDENT REQUIREMENTS & CONTRIBUTIONS AND CHARGES

Most student requirements are provided by the Department of Education, however, it is essential that some items be provided by parents. A list of these items is detailed on the Personal Items List sent home towards the end of the year.

School contributions and charges are required to meet expenses involved in total education programs. Funds are allocated to areas such as ICT, Music, Art/Craft, Physical Education and library resources. Contributions and charges are reviewed annually by the School Board. Attadale Primary School can provide a richer and more varied curriculum when families pay these contributions and charges. We can accommodate progress payments if required.

Parent contributions are an important part of our school budget and our provision of an enriched education for your children. Comprehensive information on Contributions and Charges can be found on our website.

## 1:1 PARENT FUNDED IPAD PROGRAM

Students from Year 4 to Year 6 are invited to participate in a BYOD iPad program. Minimum device specifications and more information is available from the school office and on our [website](#).

# HOMework

As a general rule, homework for children in junior years should be restricted to practice in reading, spelling and number facts. In the other years, research work may be added. Set written homework for a period each night is not whole school policy and may vary from class to class. A school homework policy is available from the website.

## HELPING YOUR CHILD

### **Suggestions parents can use to support their child's learning:**

- Have a positive attitude to the class teacher, to school and to your child's activities at Attadale Primary School.
- Express interest in your child's activities, eg. an openness to listen to the child about activities, give the child time, lend a hand in class or at school -based activities.
- See that your child has the necessary materials required each day for school activities: basic books, equipment, meals, clothes and additional money if required.
- Make sure that your child has a healthy diet and regular sleep patterns, so that they arrive at school ready to learn to their potential.

## STUDENTS AT EDUCATIONAL RISK (SAER)

This is a policy across all Department of Education schools designed to ensure that the learning program for all students is maximised. SAER includes students with disabilities, learning difficulties, underachievers, gifted and talented students and students with attendance issues. SAER students are identified and monitored by class teachers and are co-ordinated by administrative staff.

An educational psychologist forms part of the 'Student Services' Team and visits the school on a regular basis. Administration intervention and parental approval is required for access to this service.

## ASSEMBLIES

A whole school assembly is held on specified Friday mornings at 8.50 a.m. in the school hall and everyone is welcome to attend.

Classes take turns to provide an item and often are accompanied by performances coordinated through our music specialist.



# BEHAVIOUR MANAGEMENT AND DISCIPLINE POLICY

In order to achieve the school purpose, we must have a safe and caring environment where all people and property are respected. To ensure this safety, care and respect, we have a whole school approach to discipline which emphasises:

- a positive approach
- the rights of all children to learn in a pleasant and safe environment that all children will accept responsibility for their own behaviour
- a consistent approach across the school that is fair and equitable
- clear rules and consequences that are widely known that parents and staff are kept informed

All students are expected to be responsible for their own behaviour. School staff are committed to creating a caring and positive environment inside and outside the classroom. Copies of the complete policy are available on request from the school office or can be found on our school website. [www.attadaleps.wa.edu.au](http://www.attadaleps.wa.edu.au)

## SPORT AND FACTIONS

**Factions** - The school has three factions. Children are placed in a house on admission to the school. Families are normally placed in the same faction. The names of the factions are: Emerald, Diamond and Sapphire.

The factions participate in swimming and athletics carnivals, along with behaviour incentive programs.


**Interschool Sport** - The school enters teams in competitions annually.

**Lightning Carnivals** in various team games may be arranged on a casual basis between schools.

# PARENT/TEACHER COMMUNICATION

This is an important area of school life. Parents and carers are encouraged to visit the school and a quick word with staff is possible before and after school. An appointment is needed if you wish to discuss your child's progress in any length with the class teacher and/ or the Principal. Parents are welcome to attend assemblies and many other school activities.

## **Communication of your child's progress will be shared via:**

- Class Parent Meetings - these are held early in Term 1 and offer parents the opportunity to hear about the class teachers' programs, policies and procedures that will operate during the year. It is also an opportunity for parents to meet other class parents.
  - By letter, phone call, email or note - this communication will be made when the teacher believes such communication is in the best interest of the child.
  - Parent Teacher Interviews in Term 1 – an opportunity to discuss early year progress and future planning.
  - Interviews - these need to be arranged when a discussion will take more than a few minutes. This can be arranged directly with the class teacher at a mutually acceptable school time.
  - Formal Reports – these go home at the end of Semesters 1 and 2. You will need your Connect login to access these reports.
  - Open Night - the school has an open night that is held mid Semester Two. All family members are invited to visit their relevant classrooms.
  - Communication from parents to teachers should be written and not verbal via the child. This ensures clear communication at all times.
  - Connect is a government department app used to help parents and teachers communicate a variety of day to day happenings within the classroom, as well as provide information on your child's attendance data, assessments as well as formal reporting. You will be allocated a single user login and password, and will have access to all your children's records in one place.
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# OUR SCHOOL BOARD

## Membership:

The board is comprised of up to 15 people including:

The Principal – Executive Officer

P & C representative,

Parents, Teachers or Community Members including School Board Chairman.



## THE FUNCTION OF SCHOOL BOARD

### **School Board – Non-Incorporated (Attadale School Board is a Non-Incorporated Board)**

The functions of a non-incorporated Board are to take part in:

- Establishing and reviewing from time to time, the school's objectives, priorities and general policy directions;
- The reviewing of financial arrangements necessary to fund those objectives, priorities and directions;
- Evaluating the school's performance in achieving them;
- Formulating codes of conduct for students at the school;
- Determine, in consultation with students, their parents and staff a dress code for students when they are attending or representing the school;
- Promoting the school in the community;
- Approving:

Charges & Contributions for the provision of certain materials, services and facilities;

Extra cost optional components of educational programs;

Items to be supplied by a student for personal use in educational programs;

Any agreements or arrangements for advertising or sponsorship in relation to the school.

We welcome new parents to the school board. If you would like to serve on the school board, please contact the Principal. Meetings are held twice a term. It is an opportunity to help shape the direction of the school's policies and represent other families in the school community.

# PARENT AND COMMUNITY ASSOCIATION



The P & C Association is the school's official body for parents. It's made up of parents and community members who join together to ensure that Attadale Primary School continues to be a friendly, open and inclusive place for all its students and families. The P&C meet twice a term at 7pm in the school staff room. All are welcome and you don't have to be on the committee to attend. Your input as a parent is always valued. The two meetings report achievement, progress and establish direction for the P&C activities along with occasional guest speakers and the sharing of ideas. The Principal reports on the activities at the school and discusses with members in attendance, ways in which the association can assist. The Annual General Meeting is held in Feb/March of each year.

We aim to help improve the school's facilities, organise social occasions for students and families, support the school administration and teaching staff, fundraise for the benefit of the school, advocate on behalf of families, provide essential services, such as the canteen, represent the school within the wider community and maintain the wonderful local school atmosphere.

Specifically, the P&C provides school budget shortfall funding at the beginning of each year costing around \$15,000-\$20,000. This goes towards things such as home reading resources, Athletics, classroom merit awards/prizes, student awards and art projects to name a few. In addition to this the P&C covers costs incurred by the school that are not covered by the education department, such as upgrades to air conditioning and some ICT, and in 2017 covered the cost of the uniform changeover. We have also been working hard to introduce improvements to the canteen, Nature Play into the school and support the P&C edible garden.

## HOW TO GET INVOLVED?

As different generations of students pass from Kindy to Year 6 and beyond, there is always a need for new volunteers to jump on board and help the P&C do what they do! If you have some spare time and would like to be more involved in your child's school life, please consider joining the P&C in whatever way you can. There are many different roles and opportunities, or you may just wish to come along to a meeting every now and then. The door is always open.

Any time that you volunteer is greatly appreciated. It is also a great way to connect with the place that plays such an important part in your child's life. There are many events and fundraisers held throughout the year, so there are plenty of opportunities for volunteers to join in the fun! Duties can range from planning/researching a particular event; marketing; fundraising and event management.

Some of the P&C sub committees who work to achieve the P&C goals include: Canteen; Events and Fundraising; Attamums and Attadads; Sports Committee; The Edible Garden; Nature Playground Committee and the Art Committee.

If you have any questions or would like to know more about the Parent & Community Association, please feel free to contact the office and we will direct you to the relevant P&C Member.

# OUT OF SCHOOL HOURS CARE

## BROCHURE HERE

“HELPING HANDS” Out of School Care operates an OSHC Program from Attadale Primary School for children aged from Kindy to Year 6.

Helping Hands works in partnership with your school to provide Outside School Hours Care (OSHC) services.

At Helping Hands, children enjoy a fun, learning experience.

From exciting activities and healthy, nutritious food, to caring, motivated team members, you can be sure your child is safe and has lots of fun, before or after school.

## WHAT HAPPENS AT OSHC?

We offer engaging activities for all ages, including arts and craft, games, cooking, sports, drama, board games, dress-ups and fun with friends.

On request from parents, children can also participate in homework club. The service provides delicious and healthy food for breakfast at Before School Care and afternoon tea at After School Care.

## OUR TEAM

At Helping Hands, your child will always be in the care of friendly, qualified and experienced educators, who all have ‘Working with Children’ clearances. Our Coordinators are trained in first aid, CPR, asthma and anaphylaxis.”

Helping Hands offer the following services:

BEFORE SCHOOL CARE

AFTER SCHOOL CARE

VACATION CARE

Further information regarding the services offered by Helping Hands Network can be found [here](#).

If you are interested in enrolling for Out of School Care Services, please contact them on 0415 256 110, pop into the office and pick up a brochure or email Helping Hands Network.





# OUR VALUES

TAKE CARE

GIVE IT  
YOUR  
BEST

STAND UP

FAIR GO



# COMMUNICATION STRUCTURE

Where to find all the information you need

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## OUR WEBSITE

General school information, enrolments, policies, calendars and newsletters.  
Upcoming events and copies of all excursion/incursion notes.  
<http://attadaleps.wa.edu.au>

## CONNECT

A DOE tool for office and classroom communication with parents. You will receive excursions, newsletters and other correspondence from the office. General class communication. assignments, homework and formal reporting from the teachers.  
Download the App or log in at [connect.det.wa.edu.au](http://connect.det.wa.edu.au)

## AUDIRI

The app used to submit electronic permissions, absentees and change of details. You can also find newsletters, reminders and term planners here as well.  
Download the App from the App Store or Google Play

## SMS MESSAGING

We will contact you via SMS for time sensitive matters or general reminders. You will receive an SMS if your child is absent without explanation.

## EMAIL

[attadale.ps@education.wa.edu.au](mailto:attadale.ps@education.wa.edu.au)

All staff emails can be found on our website and will be updated at the beginning of each year.

## FACEBOOK

We have a private closed Facebook group that you are invited to join. This is for parents only.  
We post about events and general student achievements.

## SPRIGGY AND TRYBOOKING

Spriggy is the app used by the P&C for Canteen ordering and payments. Download Spriggy and set up your profile. Trybooking is used for P&C events and payments as well.






# Connect and Respect Engagement

**Expectations that promote learning, wellbeing and safety in all public schools in Western Australia.**

Together we make a difference. We welcome parents and other members of our diverse community into schools across Western Australia. Student learning is strengthened when school staff, parents and carers are actively and positively involved in their education.

We all share a responsibility for providing a safe, supportive and productive environment, free from bullying, harassment, discrimination and violence.

Parents and carers and other visitors to schools support safety by ensuring communication and conduct at school and school activities is respectful. Every student, staff member, parent or carer has the right to feel safe and be safe at our schools.

Respectful engagement	It is expected that parents and carers and/or visitors to our schools will:	Parents and carers and/or visitors to our schools demonstrate this by:
<b>Culture</b> 	<ul style="list-style-type: none"> <li>recognise every student is important to us</li> <li>contribute to a respectful school culture</li> <li>promote and model good behaviour</li> <li>work together with staff to resolve issues or concerns</li> <li>respect the right of staff to disconnect from work outside of school hours</li> <li>share responsibility in creating safe and secure learning environments</li> </ul>	<ul style="list-style-type: none"> <li>respecting the diversity of our schools and the right to an education for every child</li> <li>always communicating respectfully about our schools and our staff</li> <li>not engaging in malicious or judgmental gossip in person, in writing, or on social media; about our students, staff and school community members</li> <li>raising concerns early with a staff member, the principal or the Department of Education directly</li> <li>understanding sometimes compromises are necessary, to find an acceptable solution to concerns raised</li> <li>understanding that obstacles, barriers and disappointments are part of the growth journey</li> <li>supporting children and young people to work through difficulties and build resilience</li> </ul>
<b>Communication</b> 	<ul style="list-style-type: none"> <li>be mutually respectful</li> <li>act as positive role models</li> <li>actively help to solve concerns</li> <li>use the school's communication channels and processes to address concerns</li> </ul>	<ul style="list-style-type: none"> <li>appreciating that school staff may not be available to respond immediately</li> <li>knowing that staff will respond to appropriate communication when they are able</li> <li>requesting a meeting to discuss any concerns about your child's education – allowing staff time to prepare and appreciating their time may be limited</li> <li>not using offensive, insulting and derogatory language; and inappropriate conduct</li> <li>being kind when interacting with others</li> </ul>
<b>Collaboration</b> 	<ul style="list-style-type: none"> <li>work with the school to provide a safe and productive learning environment</li> <li>ensure your child attends school ready to learn</li> <li>know and support the school's Student Good Standing Policy</li> <li>schedule meetings at an agreed time, for an agreed purpose</li> </ul>	<ul style="list-style-type: none"> <li>maintaining professional relationships that are open, honest and respectful</li> <li>taking responsibility for your child arriving and leaving school safely on time every day</li> <li>supporting your child to understand and follow the Student Good Standing requirements</li> <li>scheduling an appointment to meet with the teacher or principal</li> </ul>



