

ATTADALE PRIMARY SCHOOL PRE PRIMARY HANDBOOK 2024



Foundations for life



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

IN THE OFFICE

Principal: **Phil Springett** phillip.springett@education.wa.edu.au

Deputy: **Asiri Perera** asiri.perera@education.wa.edu.au

Deputy: **Jaylene Fritchley** jaylene.fritchley@education.wa.edu.au

Corporate Services Manager: **Debbie Brunette** 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

Pre-Primary follows the normal school hours as outlined above.
Children are not to arrive at school before 8.35am and we appreciate prompt collection at the end of the day.

WHAT TO BRING TO SCHOOL

The children are asked to bring the following items to Pre-Primary:

1. Items on the Pre-Primary Personal Items List
2. A large backpack to carry belongings
3. A small container with cut up fruit or veggies for Crunch'n'Sip, morning tea, a packed lunch and a water bottle each day.
4. A named school hat for outdoor time to remain in your child's bag. The school has a "no hat, no play" policy. Your child must wear a hat anytime they are outside. Hats are available from Unifroms Concepts on Kembla Way, Willetton. A small number of hats are available for purchase from the school office throughout the year.
5. A spare set of clothing and underpants in their Pre-Primary bag to remain **all year**

PARENT ROSTER

Parents are encouraged to assist with the Pre-Primary program during the year. This is an opportunity for you to see first hand what your child is learning. If you cannot attend for parent help, aunts, uncles, grandparents or even close friends, are welcome to substitute. Dads are most welcome! It's a special time for your child when you act as parent helper. We would appreciate if younger siblings are in alternative care on these days.

WATER PLAY

Our water play activities occur on warm days. On these days, children may come home a little wet. Please have a spare set of clothing in your child's Pre-Primary bag at all times. Water play assists in the development of Mathematics and Science concepts.

CLOTHING AND SHOES

School uniforms need to be worn and may be purchased from Nell Gray Uniform Concepts in Willetton. Aprons are provided for messy activities, however, clothes can get dirty. Paint stains need to be soaked in cold water first, before washing. Please label all clothing that can be taken off and misplaced. Labels need to be in large or dark print. Your child will need a pair of sneakers for Physical Education.

ROUTINE AND RULES

Each child must be brought and collected from the front door of the classroom by a responsible person - not dropped at the gate. Please notify staff and your child if there are any changes. Personal toys are not required. If your child is required to bring something for the educational program, they will be informed by the teacher.

HEALTH AND MEDICATIONS

Please phone the school or use the Absentee Form on our Audiri or Connect App if your child is absent from school, particularly if it is due to an infectious disease. We will call you if we feel your child is unwell. Please note that the school has no facility for the care of sick children of working parents. An alternative contact person needs to be provided should you not be available to remove your sick child. We adhere to the Department of Education Student Health Care Policy and cannot administer medication to your child without written consent on the relevant Department Forms, available at the front office. General Health and Infectious Disease Information can be found at <http://ww2.health.wa.gov.au/Health-for/Researchers-and-educators/Schools-and-child-care>

PARENT RESPONSIBILITY

- To support the teacher and the school and to be an active partner with us in the education of your child.
- To be on time for each session. Children who are late find it difficult to settle into activities.
- To be waiting on the veranda at home time, as it is unsettling for children to doubt if someone is coming to pick them up. If you are late your child will be taken to the school office.
- To communicate with the teacher on matters concerning your child's health, emotional and family situation, so he or she can understand any problems that may be troubling your child.
- To keep the school notified of current contact details.
- To keep your child home if he/she is ill.
- To actively supervise and follow school rules on the playground equipment after school.
- Students are expected to follow school rules after school when supervised by you.
- This helps you and us keep consistency in play habits in the school environment.

PARENT COMMUNICATION

CONNECT: Our school uses Connect which is a secure online environment developed by the Department of Education for staff, students and parents in public schools.

Communication from Teachers: Connect allows teachers to deliver content to students via an online classroom. This means your children will be able to share with you what they are learning about, submit assignments and discuss issues together online anywhere, anytime. For you, Connect provides easy access to information relevant to your child's classes and learning such as assessments, teacher feedback and attendance data.

Communication from the Office: Newsletters, reminders, excursion information and other notices will be sent to you via Connect.

New parents to our school will be given a user name and password to access the Connect environment. You can access Connect on a computer, or download the Connect APP and have access via your phone.

AUDIRI (formerly SKOOLBAG) is another app that the office uses. This app allows you to submit absentee notifications, digital permissions for excursions and notify us of changes to contact details. You can also view newsletter and term planners on Audiri.

SMS Communication: If deemed necessary an SMS will be sent to notify you of important, time sensitive information.

Please ensure your email address and mobile numbers are correct at the front office at all times.

EXCURSIONS AND INCURSIONS

The children will be involved in a number of whole school/class educational activities throughout the year. Payment and permission slips are required and sometimes parent helpers are needed.

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 programmes. 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](#).

ENQUIRIES

If you have any questions, please call the school office on 6274 1700 and they will direct you to the most appropriate person to answer your question. Alternatively, email attadale.ps@education.wa.edu.au

I thank you for entrusting your child to our school and look forward to sharing a happy and productive year with you in this, your child's Pre-Primary year.

Kind regards,

Mr Phil Springett - Principal

COMMUNICATION STRUCTURE

Where to find all the information you need



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

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

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.