ATTADALE PRIMARY SCHOOL

Est. 1953

HANDBOOK 2027

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 your child will enjoy a 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 community.



Chris John - Principal

CONTACT US

Wichmann Road ATTADALE WA 6156

08 6274 1700

attadale.ps@education.wa.edu.au

IN THE OFFICE

Principal: **Chris John** christopher.john@education.wa.edu.au

Deputy (Early Childhood): **Caz Park** carolyn.park@education.wa.edu.au

Deputy:

Corporate Services Manager: **Debbie Brunette** deborah.brunette@education.wa.edu.au

2027 TERM DATES

The office will be open for enrolments from Monday 25 January

Term 1

Monday 1 February - Friday 9 April

26 March is Good Friday and

29 March is Easter Monday Public Holiday

Term 2

Monday 26 April is Anzac Day Public Holiday

Tuesday 27 April - Friday 2 July

Friday 4 June is a PUPIL FREE DAY

Monday 7 June is Western Australian Public Holiday

Term 3

Monday 19 July is a PUPIL FREE DAY

Tuesday 20 July - Friday 24 September

Friday 20 August is a PUPIL FREE DAY

Term 4

Monday 11 October is a PUPIL FREE DAY

Tuesday 12 October - Thursday 16 December

Friday 17 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)

The School has early close at 2.30pm each Wednesday for staff development
Our classroom doors open from 8:40am.

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. In 2025 we cater for almost 450 students from Kindy to Year 6. 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 8.40am and 3.10pm (2.30pm on Wednesday).

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 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.

Positive Behaviour 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

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.

I**nterschool Sport** - The school enters teams in competitions annually for a range of sports such as swimming, athletics, cross country, netball, tennis, soccer and football.

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. These will be sent via email.
Open Night - the school has an open night that is held mid Semester Two. All family members are invited to visit their relevant classrooms.

Compass - is a school management software platform used by the Department of Education. It aims to streamline school operations, enhance communication, and improve student outcomes by providing a single source of truth for various school functions, including attendance, finance, and communication.

DEALING WITH AN ISSUE

Respectful Conversations - Solutions Focused

Step 1

CLASSROOM TEACHER

If the situation is ongoing

Book a meeting with the class teacher

- Academic & Social questions
- Curriculum
- Class routines
- Year level questions

If the situation persists

Caz Park
Deputy Principal
K-YR2 Leader

- Students at Educational risk
- English

If the situation persists

TBA
Deputy Principal
YR3-6 Leader

- Student Behaviour & Wellbeing
- Student Leadership
- Mathematics

If the situation persists

Chris John
Principal

- Family Court Matters
- Specialist Programs

If the situation persists

Debbie Brunette
Manager Corporate Services

- Grounds & Maintenance
- Payments
- Office related queries

Step 2
Respectful Conversations - Solutions Focused

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OUR SCHOOL BOARD

Membership: The board is comprised of up to 15 people including:

The Principal

5 Parents including School Board Chair

3 staff members

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. When positions are made vacant the community will be informed and parents have the opportunity to submit and Expression of Interest.

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 thes chool,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, Mathletics, 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

Our school has partnered with Helping Hands Network to provide outside school hours care programs for your children. At Helping Hands Network, we are passionate about play and understand the important role it has in a child's positive learning and development.
We provide industry-leading programs designed to enhance children's social and emotional development beyond the school curriculum, while building valuable life skills that prepare them for the future. Helping Hands Network provides fun, play-based learning experiences for children before school, after school and during the holidays. Whether children attend daily or occasionally, every visit is an exciting adventure.

ENROLMENT

Enrolling is the first step to getting started with Helping Hands. To enrol today, visit the Helping Hands Network enrolment page. or contact the Helping Hands Network Customer Service team on 1300 395 735 for support.

HELPING HANDS NETWORK PROGRAM

- Our before school program, Rise then Shine, offers energising activities and a nutritious breakfast to set kids up for a positive start to their school day.

- Our after school program, Stay and Play, is the perfect opportunity for children to participate in fun activities, build close friendships and wind down after a busy day at school.

- During school holidays, we run a curated holiday program called Holiday HQ, offering unique experiences at selected services. Each day brings new excitement with diverse themes, engaging activities, and entertaining incursions and excursions for an unforgettable break.

BEFORE AND AFTER SCHOOL CARE PROGRAMS

At Helping Hands Network, we are proud to run the Adventure Program during term time, an industry-leading framework designed to nurture children's potential through play.
The Adventure Program activities are based around seven important categories that support children's development by giving them the opportunity to express themselves through play:

- Flavour Fest – Food and healthy habits
- Global Kids – Sustainability and life skills
- Brain Boosters – STEM and problem-solving
- Wellbeing Warriors – Mindfulness and wellbeing
- Super Sports – Active living
- Power Teams – Teamwork and connection
- Creative Inventors – Creativity and imagination

Our morning program, Rise then Shine, offers energising activities and a nutritious breakfast to set kids up for a positive start to their school day. Our after-school program, Stay and Play, is an opportunity for children to participate in fun activities, build close friendships and wind down after a busy day at school.
Visit the Helping Hands Network website to learn more about their before and after school care program, including before and after school program opening hours, pricing, and information about the service. to learn more about their before and after school care program, including before and after school program opening hours, pricing, and information about the service.

HOLIDAY PROGRAMS

Holiday HQ brings school holidays to life with changing themes and a mix of creative, active and STEM experiences. Offered at select services, it is designed for kids looking for an unforgettable break from their school routine. No two days are the same, with a variety of daily themes, exciting activities, incursions and excursions to keep kids entertained throughout the holidays.

- Excursions offer exciting trips to amazing destinations, including the cinema, wildlife centres, historical sites and more.
- Make & Takes give children the opportunity to craft their own unique creation and take it home as a Holiday HQ souvenir.
- Incursions bring special performances, games and activities directly to the service.

More information about Holiday HQ is available on the Helping Hands Network website, including holiday program opening hours, pricing, and program activity details., including holiday program opening hours, pricing, and program activity details.

YOUR HELPING HANDS NETWORK TEAM

All Helping Hands Network, team members are qualified and trained with the skills required to provide quality care for each community. They serve as a genuine extension of the school and family home.
They hold the following qualifications and training:
•Current Working with Children Check
•First Aid
•CPR
•Anaphylaxis and Asthma Management
•Child Protection Training
•Food Safety Awareness
Helping Hands Network also provides additional training necessary to each child’s needs, such as Behavioural Management or Inclusion Support.

CHILDCARE SUBSIDY

The Child Care Subsidy (CCS) is a government payment providing financial support to families by subsidising approved childcare costs. Helping Hands Network programs are eligible for the Child Care Subsidy, and families can get up to a 90% rebate of session fees, including Before School Care, After School Care and Holiday HQ.
The Child Care Subsidy is eligible across all of our programs and can help cover the cost of childcare.
Learn more about the Child Care Subsidy on the Helping Hands Network website.

OUR VALUES

TAKE CARE

GIVE IT YOUR BEST

STAND UP

FAIR GO













COMMUNICATION STRUCTURE

Where to find all the information you need

OUR WEBSITE

- General school information, enrolments, policies, calendars and newsletters. http://attadaleps.wa.edu.au

COMPASS

This is the app used as the official school office communication tool. We will be adding modules and capabilities in this app over the coming years.

- You must use your unique login to access Compass.
- All student attendance is done through this app.
- Event permissions (incursions and excursions) and payment is also done in Compass.

EMAIL

attadale.ps@education.wa.edu.au

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

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 as for Teacher/Parent interview bookings











Department of Education

GOVERNMENT OF WESTERN AUSTRALIA

Shaping the future

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:
Culture 	• recognise every student is important to us • contribute to a respectful school culture • promote and model good behaviour • work together with staff to resolve issues or concerns • respect the right of staff to disconnect from work outside of school hours • share responsibility in creating safe and secure learning environments	• respecting the diversity of our schools and the right to an education for every child • always communicating respectfully about our schools and our staff • not engaging in malicious or judgmental gossip in person, in writing, or on social media; about our students, staff and school community members • raising concerns early with a staff member, the principal or the Department of Education directly • understanding sometimes compromises are necessary, to find an acceptable solution to concerns raised • understanding that obstacles, barriers and disappointments are part of the growth journey • supporting children and young people to work through difficulties and build resilience
Communication 	• be mutually respectful • act as positive role models • actively help to solve concerns • use the school's communication channels and processes to address concerns	• appreciating that school staff may not be available to respond immediately • knowing that staff will respond to appropriate communication when they are able • requesting a meeting to discuss any concerns about your child's education – allowing staff time to prepare and appreciating their time may be limited • not using offensive, insulting and derogatory language; and inappropriate conduct • being kind when interacting with others
Collaboration 	• work with the school to provide a safe and productive learning environment • ensure your child attends school ready to learn • know and support the school's Student Good Standing Policy • schedule meetings at an agreed time, for an agreed purpose	• maintaining professional relationships that are open, honest and respectful • taking responsibility for your child arriving and leaving school safely on time every day • supporting your child to understand and follow the Student Good Standing requirements • scheduling an appointment to meet with the teacher or principal