



West Leeming Primary School Parent Handbook 2026



Welcome to West Leeming Primary School

Our School

West Leeming Primary School is a dynamic and high-achieving community built on strong values, high expectations and a deep commitment to student success. Established in 1986 to serve the growing suburb of Leeming, the school has developed a proud tradition of providing high-quality education within a supportive and inclusive environment. Our vision is to empower and embrace a culture of opportunities for success.

We believe every student can achieve their best when they are challenged, supported and inspired. Students remain at the centre of all decisions and are encouraged to strive for excellence across their academic, social and personal development.

At West Leeming Primary School, teaching and learning are guided by high-quality, evidence-informed practices. Aligned with the Department of Education's Teaching for Impact framework, our dedicated staff deliver engaging learning experiences that build strong foundations in literacy and numeracy while fostering curiosity, creativity and a lifelong love of learning.

Student wellbeing is central to our work. Guided by our Care values – Care for Self, Care for Others and Care for the Environment – we create a safe, inclusive and respectful environment where students develop resilience, empathy and a strong sense of belonging.

West Leeming Primary School values strong partnerships with families and the wider community. By working together, we support every child to feel known, valued and supported, ensuring each student can thrive academically, socially and emotionally.

Our Vision

Empower and embrace a culture of opportunities for success.

Our Values

At West Leeming we care:

- Care for Self
- Care for Others
- Care for the Environment

Please keep this handbook for future reference, as it provides important information about the organisation and day-to-day functioning of the school. It should answer many of the questions you may have. If there is information you cannot find in this booklet, please do not hesitate to contact the school and we will be happy to assist you.

We hope that your association with West Leeming Primary School is a positive, productive and rewarding experience for all members of your family. We look forward to working in partnership with you to provide the opportunities and experiences that will support your child to achieve their potential.

Kindergarten and Pre-primary

Parent Help

Parent involvement in our classrooms is valued and greatly appreciated. Parents who assist in classrooms or school activities will be asked to sign in at the school office and follow school visitor procedures.

In line with Department of Education requirements, parents who volunteer at the school are required to complete a Parent and Child Volunteer Declaration Form. This declaration confirms eligibility to volunteer under the Working With Children Check legislation. Adults who are not the parent or legal guardian of a student at the school and who wish to volunteer in classrooms or school activities are required to hold a current Working With Children Check (WWCC).

Settling Into School

To help your child settle into school routines, parents are encouraged to support their child in developing some basic independence and social skills, including:

- recognising their name
- being able to take off and put on outer clothing, including shoes
- understanding the importance of washing hands after using the toilet
- using good manners and speaking politely to others

More detailed information regarding the Kindergarten program can be found in the Kindergarten Handbook.

West Leeming Primary School provides programs for Kindergarten and Pre-primary students. Pre-primary is the first compulsory year of schooling in Western Australia.

Arrival and Departure

All Kindergarten and Pre-primary students must be dropped off and collected from the classroom by a parent or authorised adult. Parents and carers are asked to remain with and supervise their child until the classroom door is opened in the morning.

If you know you are going to be unavoidably late collecting your child, please notify the school office by calling 9266 6000 and ask to be put through to the Kindergarten or Pre-primary classroom.

In the interest of your child's safety and wellbeing, children will not be permitted to leave the Early Childhood classroom unaccompanied or with anyone other than their parent or legal guardian without prior permission.

If someone other than a parent or guardian will be collecting your child, permission must be provided. This can be arranged by completing an office consent form that authorises nominated adults to collect your child throughout the year. Alternatively, the classroom diary can be used to record occasional collection arrangements, for example, if your child is attending a playdate.

Please inform the school if there are any custody or safety arrangements relating to your child so that appropriate procedures can be followed.

School Times (Early Childhood)

Year Level	Doors Open	Start	Breaks	Finish
Kindergarten	8.50 am	8.50 am	Break 1: 10.45 am – 11.25 am Break 2: 12.30 pm – 1.20 pm	2.05pm
Pre-primary	8.40 am	8.55 am	Break 1: 10.45 am – 11.25 am Break 2: 12.30 pm – 1.20 pm	3.05 pm

School Information

Academic Extension

School-Based Extension

West Leeming Primary School provides school-based enrichment and extension opportunities for students in Years 3 to 6 who have been identified as academically talented. These project-based programs are designed to extend students' thinking through problem solving, inquiry and collaborative learning experiences. Additional information about extension opportunities is available on the school website.

PEAC – Primary Extension and Challenge Program

PEAC is a Department of Education regional program for academically talented students. Students are identified through testing in Year 4. Students who are successful in the selection process may be offered a place in the PEAC program in Years 5 and 6.

The program provides opportunities for students to extend their knowledge and understanding beyond the classroom through intellectually challenging courses. PEAC courses also allow students to work with other gifted and talented peers while developing higher order thinking skills through inquiry-based and open-ended learning tasks. Information about PEAC testing and course opportunities is provided to parents throughout the year.

Please note that online PEAC units cannot be completed at school. Parents who wish their child to participate in these online courses will need to arrange for their child to complete the work at home. Transport to and from PEAC venues is the responsibility of parents or carers.

Assemblies

Regular assemblies are held on Thursdays at 8.55 am in the Undercover Area throughout the term. Please refer to the newsletter and term planner on the school website for specific dates.

Assemblies provide an opportunity to celebrate student learning, recognise outstanding achievement, and acknowledge students who demonstrate our school values in their learning and interactions with others. Classes from Years 1 to 6 take turns leading the assembly and presenting a performance item.

Merit certificates are awarded by class teachers, and student leaders assist with organising and running the event.

Parents and families are warmly invited to attend. Pre-primary students attend assemblies during Semester 2.

Assembly Awards

The recognition of student achievement takes many different forms, both formal and informal. The following formal awards are presented at assemblies at West Leeming Primary School:

- Merit Certificates, awarded to students from each class
- West Leeming Star, awarded to a student for demonstrating our CARE values
- Aussie of the Month, awarded to a student for demonstrating school and class citizenship

Parents will be notified by the class teacher if their child is receiving one of these awards.

Attendance

Absences

Regular attendance at school is essential for students to achieve their best and to maintain positive connections with their learning and peers. When students attend school consistently, they are better able to engage with the curriculum, develop routines and build strong relationships with their classmates and teachers.

If your child is absent from school, parents and carers are asked to notify the school before 9.30 am on the day of the absence. The preferred method is through Compass. Alternatively, absences can be reported by emailing WestLeeming.PS@education.wa.edu.au or by contacting the school office on 9266 6000.

Failure to notify the school may result in the absence being recorded as unexplained on your child's attendance record.

Arriving Late at School

Classroom rolls are electronically marked at the beginning of each day. If a student arrives at school after 9.05 am, parents or carers are required to report to the school office, where the student will be issued with a Late Pass. This pass is then presented to the classroom teacher, and the late arrival is recorded in the school's attendance system.

Sickness and Appointments

If your child is unwell or has an appointment and will not be attending school, please notify the school prior to 9.30 am using Compass, email or by contacting the school office.

Vacations During School Term

Family holidays during the school term are not encouraged, as absences can disrupt a child's learning and impact their social connections with peers. As these absences do not meet the criteria defined under the School Education Act for authorised absences, work will not be provided for students during this time.

As school attendance is a legal requirement, parents must apply in writing to the Principal prior to the holiday if their child will be absent during the school term. The request should include the dates and reason for the absence.

Please note that absences for family holidays are recorded as unauthorised vacation.

Regular attendance supports student learning and ensures teachers have sufficient evidence to accurately assess progress. Extended absences may mean there is insufficient evidence of learning for a teacher to assign a grade in a learning area on your child's school report.

Consistent attendance is important. For example, a student with 90% attendance, missing approximately 5 days each term, will have missed more than one full year of schooling by the end of 12 years of education.

Arrival and Collection

Classroom doors open at 8.40 am for students in Pre-primary to Year 6 so they can prepare for the day ahead. Kindergarten classroom doors open at 8.50 am.

It is important that children arrive at school in sufficient time before lessons begin. This allows them to organise their books and materials and prepare for the day ahead. Once teaching has commenced, established routines are in place and students arriving late may miss important learning and interrupt the rest of the class.

While it is important that students arrive on time, it is equally important that they do not arrive too early. Students should not arrive on school grounds before 8.20 am unless they are participating in a school-organised activity that requires an earlier arrival.

Students who arrive prior to the opening of classroom doors are supervised from 8.20 am, usually in the Undercover Area during Terms 1 and 4, and in the Library during Terms 2 and 3.

Please ensure you are punctual when collecting your child after school. If you are running late, please contact the school office on 9266 6000 so that your child can be reassured.

Where students have not been collected by 4.00 pm, the close of the school office, and school staff have been unable to contact parents or emergency contacts, the school may seek support from Child Protection and Family Support Services.

Leaving the School Grounds During the Day

Students are not permitted to leave the school grounds during school hours unless they are collected by a parent or an authorised person. If it is necessary for your child to leave school early for an appointment, parents or carers must report to the school office and sign the child out before collecting them.

This applies at all times during the school day, including recess and lunch. To ensure student safety, classroom teachers will only allow a student to leave the classroom when a Student Release Pass has been issued by the school office. When the student returns to school following the appointment, parents or carers must report to the school office so the student can be signed back in before returning to class.

Behaviour Management

At West Leeming Primary School, we promote a positive and supportive approach to student behaviour, recognising that a safe, respectful and inclusive environment is essential for learning and wellbeing.

Our expectations for behaviour are guided by our Care values:

- Care for Self
- Care for Others
- Care for the Environment

These shared values support students to develop responsibility, empathy and respect for others, while contributing positively to the school community.

When behaviour concerns arise, staff work with students using restorative practices to help them reflect on their actions, repair relationships and make positive choices moving forward.

Further information about behaviour expectations and processes is outlined in the West Leeming Care Strategy: Positive Behaviour, Wellbeing and Engagement Policy, available on the school website.

Bicycle Safety

The National Safety Council recommends that children do not ride bicycles to school independently until they are 9 or 10 years of age, as peripheral vision and directional hearing are still developing before this age. Students younger than this age may ride to school if accompanied by an adult.

For this reason, students in the early years are encouraged to ride to school with a parent or responsible adult. Students who ride bicycles, scooters or skateboards to school are required by law to wear a helmet.

For safety reasons, bicycles, scooters and skateboards must be walked while on school grounds. A bike enclosure is provided for students who ride to school. Electric scooters are not permitted at West Leeming Primary School and should not be brought onto school grounds.

While the school takes reasonable precautions, West Leeming Primary School cannot accept responsibility for the safety of bicycles, scooters or skateboards while they are on school grounds. Students who ride to school are encouraged to secure their bicycle and helmet with a padlock and chain in the bike enclosure.

Communication

Parent–Teacher Contact

West Leeming Primary School values strong partnerships between parents and teachers. Regular communication helps ensure the best outcomes for students and supports a shared understanding of each child’s learning and wellbeing.

Parent information evenings are held at the beginning of each year to provide families with an overview of classroom programs and expectations. Where there is a need to discuss a student’s progress, staff will contact parents to arrange a suitable meeting time. Parents are also welcome to contact their child’s teacher throughout the year if they have questions or concerns.

The school closes for one full day in Semester 1 to allow parents to schedule parent–teacher meetings and discuss their child’s progress in a dedicated one-on-one meeting.

To minimise disruption to classroom learning, parents wishing to discuss matters relating to their child should make an appointment with the class teacher rather than approaching teachers during lesson time.

Parents are requested not to telephone teachers directly during lesson times. In the case of emergencies, please contact the school office on 9266 6000 and messages will be passed on to the appropriate staff member.

Further information regarding communication expectations and processes can be found in the school’s Parent Communication Policy, available on the school website.

Student Information Records

It is extremely important to ensure that the school is kept informed of any change of address, telephone number, emergency contacts or medical details. In the case of illness or emergency, unnecessary delays can be avoided when accurate information is on file. Parents are reminded regularly via the newsletter to update the school of any changes.

Student Update Forms are sent home once a year for parents to check and update the information held on the student database.

Compass

Compass is the school's primary communication platform. Important information from the school, including announcements, event notifications, attendance information and permission forms, is communicated to parents through Compass.

Parents are encouraged to check Compass regularly to stay informed about school updates and their child's learning.

Email

Important information may also be emailed to parents by the school office when required. Teachers may contact parents via email regarding matters specific to their child.

If you wish to discuss information relating to your child, please contact the class teacher directly or arrange a suitable time to meet.

Newsletter

Whole-school information is communicated through the school newsletter, which is published fortnightly. The newsletter is available through Compass and is also published on the school website.

School Website - www.westleeming.wa.edu.au

The school website provides information about school programs, policies and key documents, including newsletters and important updates.

Social Media

West Leeming Primary School also shares news, celebrations and highlights of school events through its official Facebook page. This page showcases student learning and school activities and celebrates the achievements of our school community. Parents are encouraged to follow the school's Facebook page to stay connected with what is happening across the school.

Curriculum and Learning

Teaching and learning at West Leeming Primary School are aligned with the Western Australian Curriculum and Assessment Outline and informed by the Department of Education's Teaching for Impact framework. These guide our approach to high-quality teaching and support the delivery of engaging learning programs that enable every student to achieve their best.

Students participate in learning across all areas of the Western Australian Curriculum, including:

- English
- Mathematics
- Science
- Humanities and Social Sciences
- The Arts
- Technologies
- Health and Physical Education
- Languages

At West Leeming Primary School, strong emphasis is placed on the development of literacy and numeracy, alongside opportunities for students to develop critical thinking, creativity, collaboration and problem-solving skills.

Students also participate in several learning areas taught by specialist teachers as part of the regular school program. These lessons contribute to a broad and balanced curriculum for all students.

Specialist Programs

Specialist programs at West Leeming Primary School include:

- Physical Education
- Music
- Science
- Visual Arts (K-2)
- French (Years 3-6)

Teachers use ongoing assessments to monitor student progress and adapt their teaching to meet the diverse learning needs of students, ensuring that all learners are supported, challenged and able to experience success.

Custody Concerns and Legal Information

Parents and carers are encouraged to inform the school of any Family Court Orders, parenting orders, restraining orders or other legal documents that relate to their child while they are attending school. A copy of any relevant documentation should be provided to the school so staff are aware of any court-determined arrangements regarding parental responsibility, collection arrangements or restrictions on access to a child.

Where legal orders exist, the school will follow the requirements of the order as provided to the school. If the school has not been provided with official documentation, both parents will generally be considered to have equal parental responsibility and access to information regarding their child's education.

The school's approach to family law matters is guided by the Department of Education's School Decision Making in Family Disputes policy, which prioritises the safety, wellbeing and educational interests of the student.

Dogs on School Grounds

To ensure the safety and comfort of all students, dogs are not permitted on school grounds during school hours or when students are present. This includes the oval and applies to dogs both on and off a leash.

Families who walk their children to school with a dog are asked to leave the dog at the school boundary before entering the school grounds.

Emergency Contact Information

Every effort will be made to contact parents or carers in the event of an emergency. It is therefore important that the school has up-to-date contact information for your child.

If there are any changes to your address, email, telephone numbers or emergency contacts, please notify the school as soon as possible so that our records can be updated.

Parents and carers are also asked to provide current workplace contact details, where applicable, so that they can be contacted if required during the school day.

Evacuation and Emergency Plan

The school has procedures in place for the safe evacuation or lockdown of buildings in the event of an emergency, such as a fire, bomb threat or other critical incident.

Emergency procedures are practised regularly throughout the year to ensure that students and staff are familiar with the appropriate actions to take.

Excursions and Incursions

Throughout the school year, students participate in excursions and school-based events, incursions which form an important part of the learning program. These experiences provide valuable opportunities to extend classroom learning and are considered an important part of the school's educational program. Students are encouraged to participate whenever possible.

Parents and carers are notified in advance of these events, including details and costs. Written permission from parents or carers is required before a student can attend. Costs are kept to a minimum wherever possible to support the participation of all students.

Swimming Lessons

West Leeming Primary School participates in the Department of Education's Interm Swimming program. The program involves a series of swimming lessons conducted over a two-week period and is offered to students from Pre-primary to Year 6. Swimming lessons support students in developing important water safety and swimming skills.

Wellbeing 4 Kids Dance

Wellbeing 4 Kids Dance forms part of the Arts (Dance) program for students from Kindergarten to Year 6. This program provides a fun and engaging aerobic dance experience that promotes fitness, confidence and teamwork. Students have the opportunity to perform their dance routine for the school community at the end-of-year Presentation Evening.

Interschool Sport

Students may have the opportunity to represent West Leeming Primary School at interschool sporting events throughout the year. Selection for interschool teams is based on student performance and results from school carnivals and trials, along with consideration of sportsmanship and readiness to represent the school. Further information about the selection process is outlined in the West Leeming Primary School Carnival Selection Policy, available on the school website.

Additional transport or participation costs may apply for some events.

Financial Contributions (Voluntary) and Charges

At the beginning of each school year, parents are invited to support the school through voluntary contributions. In addition, there may be charges for optional activities that form part of the educational program.

West Leeming Primary School Voluntary Contribution

In accordance with the School Education Act 1999, public primary schools may request up to \$60.00 per student per year as a voluntary contribution.

Funds raised through voluntary contributions support the purchase of resources and the delivery of programs that enhance the learning environment for all students. While contributions are voluntary, the support of families is greatly appreciated.

Voluntary contributions can be paid at the school by EFTPOS, direct bank transfer, or through your child's Student Requirements List via Campion.

P&C Voluntary Contribution

The P&C voluntary contribution is separate from the school contribution and is managed by the Parents and Citizens' Association. Funds raised by the P&C support school programs and contribute to the purchase of equipment and resources that benefit students. The contribution is \$30.00 per child, capped at \$90.00 per family. Payments can be made through QuickCliq, by EFTPOS, direct bank transfer, or through the Student Requirements List via Campion.

Charges for Optional Activities

Parents receive a Schedule of Projected Charges outlining the estimated maximum costs associated with their child's education for the following year. These may include activities such as excursions, incursions, swimming lessons, sporting events and cultural activities, as well as activities that apply to selected students, for example, instrumental music or PEAC.

Parents will receive separate notification and permission forms for each activity prior to it taking place, and payment will be requested before the activity occurs.

Parents may choose to make payments in advance to cover the cost of these activities. Any unused funds remaining on a student account at the end of the year will be carried forward to the following year.

Parents experiencing financial difficulties are encouraged to contact the Manager Corporate Services at the school office to discuss payment arrangements in confidence.

Health Procedures

Allergy Awareness

Parents and carers are asked to ensure the school is provided with up-to-date information regarding allergies or medical conditions that may require emergency care. This information is recorded in the school's student health records and may include a Health Care Plan and required medication.

West Leeming Primary School has students who are at risk of anaphylaxis, which is a sudden, severe and potentially life-threatening allergic reaction. Common triggers include peanuts, tree nuts and nut products, although any food may cause an allergic reaction.

Families are asked to support the school in minimising the risk to these students by not providing foods that contain nuts in student lunches.

Other foods that commonly cause allergic reactions include milk, eggs, fish, shellfish, sesame, soy, wheat and lupin.

Students are taught not to share food, and this is a school rule designed to help protect students with allergies.

Further information can be found in the school's Healthy and Safe Food and Drink Policy, available on the school website.

If your child is diagnosed with anaphylaxis, parents are required to provide the school with an ASCIA Action Plan for Anaphylaxis completed by a medical practitioner, notify the school immediately of any changes to the condition and supply any required medication.

Further information regarding anaphylaxis can be found at www.allergyfacts.org.au and www.allergy.org.au

Illness and Accidents at School

West Leeming Primary School is committed to the care, safety and wellbeing of all students.

The school has limited facilities for caring for unwell students. If your child is unwell before school, we ask that they remain at home to help prevent the spread of illness.

If a student becomes ill during the school day, they will be cared for and made as comfortable as possible. If the student is considered too unwell to remain at school, parents or carers will be contacted and asked to collect their child.

Minor injuries will be treated by a staff member. If an injury is considered more serious, medical treatment will be sought.

In the event of a serious accident or severe allergic reaction, an ambulance may be called. Parents or carers will be contacted as soon as possible. Please note that ambulance services may result in a cost to parents. In some emergency situations, an ambulance may be called prior to contacting parents, however every effort will be made to involve parents as early as possible.

Parents are asked to keep the school informed of any changes to contact details, including home, work and mobile phone numbers, as well as emergency contacts. This ensures the school can respond quickly if a student becomes ill or injured.

If a child needs to be excluded from sport or physical education activities, parent or carer advice is required.

Immunisation

The Department of Education supports the Department of Health Western Australia in ensuring that children attending school are fully immunised.

Children commencing school should have received the recommended childhood immunisations, including vaccines for measles, mumps, diphtheria, tetanus and polio.

A copy of your child's Australian Immunisation Register Immunisation History Statement from Medicare is required at enrolment and may be requested by the School Health Nurse at a later date to confirm that immunisations are up to date.

If your child has missed any vaccinations, arrangements can be made through local health clinics or your family doctor.

Infectious Diseases

Information regarding exclusion periods for communicable diseases is provided by the Department of Health Western Australia. Parents and carers are asked to notify the school as soon as possible if their child is diagnosed with an infectious disease.

Common exclusion periods include:

- Chickenpox – exclude until blisters have dried and crusted, usually five days after the rash appears
- Conjunctivitis – exclude until discharge from the eyes has stopped
- Hand, Foot and Mouth Disease – exclude until all blisters have dried
- Head lice – students may attend school once effective treatment has commenced
- Impetigo (school sores) – exclude for 24 hours after antibiotic treatment has commenced; lesions on exposed skin should be covered with a waterproof dressing
- Measles – exclude for four days after the onset of the rash
- Ringworm – exclude until antifungal treatment has commenced for at least 24 hours
- Rubella (German measles) – exclude for four days after the onset of the rash
- Whooping cough (pertussis) – exclude for five days after starting appropriate antibiotic treatment, or for 21 days from the onset of coughing

Further information regarding exclusion periods for communicable diseases is available from the Department of Health Western Australia.

Parents can access the most current information at: www.health.wa.gov.au

As health advice may change from time to time, the school follows current Department of Health WA guidelines when determining exclusion periods for infectious diseases.

Medical Conditions

Parents and carers are asked to ensure that all known medical conditions are recorded when enrolling their child at the school. If your child has a medical condition that may require emergency care, an appropriate Emergency Action Plan or Health Care Plan may need to be completed for school records.

Some students have medical conditions that require ongoing support while attending school. Parents are encouraged to make an appointment with the Principal or Deputy Principal so the condition can be discussed and appropriate arrangements put in place.

Relevant information will be shared with your child's teacher and other staff as required so they are aware of symptoms, management strategies and emergency procedures. Parents are also responsible for ensuring that required medication is provided and kept up to date.

Medication

Students are not permitted to carry or self-administer medication at school unless specific arrangements have been approved by the school.

If your child requires medication to be administered during the school day, parents or carers must complete an Administration of Medication form at the school office. The form must include details such as the name of the medication, dosage and administration instructions.

Medication must be supplied in its original packaging with a pharmacy label clearly showing the student's name and dosage instructions.

School staff are generally not expected to administer treatments that require specialist medical training, such as injections. Staff receive training in the use of EpiPens to respond to emergency anaphylactic reactions.

Homework

Homework at West Leeming Primary School supports the learning program and helps students develop independence, responsibility and organisational skills.

Homework expectations vary across year levels and are communicated by teachers at the beginning of each school year. Tasks are designed to reinforce classroom learning and support the development of important skills such as reading, problem solving and research.

Homework may include activities such as reading, practising spelling or numeracy skills, short research tasks, or online learning activities connected to the classroom program.

Parents are encouraged to support their child by providing a positive environment for homework and encouraging regular reading, however parents are not expected to teach the content.

If your child is experiencing difficulty completing homework or if the workload is becoming excessive, parents are encouraged to contact the classroom teacher so adjustments can be made.

Further information about homework expectations for each year level can be found in the West Leeming Primary School Homework Policy, available on the school website.

Instrumental Music Program

Students in Years 2, 3 and 4 are offered the opportunity to be tested for selection into the Department of Education Instrumental Music School Services program.

Selection is based on musical aptitude as well as factors such as student commitment, attitude and willingness to practise regularly and attend lessons.

Successful students receive free weekly lessons during school hours from specialist instrumental music teachers provided through the Department of Education's Instrumental Music School Services.

At West Leeming Primary School, students may be offered the opportunity to learn instruments such as violin, cello, clarinet, flute, brass, guitar and percussion. A limited number of places are available each year.

Students selected for the program are expected to commit to regular practice and consistent attendance at lessons. They are also provided with opportunities to perform and participate in ensembles, including performances at school assemblies, presentations and special events.

Insurance

Student property is not covered by Department of Education insurance.

The Department of Education does not provide personal accident insurance for students while they are at school or participating in school activities away from the school site. Parents and carers are responsible for ensuring that their children are adequately covered by private insurance for accidents that are not caused by defects or negligence on the part of the Department or its employees.

Parents who wish to take out student accident insurance will need to arrange this privately at their own expense.

Information Technology

Internet Use

Students at West Leeming Primary School access digital technologies and the internet as part of their learning programs.

As part of the enrolment process, parents are asked to complete an Online Services Consent form which allows students to access Department of Education online services and approved digital learning programs. This consent enables students to be issued with a Department of Education login and password to access school computers and online learning systems.

Students and parents are also required to agree to the Online Services Acceptable Use Agreement, which outlines expectations for safe and responsible use of school technologies and online environments. This agreement supports the school's Code of Conduct and expectations for respectful online behaviour.

In line with Department of Education policy, parent consent is also required for specific third-party applications or websites used for educational purposes where limited student information may be provided to an online service.

Student Devices

Students from Kindergarten to Year 6 have access to digital technologies that support and enhance their learning.

In Kindergarten to Year 2, students have shared access to iPads within their classrooms.

In Year 3, students are introduced to a school-funded 1:1 device program, allowing each student access to a dedicated device at school. Teachers support students to develop safe and responsible digital practices while using a range of applications to create, collaborate and demonstrate their learning.

From Year 4, students participate in a Bring Your Own Device iPad program, enabling them to continue developing their digital skills and supporting learning both at school and at home.

Library

West Leeming Primary School is fortunate to have a spacious Library Resource Centre. The library is staffed by a Library Officer who is available from 8.30 am to 3.30 pm, Tuesday to Thursday, to assist students, staff and parents in locating resources.

Classes are scheduled to visit the library each week. Students are expected to return their library books each week, however books may be renewed if required.

Students who wish to change their books outside their scheduled library session may do so before or after school on Tuesday, Wednesday and Thursday. After school hours, students must be accompanied by a parent or carer.

Students are required to bring a library bag to protect borrowed books. A fabric bag with a drawstring top is recommended.

Parents are asked to replace books that are lost or damaged.

If a book is lost, please notify the library. If the book cannot be located after a reasonable search, payment for the replacement cost of the book will be requested. If the book is found and returned in good condition, the payment will be refunded.

If a book is damaged, please return it to the library and inform staff so it can be repaired appropriately. Please do not repair books with sticky tape, as this can cause further damage. If the book cannot be repaired, the replacement cost will be requested.

The library also includes a Parent Zone, where parents can borrow books and resources related to supporting children's learning and wellbeing.

Mobile Phones

The Department of Education does not permit student use of mobile phones in public schools, except for approved medical or teacher-directed educational purposes.

The term mobile phones includes smart watches and other electronic communication devices, apart from school-endorsed BYOD iPads.

We acknowledge that some parents and carers request that their child bring a mobile phone to school for before and after school safety reasons. Students who bring a mobile phone to school must keep the device switched off or on silent in their school bag during the school day and may not access it until the end of the school day.

Smart watches must be placed in aeroplane mode so that calls or messages cannot be sent or received during the school day.

Headphones or earbuds may be used when directed by a teacher for learning activities on school devices or BYOD iPads.

The school accepts no responsibility for the loss or damage of mobile phones or devices.

Further information can be found in the West Leeming Primary School Mobile Phone Policy, available on the school website.

Morning Tea and Lunch

Each day, please provide your child with:

- a labelled drink bottle filled with water
- Crunch & Sip, fruit or vegetables
- morning tea
- lunch

Students participate in Crunch & Sip, where they are encouraged to eat a healthy snack of fruit or vegetables during the morning session.

Parents are asked to refer to the Healthy and Safe Food and Drink Policy when preparing their child's lunch.

The P&C operates a canteen service twice a week, Tuesday and Friday, with lunches prepared by the Leeming Senior High School canteen.

Lunch orders are placed online through QuickCliq.

Parent volunteers are required on canteen days to assist with sorting and distributing lunch orders.

OSHClub – Before and After School Care

OSHClub provides before and after school care onsite at West Leeming Primary School. The program offers families with primary school-aged children a safe, supervised and engaging environment before school, after school, during school holidays and on School Development Days.

Information packs about the program are available from the school office. Parents can also visit www.oshclub.com.au for further details and enrolment information.

Children must be registered with OSHClub and have a confirmed booking to attend the program.

Parking Around West Leeming Primary School

To ensure the safety of all students, parents and community members are asked to adhere to designated parking areas and traffic signage around the school.

Please slow down when driving near the school and use the designated parking areas and the Kiss and Drop zone correctly to help keep our students safe.

ACROD/Disabled Parking

ACROD parking bays are available in the parent car park, staff car park and council car park.

Parent Car Park

The car park closest to the Early Childhood classrooms is recommended for families with younger children, as these families may have prams, toddlers or younger siblings.

Council Car Park

The council car park located beside the Community Hall on Westall Terrace is recommended for families with students in the middle and upper primary years. This parking area is also shared with Community Hall users and the wider community.

Staff Car Park

Parents are asked not to use the staff car park for student drop-off or collection. This area is reserved for staff and vehicles entering or leaving the car park during busy periods can create safety hazards for students.

Kiss and Drop

The Kiss and Drop zone, located on Westall Terrace in front of the Administration building, is designed for quick drop-off and pick-up only.

Parents must remain in their vehicle in this zone. Parking or leaving vehicles unattended in this area is not permitted between 8.00 am and 9.00 am and 2.30 pm and 3.30 pm.

Parents arriving early to collect children are asked to park in the designated car parks rather than waiting in the Kiss and Drop zone, as this can cause congestion.

Please note that parking infringements may be issued by the City of Melville if parking regulations are not followed.

Parent Involvement

West Leeming Primary School values the support and involvement of parents and carers in the school community.

Parents can become involved in a variety of ways, including attending School Board or P&C meetings, assisting in classrooms, supporting excursions, attending assemblies, sporting events and other school activities.

Volunteering provides valuable support for the school and helps strengthen the connection between home and school.

All volunteers are required to complete a Volunteer Declaration Form before working with students.

In accordance with Department of Education requirements, non-parent volunteers over the age of 18 must hold a current Working With Children Check. Parent volunteers are not required to hold a Working With Children Check.

Personal Requirements (Book List)

While the school provides many learning resources, parents are required to supply certain personal stationery items for their child.

Student requirements lists are distributed towards the end of each year or upon enrolment. While the school provides a recommended supplier, families are not obliged to purchase items from this supplier.

Book lists are also available on the school website.

Parents are encouraged to regularly check and replenish stationery items throughout the year.

Photographs

Publishing Student Photographs

West Leeming Primary School may use student photographs in a range of school publications such as newsletters, local newspapers, graduation books, the school website and the school's official social media platforms. These images help celebrate student achievements and share school events with the wider community.

Parental permission is required before student photographs are published. Permission is obtained through the Photo Permission Form completed at enrolment, or through an updated form issued by the school at another time if required.

Parents, carers and visitors who take photographs or videos at school events, such as assemblies, performances or sporting events, are asked to be mindful that their images may include other students. We request that photos or videos of other students are not shared online or on social media platforms.

Annual School Photos

Professional school photographs are taken each year. This includes individual student photographs, class photographs and selected group photographs.

Information about school photo days will be communicated to families through the school newsletter and Compass.

Policies

West Leeming Primary School has a range of policies and guidelines that inform and support decision-making, planning and processes within the school.

These documents are available on the school website under Our School / Community Support / Policies and provide parents and families with information about how key processes operate at the school.

The following policies are available on the website:

- Carnival Selection and Participation Policy
- Class Placement Policy
- 1:1 Device Policy
- Care Strategy: Positive Behaviour, Wellbeing and Engagement
- Healthy and Safe Food and Drink Policy
- Extreme Weather Procedure
- Parent Communication Policy
- Homework Policy
- Mobile Phone Policy
- Student Dress Code Policy

Raising Concerns or Complaints

West Leeming Primary School values respectful and open communication with families. If parents or carers have a concern, they are encouraged to raise it early so that it can be addressed promptly and constructively.

In most cases, concerns relating to a student's learning, wellbeing or classroom matters should first be discussed with the class teacher. If further support is required, parents may then contact a Deputy Principal or the Principal.

The school will work with families to resolve concerns in a fair, respectful and timely manner. Where required, concerns may be managed in line with the Department of Education's complaints and dispute resolution processes.

Reporting to Parents

Formal written reports outlining student progress and achievement are provided to parents twice each year, at the end of Semester 1 and Semester 2.

Reports follow the Department of Education reporting requirements for Western Australian public schools and provide information about your child's achievement and progress across the learning areas.

In addition to formal reports, opportunities are provided throughout the year for parents to meet with teachers to discuss their child's learning and progress.

School Development Days

Students do not attend school on School Development Days.

These days provide staff with opportunities to participate in professional learning and school planning activities.

Dates for School Development Days are published in the school newsletter at the end of the year in preparation for the following year and are also communicated again at the beginning of the school year.

School Gates

To regulate the flow of visitors during the school day, school gates are locked once the school day begins.

In the afternoon, gates are opened 15 minutes prior to the end-of-day siren.

Students or parents arriving or departing during the school day must enter the school through the administration office and sign in or out.

School Security

West Leeming Primary School is connected to the Department of Education's central security monitoring system, which provides surveillance of school buildings when they are not occupied.

If you observe vandalism or suspicious activity at the school, please report it to:

Education Security: 9264 4632

School Watch: 1800 177 777 (free call, 24 hours)

School Times

Year Level	Doors Open	Start	Breaks	Finish
Years 1–6	8.40 am	8.55 am	Recess: 11.05 am – 11.25 am Lunch: 12.55 pm – 1.35 pm	3.05 pm
Pre-primary	8.40 am	8.55 am	Break 1: 10.45 am – 11.25 am Break 2: 12.30 pm – 1.20 pm	3.05 pm
Kindergarten	8.50 am	8.50 am	Break 1: 10.45 am – 11.25 am Break 2: 12.30 pm – 1.20 pm	2.50 pm

Sport Factions

West Leeming Primary School has four factions:

- Canning – Blue
- Curtin – Gold
- Hackett – Green
- Murdoch – Red

New students are allocated a faction at enrolment. Siblings are placed in the same faction.

Faction shirts can be purchased from the school uniform shop and may be worn on sports days and at faction carnivals.

Students at Educational Risk

West Leeming Primary School is committed to supporting students who may be at educational risk.

Where students experience difficulty in aspects of their learning, teachers implement differentiated teaching strategies and targeted support to address individual needs. The school uses a Multi-Tiered System of Support (MTSS) to identify and respond to student needs through a graduated approach to intervention.

If additional support is required, the school has access to a range of strategies to assist students. These may include:

- small group instruction delivered by teachers or education assistants
- consultation with specialist staff such as the School Psychologist and the Student Services team
- the development of documented plans in consultation with parents where appropriate

Parents and carers are involved in discussions regarding their child's progress and the support strategies that may be implemented.

Sun Smart Procedures

West Leeming Primary School is a registered SunSmart School and is committed to protecting students from the harmful effects of ultraviolet (UV) radiation. The school follows SunSmart guidelines to promote safe practices when students are outdoors.

Students are encouraged to practise sun-safe behaviours throughout the year. These include:

- wearing the school hat during outdoor activities and break times
- bringing a water bottle to remain hydrated

West Leeming Primary School follows a “No Hat, Play in the Shade” approach. Students who do not have a hat will be required to remain in shaded areas during outdoor play.

Parents are encouraged to apply sunscreen to their child before school. Sunscreen is also available at school for students to apply.

During periods of extreme heat or high UV levels, outdoor activities may be modified to ensure student safety. Further information is available in the school’s Extreme Weather Procedures, available on the school website.

Uniform and Dress Code

West Leeming Primary School has a Dress Code endorsed by the School Board, in accordance with the Department of Education Dress Codes for Students in Public Schools Policy. The school uniform promotes a sense of community, identity and safety for students and contributes to a positive school culture.

The full Student Uniform and Dress Code Policy is available on the school website under Our School / Community Support / Policies.

Parents are asked to ensure that all removable clothing is clearly labelled with their child’s name.

Student Uniform (Pre-primary – Year 6)

Uniform options include:

- polo shirt with the current school logo
- zip-front polar fleece or microfibre jacket with school logo
- navy shorts, navy track pants, navy pleated skirt or navy skort

Plain navy or black leggings or stockings may be worn underneath the uniform.

From 2026, students in Pre-primary to Year 6 are expected to wear uniform items featuring the current West Leeming Primary School logo.

Faction T-shirts

West Leeming Primary School has four factions:

- Canning – Blue
- Curtin – Gold
- Hackett – Green
- Murdoch – Red

Faction shirts may be worn for physical education lessons, school sport and faction carnival days.

Footwear

Students are required to wear enclosed, secure footwear suitable for learning and physical activities.

Hats

Students are required to wear the school hat.

West Leeming Primary School follows a No Hat, Play in the Shade approach, which applies throughout the year.

Early Childhood Students

Kindergarten students are encouraged to wear the Early Childhood coloured T-shirt. They may also wear the school uniform polo shirt.

Graduating Year 6 Students

Year 6 students may wear the Year 6 Leavers' polo shirt in place of the standard school polo shirt.

Free Dress

Free dress days may be held to support school or community fundraising activities. Students are expected to wear neat, appropriate casual clothing, including enclosed footwear that allows them to safely participate in normal school activities.

Modification or Exemption

Requests for modification or exemption from the dress code may be considered for cultural, religious, medical or other reasonable grounds. Parents should make an appointment with the Principal to discuss individual circumstances.

Uniform Shop

Uniform items are available through the West Leeming Primary School Uniform Shop, operated by the P&C.

Orders can be placed online through QuickCliq and delivered to classrooms or collected from the Uniform Shop.

The Uniform Shop is located in the Undercover Area and is open Fridays from 8.30 am to 9.00 am. Families may try on items, purchase second-hand uniforms and collect online orders during this time.

Please note that the Uniform Shop is closed during the final week of each term for stocktake. Parents will be notified of any additional opening hours.

How Parents May Become Involved

Parents and Citizens' Association

West Leeming Primary School has a strong tradition of parent involvement. The West Leeming Parents and Citizens' Association is an active and supportive group that contributes significantly to the school community.

All parents and interested community members are encouraged to attend P&C meetings, which are held in the school library on Monday evenings usually of Weeks 3 and 8 each term at 7.30 pm. An Annual General Meeting is held in February to elect voluntary office bearers and welcome families to the new school year.

Throughout the year, the P&C raises funds through a range of activities, some of which are social in nature. These events help to build school spirit and strengthen connections between the school and families.

The P&C also operates the Uniform Shop, coordinates the lunch order service and supports a number of subcommittees that assist the school.

Funds raised by the P&C contribute to programs, resources and facilities that enhance the educational experience for students at West Leeming Primary School.

Each year, parents may also volunteer to be a Class Representative, acting as a liaison between the school and families within the class. At enrolment, parents are asked to complete a P&C Communication Permission Form, which allows their contact details to be shared with the P&C for communication purposes.

School Board

The West Leeming Primary School Board comprises the Principal and elected parent and staff representatives.

School Boards are established under the School Education Act 1999 and play an important governance role within the school.

The Board works with the Principal to support the strategic direction of the school, including contributing to the development of the school's Business Plan, endorsing key policies and reviewing aspects of school performance.

By sharing responsibility for decision-making in areas such as school priorities, fees and charges, book lists, sponsorship and the dress code, the Board helps ensure the school reflects the views and expectations of the community.

The School Board focuses on governance rather than day-to-day management. Responsibility for the management and operation of the school remains with the Principal.

Further information about the School Board and the school's Business Plan is available on the school website.

School Services

West Leeming Primary School supports students through a multi-tiered system of support, which provides a range of strategies and services to meet students' academic, social and emotional needs. Most students are supported through classroom programs and whole-school approaches, while some students may require additional targeted or individual support.

Academic extension opportunities are available for students who demonstrate advanced learning needs, including school-based extension programs and the Primary Extension and Challenge program.

Students who require additional literacy support may participate in targeted intervention programs such as the Reading Tutor Program, MiniLit and MacqLit. These programs provide structured support to help students strengthen their reading and literacy skills.

Where appropriate, the school may also work with specialist staff and external services to support students and families.

Dental Therapy

The School Dental Service provides free general and preventative dental care for Western Australian children from Pre-primary to Year 11 who have completed an enrolment form. Enrolment is voluntary and children will only receive treatment with parental consent.

A School Dental Therapy Centre is located at Leeming Primary School, Meharry Road, Leeming. This service operates throughout the year and parents can contact the centre on 9332 3194 between 8.15 am and 4.30 pm, Monday to Friday, to make an appointment.

The centre also conducts dental screening for students in Pre-primary, Year 3 and Year 6.

School Chaplain

West Leeming Primary School has a School Chaplain who works at the school 2 days each week. The chaplain is an important part of the school's pastoral care program and supports students, families and staff.

The chaplain may provide support in areas relating to social, emotional and general wellbeing.

School Nurse

The school nurse visits the school periodically throughout the year. The nurse is involved in health screening programs for Kindergarten and Pre-primary students, and may provide advice or support regarding student health and wellbeing.

Referrals to the school nurse may be made through the school administration or Student Services team.

School Psychologist

The school is supported by a School Psychologist, who works at the school one day per week to provide advice and assistance in areas relating to learning, behaviour, social and emotional development.

Access to psychology services is based on student need and is prioritised by the school leadership team in consultation with the class teacher and parents. Parental consent is required before any individual assessment or intervention occurs.

Student Leadership

West Leeming Primary School provides opportunities for students to develop leadership skills and contribute positively to the school community.

Students in Year 6 may apply for a range of leadership roles including Student Councillors, Faction Captains, Visual Arts Captain and Science Captains. Student leaders represent the student body, support school events and assemblies, and contribute to building a positive school culture.

Student Councillors also provide opportunities for student voice, allowing students to share ideas, provide feedback and contribute to decisions that support the improvement of the school community.

These leadership roles encourage students to demonstrate the school's Care values and develop responsibility, confidence and a strong sense of contribution to the school.

Student Wellbeing

West Leeming Primary School places a strong emphasis on student wellbeing, recognising that students learn best when they feel safe, supported and connected to their school community.

Our approach to wellbeing is guided by our Care values – Care for Self, Care for Others and Care for the Environment. These values support students in developing respectful relationships, resilience and a strong sense of belonging.

Students are supported to develop emotional awareness, self-regulation and positive relationships through a range of wellbeing programs and practices implemented across the school. This includes the use of the Zones of Regulation framework, which helps students recognise and manage their emotions and develop strategies for self-regulation.

Student wellbeing is further supported through positive classroom environments, restorative practices and access to support services where required. The school works closely with families to ensure students are supported both academically and socially.

Further information about behaviour expectations and support processes is outlined in the West Leeming CARE Strategy: Positive Behaviour, Wellbeing and Engagement, available on the school website.

Visitors to the School

To support the safety of students and staff, all visitors to West Leeming Primary School are required to report to the administration office on arrival.

Visitors attending the school during the day must sign in and follow the school's visitor procedures. This includes parents, volunteers, contractors and other community members.

Parents and carers are asked not to go directly to classrooms or other areas of the school during the school day unless directed to do so by staff. If you need to deliver a message, lunch item or other important information to your child, please do so through the school office.

At the end of their visit, visitors are required to sign out through the administration office.

Working Together

At West Leeming Primary School, we value the strong partnerships that exist between students, staff and families. When schools and families work together, students are best supported to achieve success in their learning and wellbeing.

We encourage open communication and welcome opportunities to work collaboratively with parents and carers to support every child's growth and development. Our staff are committed to providing a safe, inclusive and engaging learning environment where students feel valued, challenged and supported.

Thank you for being part of the West Leeming Primary School community. Together, we can continue to empower our students and embrace a culture of opportunities for success.