

PARENT INFORMATION



West Leeming Primary School

Westall Terrace

LEEMING WA 6149

Tel: 9266 6000

Website: www.westleeming.wa.edu.au

WELCOME TO WEST LEEMING PRIMARY SCHOOL

OUR SCHOOL

At West Leeming Primary School, we believe our students learn best when supported with teaching and learning experiences that challenge them to strive to be their very best. The school opened in 1986 to service the growing urban development in the western end of the suburb of Leeming. Our school vision *empower and embrace a culture of opportunities for success* ensures that students remain at the forefront of all decisions. The provision of an engaging, supportive and innovative learning environment is essential to ensure an exceptional educational experience for all students at West Leeming.

West Leeming Primary School is proud of its culture of providing a range of opportunities for our students to experience success. The school has highly motivated students, dedicated staff and a supportive school community. At West Leeming Primary School, we promote an educational environment whereby learning is inclusive and different learning styles are recognised and engaging. Our clear vision and shared leadership structures engages all stakeholders in the education process.

Alongside academic excellence, our dedicated teachers and allied professionals understand that children need to learn in an environment that supports positive mental health. This is achieved through a comprehensive approach to student wellbeing that supports the development of the social, emotional, psychological and physical needs of every child.

West Leeming Primary School values and encourages strong partnerships with the parents and carers of our students and the community to which they belong. Families at our school are actively engaged in their child's educational journey, as we work together, to provide a school experience that is academically, socially and emotionally rewarding for all students.

OUR VISION

Empower and embrace a culture of opportunities for success.

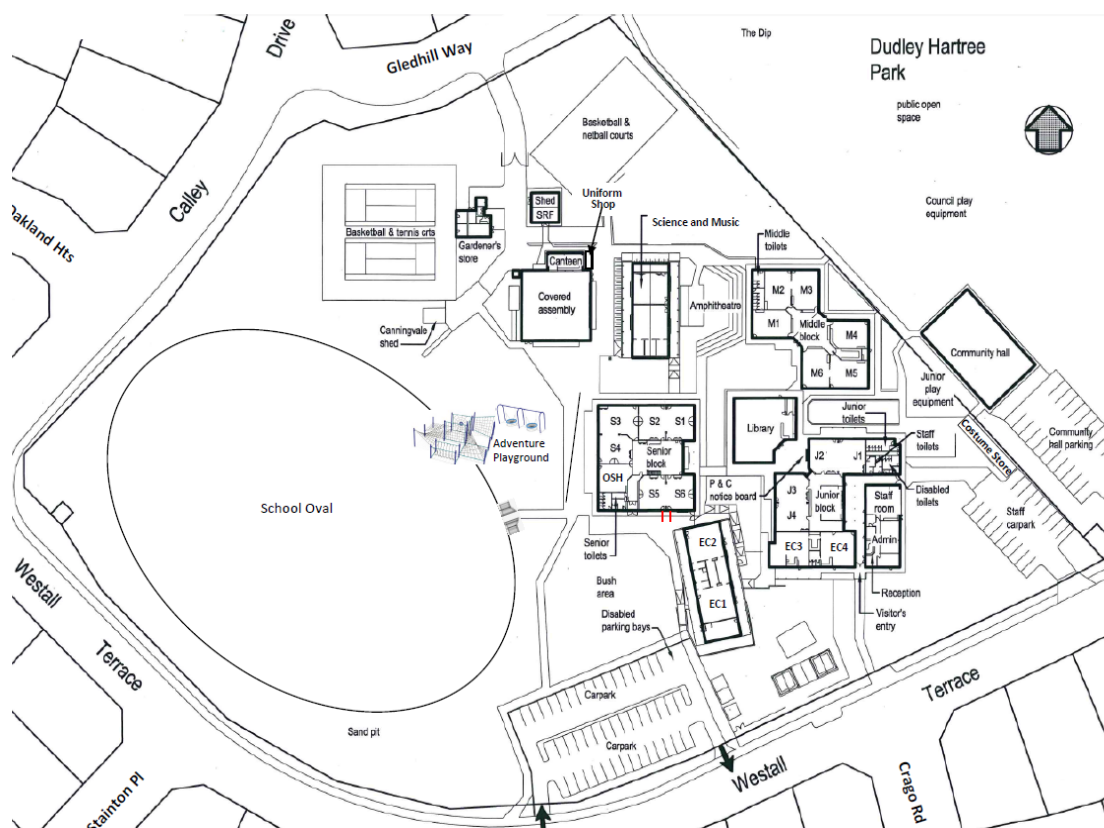
OUR VALUES

CARE – At West Leeming we **CARE**

- ◆ Care for Myself
- ◆ Care for Others
- ◆ Care for Environments

Please keep this handbook for reference as it should provide answers to most questions you may have in relation to the functioning of the school. If you have questions that are not answered within the booklet, we encourage you to ask and we will be happy to provide the information.

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 allow your child to reach his or her potential.



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SCHOOL INFORMATION

EARLY CHILDHOOD: KINDERGARTEN and PRE-PRIMARY

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 should be dropped off and collected from their classroom by a parent or an authorised adult. It is important that you remain with and supervise your child until the door is opened in the morning.

If you know you are going to be unavoidably late, please let us know. Please phone the school office on 9266 6000 and ask to be put through to the Kindergarten /Pre-primary room.

In the interest of your child's safety and welfare, children will not be allowed to leave the Early Childhood classroom unaccompanied or with a person other than their parents or legal guardian, without your permission.

If someone other than yourself is coming to collect your child, we need to have permission from you. This can be done by completing an office consent form which gives other people permission to collect your child throughout the year or we have a diary in the classroom that you can write in for occasional collections (e.g. if you have organized a play date during that day/week). Please speak with us if there are any custody/safety issues regarding your child.

SCHOOL TIMES (EARLY CHILDHOOD)

	Start	Breaks	Finish
Pre-primary	8:55am	Break 1: 10.45am - 11.25am Break 2: 12.30pm - 1.20pm	3:05pm
Kindergarten	8:50am	Break 1: 10.45am - 11.25am Break 2: 12.30pm - 1.20pm	2:50pm

PARENT HELP

Your attendance as a helper in the Kindergarten or Pre-primary is extremely valuable to your child (who will see you in a different role), the teacher and the class. A roster will be placed on the classroom pin-up board for you to add your name in early Term 1.



SETTLING INTO SCHOOL

To help your child settle into formal school routines, parents are encouraged to assist their child to understand the following:

- Their name – knowing their address and telephone number is also very helpful.
- How to take off and put on outer clothes – including putting on and taking off shoes.
- It is important to wash hands after a visit to the toilet.
- It is important to use good manners and to speak to others politely.

More detailed information regarding Kindergarten can be found in the Kindergarten handbook.

SCHOOL INFORMATION

WHOLE SCHOOL: KINDERGARTEN - YEAR 6

ACADEMIC EXTENSION

School-based Extension: We offer school-based enrichment and extension programs to students who have been identified as academically talented from Years 3 to 6. These project-based extension programs are designed to develop problem solving and reflective skills in a collaborative working environment. Additional information is available on the [school website](#).

PEAC: Primary Extension and Challenge Program: This Department of Education regional program caters for academically talented students identified through testing in Year 4. In Years 5 to 6, these students are offered access to PEAC where courses are designed to extend their knowledge and understanding beyond that which can be provided in the child's classroom. The programs offer social interaction with other gifted and talented peers, intellectual rigour and challenge, development of higher order thinking skills and open-ended activities which encourage choice and negotiation.

Program details are provided to parents throughout the year.

Transport to and from PEAC is a parent responsibility.

ASSEMBLIES

Regular assemblies, held on a Thursday at 8.55am in the Undercover Area, occur throughout the term. Please refer to the newsletters and term planners on the school website for dates. The assemblies highlight student learning, outstanding achievement and interpersonal skills.

Each class (Years 1 - 6) takes a turn in leading the assembly and performing an item. Merit certificates are awarded by class teachers at these assemblies. The student leaders contribute to the organisation of the assembly.

Parents and families are most welcome to attend assemblies.

Pre-primary children attend assemblies in Semester 2.

Assembly Awards: The recognition of student achievement takes many different forms, formal and informal. The following formal awards are presented at each assembly 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 any of these awards.

ATTENDANCE—ARRIVAL AND COLLECTION

Class doors open in the morning at 8.40am so students can prepare for the day ahead.

It is important that children arrive at school in sufficient time prior to the commencement of lessons. They need time to organise their books and stationery and prepare for the day ahead. Once teaching has commenced, a timetable with established routines operates and children arriving late not only miss the commencement of lessons but also interrupt the remainder of the class.

While it is important not to arrive late for school, it is equally important that children do not arrive too early. Students should not arrive on school grounds unsupervised prior to 8:30am, unless they are participating in school-organised activities that require an earlier arrival time. If students do arrive early, they will be supervised from 8:20 am onwards in the undercover area during Terms 1 and 4, and in the library during Terms 2 and 3. While it is expected that no student should be on the school site before this time, if on occasion it occurs, students are asked to wait on the benches outside the library.

Please be punctual to collect your child after school. However, if you are running late, please telephone the office on 9266 6000 so your child can be reassured. Children get distressed easily if they are left waiting to be collected. Where students are not collected by 4.00pm (close of office hours) and school staff have been unable to contact you or other emergency contacts, Family and Children Services may be contacted.

Leaving the school grounds during the school day: Students are not permitted to leave the school grounds during school hours, unless collected by a parent or authorised person. If it is necessary for your child to leave early any time during the day for an appointment, parents must sign the child out at the school office. This includes during recess and lunch.

To ensure student safety, permission to leave early will not be granted by the classroom teacher unless parents present the 'Student Release Pass' from the school office. When the student returns to school from the appointment, please report to the school office where the student will be signed back in to school.

ATTENDANCE—ABSENCES

To ensure children absent from school are safe, parents are asked to inform the school on the day (before 10.00 am) if your child will be absent. This can be done by sending an SMS to our student absentee line on 0438 942 201 or by calling the school office on 9266 6000 to advise the school of the absence. The child's class teacher will then be informed.

Failure to contact the school may result in your child/ren being marked as 'UNEXPLAINED' on their attendance record.

Arriving Late at School: The classroom rolls are electronically marked at the beginning of each day. When a student arrives at school after 9.05am, parents are requested to report to the school office where the student will be issued with a "Late Pass". This pass is handed to the classroom teacher and a late status is recorded in the school's computerised attendance register.

Sickness, appointments: If your child is unwell, has an appointment or and will not be attending school, please contact the school prior to 10.00am.

Vacations: Family holidays during school terms are not encouraged as absence during school terms may disrupt a child's learning and their social development with friends. As these absences do not meet the criteria legally defined for children missing school, it is school policy that, no work will be set for students to take with them during their period of absence.

As it is a legal requirement that children attend school, all family holidays taken during the school term must be applied for approval in writing to the Principal prior to the holiday. Please include dates and reasons for holidays. These absences are recorded as 'unauthorised vacation' as the Education Act requires school-age children to attend school, unless unwell.

Please note: A child who has an annual 90% attendance rate (missing school 5 days each term) will complete their 12 years of schooling having missed over a year of school!



BEHAVIOUR MANAGEMENT

The school has a restorative approach to behaviour management. This aligns with the Department of Education's recommended procedures. Three guiding principles of Care for self, Care for others and Care for environments support our students to develop positive behaviours. A copy of our '[Care Strategy - Care and Behaviour Management process](#)' is available on the school website.

BICYCLE SAFETY

The National Safety Council recommend children not ride a bike to school until they are nine or ten years of age. Neither peripheral vision nor directional hearing has developed sufficiently to give warning signs before this age. Children are therefore not encouraged to ride to school before Year 4 unless in the company of an adult.

Children who ride bikes are required by law to wear helmets. Bicycles must be walked in and out of the school grounds. The school provides a bike shed for children who ride to school. Whilst every precaution is taken, we cannot accept responsibility for the safety of bicycles, skateboards or scooters at school. Those riding to school should ensure that their bike and helmet are secured with a padlock and chain in the bike enclosure.

COMMUNICATION

Parent/Teacher Contact: Regular contact with class teachers is encouraged at West Leeming Primary School. Parent information evenings are held at the beginning of every year. Where there is a need to discuss a student's progress, staff will contact parents to organise a suitable interview time.

The school will shut for half a day in Semester 1 for our annual Parent/ Teacher meetings for parents to schedule a one-on-one meeting to discuss their child's progress.

Parents are welcome to discuss matters regarding their children with the teacher at any time throughout the year. This is to the mutual advantage of parents, children and teachers. To save disruptions to normal class routine, parents wishing to discuss any aspect of their child's progress should make an appointment to see the teacher.

Parents are requested not to phone teachers during lesson times. In the case of emergencies, parents are asked to telephone the school office on 9266 6000 and staff will ensure messages are delivered.

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 we have on our student database.

COMMUNICATION (cont'd)

Emails: Important information is emailed to parents by the office as required. Class teachers also email parents about information relevant to their students. For information specific to your child, please speak to the teacher or email them directly.

SeeSaw and Connect: In addition to email, teachers use SeeSaw (Kindergarten-Year 2) and Connect (Year 3-Year 6) to communicate information about the learning program with parents. Information about how to access SeeSaw and Connect is available through the class teacher or the school office.

Newsletters: Whole school information is communicated fortnightly through the school newsletter. An electronic copy of the school newsletter is emailed to parents and is also posted on the website and on the school app, School Stream.

School Stream App: School Stream is the app the school uses to communicate short messages efficiently with the entire school.

To install the app, just search for School Stream in either the Apple App Store or Google Play Store. Download and install; then search for our school. More detailed instructions can be found at <https://www.schoolstream.com.au/download/>.

If you don't have access to a smartphone, you can access the app on your pc or laptop at this link:

<https://westleeming.myschoolstream.net/?style=embed>

Absentee Line: SMS 0438 942 201 to advise the school if your child will be absent from school and the reason for the absence. Please note this is not a physical phone and any attached document is not sent through.

School Website: www.westleeming.wa.edu.au The newsletters, as well as other documents and information, are easily accessible from the site.

CUSTODY CONCERNS AND LEGAL INFORMATION

Parents and carers are encouraged to inform the school of any Family Court Orders or other orders which are applicable to their children whilst at school. A copy of any Family Court Orders should be supplied to the school so staff members are aware of court assigned family arrangements, restricted access etc. Documentation is required otherwise both parents are deemed to have equal rights of access.

DOGS ON SCHOOL GROUNDS

As some children are scared of dogs, they are not permitted on the school grounds. This includes the oval and also applies to dogs on leashes. Those families walking to school with their dog are requested to leave the dog at the school boundary.

EMERGENCY CONTACT INFORMATION

Every attempt will be made to contact parents in the event of an emergency, however it is important that we have up to date contact information for your child. If there are any changes to your address, email, phone numbers or emergency contacts, please let us know immediately so that we can update our records.

Working parents are requested to keep the school informed of their employment address and contact number.

EVACUATION AND EMERGENCY PLAN

The school has a plan for a speedy evacuation or lockdown of the buildings in the event of bomb threat, fire or similar. These procedures are practised and refined each year.

EXCURSIONS/INCURSIONS

Throughout the school year, your child will be involved in excursions and school-based events (incursions) which play an important part in the learning program of all classes. All children are encouraged to participate in planned excursions and incursions as they form part of the education program at school.

Parents are notified in advance of such events (including details and costs). Written permission for children to attend must be provided by parents. Costs are kept to a minimum to enable the attendance of all children.

Swimming Lessons: Our school is fortunate to be able to provide school swimming lessons. The program involves a series of lessons over two weeks and is offered to students from Pre-primary to Year 6.

Wellbeing 4 Kids Dance: This is part of the Arts (Dance) program for all students, Kindy to Year 6. Wellbeing 4 Kids Dance is a fun-filled, aerobic dance experience where students perform their dance for the community at the end-of-year Presentation Evening.

Interschool Sport: Students may qualify to represent the school at interschool sporting events. Additional transport costs may be incurred.

FINANCIAL CONTRIBUTIONS (VOLUNTARY) AND CHARGES

The School and P&C Voluntary Contributions are requested at the beginning of the school year. **These are two separate accounts.**

WLPS Voluntary Contribution

In accordance with the School Education Act (1999), primary schools may ask up to \$60.00 per child per year for school fees which are referred to as Voluntary Contributions. Schools rely upon the payment of voluntary contributions to purchase items to enhance the educational experience for all students. Your decision to support the school's endeavours through payment of the Voluntary Contributions is greatly appreciated and amounts to the equivalent of \$1.50 per week.

Voluntary contributions can be paid at the school with EFTPOS, direct credit into the school's bank account or through your child's student requirement list (booklist) through Campion.

WLPS P&C Voluntary Contribution

The Parents and Citizens Voluntary Contribution is a separate contribution, used by the parent body to support the teaching and learning program and assist with the purchase of equipment and resources in line with the school's priorities. The P&C work in conjunction with the school to enrich your child's experience.

This voluntary contribution is \$30.00 per child capped at \$90.00 per family. Payment can be made online via the Quickcliq website at <http://www.quickcliq.com.au>, with EFTPOS, direct credit into the school's bank account or through your child's student requirement list (booklist) through Campion.

Quickcliq is a P&C account and is separate to the school account.

Charges for Optional Activities (Incursions and Excursions)

During the first week of December, parents are provided with a 'Schedule of Projected Charges' which outlines anticipated costs associated with your child's education the following year. This includes projected maximum costs of activities such as excursions, swimming lessons, sporting and cultural events and activities which are applicable to some but not all students (e.g. PEAC and instrumental music).

Notes or permissions slips will be sent home for each activity as it approaches, and you will be asked to make payment prior to your child participating in that activity. Parents have the option to make a bulk payment at the commencement of the year to cover the cost of these activities. Any funds left at the end of the year will be rolled into the following year.

WLPS School Board supports the option of payments in advance for incursions and excursions. This will ensure there is enough bulk money on the student's billing account to cover costs for 2025. This is the preferred method of payment and is intended to be more convenient for parents.

During the year, reminders for unpaid billing items are sent out to families.

Should you be experiencing financial difficulties, you are invited to discuss the matter in confidence with the Manager Corporate Services in the School Office.



HEALTH PROCEDURES

Allergy Awareness: Parents are asked to ensure that all current information regarding allergies and conditions which may require emergency care and procedures is provided to the school office for inclusion in the school's records. This accompanies an emergency *Health Care Plan* along with any required medication.

We have children throughout the school who have the potential to suffer anaphylaxis. This is a sudden, severe and potentially fatal allergic reaction to certain foods, especially peanuts, tree nuts and nut products. It is important to understand that even traces of nuts can cause anaphylaxis. The sensitivity is such that these children can have a reaction from just touching another child's hands or sharing toys and equipment with others who have been eating peanuts or nut products. We ask for your cooperation in minimising the risk to these students by providing foods that do not contain nuts during the school day.

Other foods that most often cause an allergic reaction are milk, eggs, fish, shellfish, sesame, soy, wheat and lupin., however, any food can trigger anaphylaxis. Children are taught not to share or accept foods from others and this is a school rule to assist the students in the avoidance of allergies. Our school's *Healthy and Safe Food and Drink Policy* provides further information.

If at any time you are aware, or become aware of your child experiencing a more severe anaphylactic reaction, you are required to obtain an emergency action plan from your doctor, notify the school immediately and give us a copy of the plan.

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

Illness and Accidents at School : We are committed to the care, safety and wellbeing of all children attending the school. We only have limited facilities in caring for unwell students, and therefore if your child is unwell in the morning before school we ask that they stay home to assist in the health of others.

A child who becomes ill at school will be cared for and made as comfortable as possible unless considered too ill to remain at school. Should this occur, parents will be phoned to collect him/her.

Minor injuries are treated by a staff member, but should the injury be potentially serious, medical treatment will be sought. In the event of a serious accident or severe allergic reaction where parents cannot be contacted, an ambulance may be called. Unfortunately this may result in a cost to parents. If an ambulance is required in an emergency situation, it could be called prior to the contacting of parents; however every effort will be made to involve parents as early as possible.

Please keep the school updated with your current work, home and mobile phone numbers and inform the school of any changes to your emergency contact number. This enables the school to keep up to date records of important information affecting your child's welfare. The school will ring the emergency contact in the event of not being able to contact parents/guardians.

Parent advice is required for a child to be excluded from Sport or Physical Education.

Immunisation: The Department of Education supports the Health Department of WA in ensuring that children entering school are fully immunised.

Children commencing school should already have received their measles and mumps injection and their booster immunisation against diphtheria, tetanus and polio. Special arrangements can be made at clinics and with private doctors for children who have not had any previous immunisations or who have missed some of their doses.

A copy of your child's immunisation records (ACIR statement) from Medicare will be required at enrolment and may be requested by the School Nurse at a future date to check that children are fully immunised for their relevant age.

Infectious Diseases: Information on the exclusion periods for communicable diseases are provided by the [Department of Health](#).

Parents/carers are asked to notify the school immediately of any of the following diseases:

Chicken Pox: Exclude until blisters have dried and formed crusts, which is usually 5 days after rash appears. Note that crusts alone do not warrant exclusion.

Conjunctivitis: Exclude until discharge from eyes has stopped.

Hand, Foot and Mouth Disease: Exclude until all vesicles have formed crusts that are dry.

Head Lice/Nits: There is no requirement to keep children home from school as long as effective treatment begins before the next day of school.

Impetigo (School Sores): Exclude for 24 hours after antibiotic treatment has commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing.

Measles: Exclude for 4 days after the onset of the rash, in consultation with public health unit staff.

Ringworm: Exclude until person has received anti-fungal treatment for 24 hours.

Rubella (German Measles): Exclude for 4 days after onset of rash.

Whooping Cough (Pertussis): Exclude until 5 days after an appropriate antibiotic treatment, or for 21 days from the onset of coughing.

Medical Conditions: Please ensure that all known medical conditions are included when enrolling your child in the school. If necessary, complete an 'Emergency Action Plan' for school reference if needed.

Some children have serious health conditions but can still attend school. Please make an appointment with the Principal or Deputy Principal so the condition can be fully understood and an appropriate 'Health Care Plan' developed. Information will be shared with your child's teacher so they are aware of the symptoms and procedures they should follow. It is also important that you keep your child's required medication up-to-date.

Medication: Students are not allowed to self-administer any form of medication while at school. If your child requires medication to be administered during the school day, you are asked to visit the school office to complete an *Administration of Medication* form. The form requires you to include all relevant details such as the name of the medication, dosage, etc.

School staff are not expected to administer prescribed medication or treatments, which require specialist training, such as giving injections. The staff have received training in the use of Epi-pens for children who may suffer an anaphylactic reaction.

HOMEWORK

Homework is incorporated into learning programs in accordance with our Homework Policy. This policy is available on our [school website](#).

INSTRUMENTAL MUSIC PROGRAMS

All Year 2, 3 and 4 students are offered the opportunity to be tested and selected on ability for inclusion in the Department of Education's Instrumental Music Program. Other factors considered in the selection process are the student's general attitude, their willingness to practice regularly and attend lessons. Free weekly lessons are conducted during school hours by specialist instrument teachers from the Department of Education's *Instrumental Music School Services* (IMSS).

At West Leeming, students are offered the opportunity to learn Violin, Cello, Clarinet, Flute, Brass, Guitar and Percussion. A number of students are selected each year. These students are expected to make a commitment to the program by practising regularly and attending lessons. Students are also offered opportunities to perform and take part in ensembles at a variety of functions, such as assemblies, award presentations and special events.

INSURANCE

Student property is not covered by Department of Education insurance.

The Department of Education carries no insurance for students either at school or when participating in educational activities away from the school site. It is the responsibility of parents to ensure that their children are adequately covered by insurance for accidents that are not caused through defects or negligence on the part of an employee of the Department.

If parents/guardians wish to take out student insurance, arrangements need to be made outside of the school domain and will be at parental expense.

INFORMATION TECHNOLOGY

Internet Use: Our students access the internet as part of their learning programs. The school enrolment package contains a form for parents to complete allowing permission for your child to have an online service account. This consent allows your child to access Department of Education approved programs and approved internet sites. This consent will allow your child to have an education department login and password for access to the school's computers.

Alongside permission for students to have an online services account, there is an Online Services Acceptable Use Agreement. This agreement is made between a student, parent and the Department of Education. In signing this, students agree to follow the Code of Conduct, while using school devices, accessing internet sites and interacting with others online.

In line with Department of Education policy, parent permission must be given to specific third party sites that are used at school for the purpose of your child's education, which require personal information to be passed to an online company.

BYOD & 1:1 Device Programs: Students from Kindergarten to Year 6 have access to a range of technology to support and enhance their learning.

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

In Year 3, our students are introduced to a 1:1 device program. This program is school funded and allows students to have access to a dedicated device at school to support their learning across the curriculum. Our Year 3 students learn how to use these devices safely and responsibly and teachers scaffold the introduction of high-quality multi-use applications that provide opportunities for students to learn and demonstrate their learning in a range of ways.

From Year 4, student access to technology is expanded through the introduction of a BYOD iPad program. This allows students to continue to develop their skills and support their learning both at home and at school.

LIBRARY RESOURCE CENTRE

West Leeming Primary School is fortunate to have a spacious Library Resource Centre. It is staffed by a Library Officer who is available from 8.30am to 3.30pm, Monday to Wednesday, to assist students, teachers and parents to locate the resources.

Classes are timetabled to access the library each week. Books should be returned to the library every week, but can be renewed if required. If students wish to change their books during the week, outside of their library session, they may do so before or after school on Monday, Tuesday and Wednesday.

A library bag is required to protect books and ideally should be fabric, with a drawstring top. Parents are requested to replace books which are lost or damaged.

If a book is lost, please inform the library, and if after extensive searching, the book is still not found, a payment for the book will be requested; this payment will be refunded if the book is found and still in good condition.

If a book is damaged please return it immediately and inform us so that it can be mended with the appropriate material. Please do not attempt to mend any torn pages/covers with sticky tape. If the book is irreparable, a full payment for the book will be requested to enable us to purchase a new book to replace the damaged one.

There is also a **PARENT ZONE** in the library, which has books of particular interest to parents that are available to borrow.

LOST PROPERTY

While every care and precaution will be taken, West Leeming Primary School cannot accept responsibility for any lost or damaged student property/toys. Students are encouraged not to bring valuables of any kind to school and where this is unavoidable; they are to be left with the class teacher. However, teachers cannot accept responsibility for loss or damage to this property. The Department of Education's Insurance policy does not cover personal belongings.

We ask for your assistance by ensuring that all personal belongings, including clothing and books, are clearly labelled with your child's name to assist us to be able to return items misplaced by children within the school grounds. Money and valuable items are handed into the School office and enquiries should be directed there.

The lost property box is located on the veranda behind the Science/Music rooms. Articles not claimed at the end of each year will be disposed of.

MOBILE PHONES

The Department of Education does not permit student use of 'mobile phones' in public schools unless for approved medical or teacher directed educational purposes. 'Mobile phones' includes smart watches, other electronic communication devices (apart from school endorsed BYOD iPads), and associated listening accessories, such as, but not limited to, headphones and earbuds.

We acknowledge that some parents/carers request that their child bring a mobile phone/device to school for before and after school safety reasons. Students from Kindergarten to Year 6 are not permitted to have mobile phones in their possession during the school day. They are required to keep their phone in their school bag on silent on arrival at school and can not access it until the end of the day. Smart watches should be switched to 'aeroplane mode' so phone calls and messages cannot be sent or received during the school day.

The school accepts no responsibility for the safety of mobile phones. A copy of our [Mobile Phone Device Policy](#) can be found on our school website.

MORNING TEA AND LUNCH

Each day, please provide your child with:

- A labelled drink bottle filled with water,
- Crunch 'n' Sip (fruit, vegetables),
- Morning tea,
- Lunch

Please note the [Healthy and Safe Food and Drink Policy](#) when preparing your child's lunch. It is also requested that your child has a healthy snack of fruit or vegetable that they can enjoy during Crunch 'n' Sip.

The P&C run a canteen service twice a week, on Tuesdays and Fridays, with the Leeming Senior High School canteen providing the lunches to the school. Lunches are ordered via Quickcliq. Parent volunteers are required for each day the canteen operates to help sort out the lunch orders.

OSH CLUB: BEFORE AND AFTER SCHOOL CARE

OSH Club is a before/after school care provider, on-site at West Leeming Primary School, that offers families with primary school-age children a high quality before/after school care in an environment in which children feel safe and have fun. It also provides care, play and learning during school holidays and on school development days.

Information packs about the program are available from the office for those interested in accessing this service. Parents can also visit the OSHClub website www.oshclub.com.au for more details and information on how to enrol your child in this program. It is essential that children be registered to attend *OSH Club* and that a booking is made.

PARKING AROUND WEST LEEMING PRIMARY SCHOOL

Please adhere to the designated parking in the carparks and around the school in order to promote safety for all our students.

Whilst we are aware that there are times that you may be tempted to not park in the recommended areas, please keep in mind that it is for the safety of children that we have put together these recommendations.

Please slow down around the school, park in designated areas, make use of the “kiss and drop” zone correctly and keep our kids safe.

ACROD/Disabled Parking: Is available in the parent car park, staff car park and council car park.

Parent Car Park: The parking area nearest the early childhood rooms is recommended for parents of children in Early Childhood. This is because families of young children may have prams and babies or toddlers.

Council Car Park: This is the carpark beside the Community Hall with the entry driveway on Westall Terrace. This parking is recommended for parents of middle and senior students. This parking area is also available for users of the Community Hall and wider community.

Staff Car Park: We request that parents do not pick up or drop off children in the staff car park. This can cause problems for staff entering the carpark and it is also a safety hazard with cars backing out at a very busy time.

Kiss and Drop: The “Kiss and Drop” zone, located at the front of the school on Westall Terrace, in front of the Administration area, is not to be used as parking bays. Parents should remain in their car in this zone. Parking in this area is not permitted between the hours of 8:00 am - 9:00 am and 2:30 pm - 3:30 pm.

Parents who arrive early at school to pick up their children should park in the car parks and not sit in the “Kiss and Drop” zone for lengthy periods. This causes congestion for those parents who use this area correctly. Parking in the *Kiss and Go* zone in these times may attract a parking infringement from the City of Melville.

PARENT INVOLVEMENT

We value the support we receive from parents. You can become involved through attending meetings of the School Board and P&C, volunteering to assist in your child’s classroom, attending assemblies, excursions, sports days and other events. Your involvement is appreciated and has great benefits, including sharing their educational experience with your children.

A ‘*Volunteer Declaration*’ form is required to be completed prior to any volunteers commencing work with children in a school. A current Working With Children Check is required by all family members and friends (over 18 years of age) who want to volunteer. Parent volunteers do not need a Working With Children Check.

PERSONAL REQUIREMENTS (BOOK LIST)

Although the school supplies many of a child’s school needs, there are certain personal requirements for every child, which you are asked to provide. Student requirements (booklists) are distributed towards the end of each year (or on enrolment). Although the school has a recommended supplier you are not obliged to use this supplier. Booklists are also available on the school website.

Student stationery supplies should be regularly checked and replenished throughout the year.

PHOTOGRAPHS

Publishing Student Photos: West Leeming Primary often use student photographs in a number of publications such as school newsletters, local newspapers and graduation books. In addition we use images to promote school activities through our webpage and via the school’s ‘*School Stream*’ app. We believe it is important for the achievements of students, and the school, to be acknowledged and celebrated.

We need parental permission to publish children’s photographs. No child’s photograph will knowingly be published without parent permission. To comply with this policy, parents will need to complete the ‘*Photo Permission Form*’ as part of the enrolment process. Please note this permission form is valid for the duration of your child’s schooling at West Leeming Primary School; however permission may be withdrawn at any time upon written notification.

NOTE: Only student first names are used in school publications.

West Leeming Primary School asks that any parents, carers or visitors to our school who may be taking photos or videos (eg assembly, sports) to be mindful of their use of their media – particularly when their images or videos may contain other students, either directly or in the background. We request that anyone taking photos or videos not to post the photos of other students online, including social media sites.

Annual School Photos: All students are photographed in their class groups and individually each school year by professional photographers. Photos are also taken of special groups in the school. Details of the school photo days will be provided to parents via the newsletter.

POLICIES

West Leeming Primary School has a range of policies and guidelines that inform and support decisions, planning, and processes within the school. These guiding documents, available on our school website, under the [Our School/Community Support/Policies](#) tab, also allow parents and families to understand how these processes operate within the school.

- Carnival Selection and Participation Policy
- Class Placement Policy
- 1:1 Device Policy 2022
- Care Strategy - Care and Behaviour Management Process
- Healthy and Safe Food and Drink Policy
- Extreme Weather Procedure
- Parent Communication Policy
- Homework Policy
- Mobile Phone Device Policy
- Student Dress Code Policy

REPORTING TO PARENTS

Formal written reports of students' progress and achievement are emailed to parents twice yearly at the end of Semester 1 and Semester 2. When accessing your child's report, we suggest you download it as a pdf and save it to your computer as the link remains active for 4 weeks only.

SCHOOL DEVELOPMENT DAYS

School will be closed for children on School Development Days. School development days provide staff with an opportunity to engage in professional learning. The dates selected are published in the newsletter at the end of the year in preparation for the coming year and again at the commencement of the school year.

SCHOOL GATES

To regulate the flow of visitors into the school during the course of the day, our school gates will be locked each day after school commences. In the afternoons, the gates will be opened 15 minutes before the siren. Students or parents arriving or departing during the day are required to enter and sign in and out through the school office.

SCHOOL SECURITY

The school is connected to the Department of Education's central security system. This ensures that all internal areas of the building are under surveillance at all times when not occupied. If you see any form of vandalism taking place, please report it by calling Education Security on 9264 4632 or School Watch on 1800 177 777 (freecall, 24/7 Hotline).

SCHOOL TIMES

	Start	Breaks	Finish
Years 1 - 6	8.55am	Recess: 11.05am - 11.25am Lunch: 12.55pm - 1.35pm	3.05pm
Pre-primary	8:55am	Break 1: 10.45am - 11.25am Break 2: 12.30pm - 1.20pm	3:05pm
Kindergarten	8:50am	Break 1: 10.45am - 11.25am Break 2: 12.30pm - 1.20pm	2:50pm

SPORT FACTIONS

There are four factions: Canning (Blue); Curtin (Gold); Hackett (Green); or Murdoch (Red). New students are allocated a faction by the office on enrolment. Siblings are placed in the same faction. Faction shirts can be purchased from the uniform shop and can be worn on sports days.

STUDENTS AT EDUCATIONAL RISK

For students who experience difficulty in some aspects of their learning, teachers structure programs that cater for individual differences. If a student requires additional assistance the school has a variety of internal and external resources that can be utilised to address those at-risk. These include:

- Personalised learning support programs
- School support staff who have designated duties to instruct small groups of students who require specific help.

UNIFORM AND DRESS CODE

West Leeming Primary School has a Dress Code endorsed by the School Board, in accordance with the School Education Act. The School Board believes a school dress code fosters and enhances the public image of the school and assists in building school and team spirit. Our Student Uniform and Dress Code Policy, available on our school website, under the [Our School/Community Support/Policies](#) tab, is one way in which we promote a sense of community, identity and safety for all students.

Please ensure that all removable clothing is clearly labelled with the child's name.

Student Uniform Years 1-6 (note this uniform is optional for Pre-primary)

Uniform Options

- Polo shirt with school logo,
- Zip front polar or microfibre jacket with school logo.
- Navy shorts, navy track pants, navy pleat skirt and/or navy skort.

*Navy or black leggings or stockings may be worn underneath the school uniform. Please note patterns are not encouraged.

Faction Tshirts

There are four factions: Canning (Blue); Curtin (Gold); Hackett (Green); or Murdoch (Red). Faction shirts can be purchased from the uniform shop and students are encouraged to wear their faction t-shirt for school sport, physical education lesson and carnival days.

Footwear

Shoes that are appropriate for various learning and physical activities are to be worn. Thongs, scuffs, slip-ons, ugg boots or heels should not be worn with the exception for specific activities such as swimming lessons.

Hats

All students should wear either the legionnaire style cap with the school logo or the bucket hat with the school logo. The school has a No Hat/No Play in the Sun guidelines applicable all year round.

Early Childhood Students

Our Kindergarten and Pre-primary students are encouraged to wear the Early Childhood coloured t-shirt. They also have the option of wearing the school uniform polo shirt.

Graduating Year 6 Students

The Year 6 Leavers' short sleeve polo shirts can be worn in place of the short sleeve polo shirt for graduating students.

Interschool Sports Events

Interschool shirts, provided by the school, may be available for interschool events and school performances. The interschool shirt should be worn with the appropriate pants/short/skirt or skort.

Free Dress

Free dress days are held to support community fundraising activities. Students are expected to wear neat, casual clothing in accordance with safety requirements allowing them to fully participate in the daily educational activities e.g. enclosed sports shoes. Clothes worn should be comfortable, appropriate and with no slogans.

MODIFICATION TO DRESS CODE

Exemption/modification to the code for individuals will be considered for religious or health reasons. Parents should make an appointment with the Principal to discuss modifications.

FINANCIAL DIFFICULTY

Students who have financial difficulties regarding the purchase of the school uniform should contact the Principal to discuss the situation in an environment of confidentiality.

UNIFORM SHOP

All uniform items, except shoes, are available for purchase through our Uniform Shop, staffed by parent volunteers from the P&C. Orders can be placed safely online at any time through their online ordering system, [Quickcliq](#). Your order will then be delivered to your child's class on Friday or will be available for collection from the Uniform Shop on Friday morning.

The Uniform Shop, located in the Undercover Area, is open every Friday from 8:30am - 9:00am. During this time you may try on items before placing an online order, purchase second hand items and pick up online orders. Please note that the Uniform Shop is closed on the last week of each term for stock take. Parents will also be notified of any additional opening hours.

HOW PARENTS MAY BECOME INVOLVED

PARENTS & CITIZENS' ASSOCIATION

West Leeming Primary School has a rich history of parental involvement. The West Leeming P&C Association is a vibrant, involved group that actively supports the educational program at the school. All parents and interested community members are encouraged to attend our P&C meetings, which are held in the library on Monday evening of Weeks 3 and 8 of every term, commencing at 7:30pm. An AGM is held in February to elect voluntary office bearers and welcome parents to the new school year.

Funds are raised throughout the year, through a variety of activities, some of which are social by nature. The P&C endeavours to organise functions to foster school spirit and build relationships between school and family. The P&C is also responsible for running the Uniform Shop, facilitating the lunch order service and various subcommittees that support the school. Funds raised by the P&C contribute to the funding of programs and facilities within the school, which makes for a better educational experience for our students!

A parent representative from each class acts as a liaison between the parents of their class and the school. Parents are asked to volunteer for these positions at the beginning of each school year. On enrolment, parents fill in a P&C Communication Permission Form giving the school permission to provide the school with their email details.

SCHOOL BOARD

The School Board comprises the Principal and elected parent and staff representatives. The role of the School Board is outlined in the *School Education Act 1999*. In essence, the role of the School Board is one of governance by setting the long term future for the school, oversight (not management) of aspects of the school's operation and providing additional expertise to help the school achieve the best outcomes for the students.

By sharing responsibility for decision making in the school, parents, staff and other community members can work together towards shared goals. These plans and goals are set out in the Business Plan which is made available on our school website. Parents can be confident that their views and expectations are represented in the setting of the school's educational objectives, and teachers benefit from knowing the school community supports their efforts.

Some of the matters boards may make decisions on include fees and charges, book lists, sponsorship and dress codes. Boards make these decisions with the principal who ensures the decisions adhere to legislative and policy requirements. Principals also seek the advice of boards so as to understand local community views. The Board is not able to intervene in the control or management of the school as this is the role of the Principal.

SCHOOL SERVICES

DENTAL THERAPY

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

A school Dental Therapy Centre is situated at Leeming Primary School, Meharry Rd, Leeming. This service is available throughout the year and parents can contact the Centre on 9332 3194 from Monday to Friday between 8.15am and 4.30pm to make an appointment. The Centre also conducts dental screening for students in Pre Primary, Years 3 and 6.

SCHOOL CHAPLAIN

West Leeming Primary School has a Chaplain who works two days at the school each week. The chaplain is an important part of our pastoral program and is available to support students, parents and teachers in the following roles social, emotional, spiritual and mental wellbeing.

SCHOOL NURSE

Referrals may be made to the school nurse who visits the school on occasions throughout each term. They are involved in the basic health screening of Kindergarten and Pre-primary children.

SCHOOL PSYCHOLOGIST

The school is assigned a School Psychologist, who visits the school each week to provide advice, assess and assist in areas of educational, social or emotional concerns. Access to psychology services is on a needs basis and prioritised by administration staff, in conjunction with the child's class teacher and parents. Consultation with a student's parents occurs prior to any school psychologist intervention.

*We endeavor to work as a team.
With your help, we can develop a strong
partnership between home and school.*