



DWELLINGUP PRIMARY SCHOOL

PARENT INFORMATION BOOKLET

2023



DWELLINGUP PRIMARY SCHOOL INFORMATION FOR PARENTS

Our Vision:

Our Dwellingup School Community provides opportunities for each child to be a lifelong learner. Skills, knowledge and values attained enable achievement in a rapidly changing world within an atmosphere of care, respect and self-worth.

Dwellingup School Song

*High in the hills with the creek running by,
See the native birds and hear their pretty cry,
Trees they are growing taller, taller every day,
Surrounding our school we are proud to say.*

*The Principal and teachers are part of a great team,
To educate the students and help us reach our dream,
Our parents and assistants, the cleaners and the staff,
Are all there to give us the very best start.*

Chorus

*Dwellingup, we are the greatest school,
Dwellingup we try our hardest too,
We are a friendly school and we all do our best,
We are standing tall and proud.*

*Our gardens are the best, they're beautiful it's true,
We grow the biggest pumpkins, they win a prize or two,
Mr. Warren is the gardener, we thank him everyday,
For making the grounds the best in the west!*



School Organisation

Principal	Mrs Colleen Sing
Manager Corporate Services	Mrs Rhonda Cunnington
Kindy/Pre Primary	Mrs Nola Kinal
Year 1 / 2 / 3	Miss Stephanie Fisher
Year 4 / 5 / 6	Mr Dean Carter
Chaplain	Mrs Lisa Ferraro
Library Officer	Mrs Carol Hovey
Education Assistants	Mrs Wendy Bell, Ms Jude Wagenaar & Juliet Lamb
Cleaner	Mrs Robyn Warren
Gardener	Mr Geoffrey Warren

Address	:	10 Newton Street Dwellingup WA 6213
Email	:	Dwellingup.ps@education.wa.edu.au
Telephone Numbers	:	(08) 9538 1501
Principal's Mobile	:	0488 225 888
Absentee Message	:	0437615592 – text message only
School Website	:	https://www.dwellingupps.wa.edu.au/

Term Dates 2023

School Office reopens:	Wednesday 25 th January, 2023 (Administration staff)
Staff Commence:	Monday 30 th January, 2023
First Term:	Wednesday 1 st February - – Thursday 6 th April
Second Term:	Monday 24 th April – Friday 30 th June
Third Term:	Monday 17 th July – Friday 22 nd September
Fourth Term:	Monday 9 th October – Thursday 14 th December

Public Holidays:

Monday 6th March – Labour day
 Friday 7th April – Good Friday
 Wednesday 25th April ANZAC Day
 Monday 5th June – Western Australia Day

School Hours:

8.50 am - 3.00 pm - Monday to Friday.
Early Close every Monday 2.30pm

School siren times are as follows: -

School begins:	08.50 am
Recess:	11.05am
Recess ends:	11.25 am
Lunch begins:	1.25pm
Lunch ends:	1.55 pm
School ends:	3.00pm

Please note that students should arrive at school after 8.30 am. Teachers are preparing for the day before this time and are not always in their classrooms to provide supervision.

Accidents

Minor injuries or illness during the day are normally attended to at school. In more serious emergencies, every endeavour is made to contact a parent to arrange for your child to be collected from school. In extreme emergencies the child may be taken to a doctor or hospital direct, or an ambulance requested. Please ensure that if your contact details change (even temporarily) that you notify us immediately so that we can contact you if need be.)

Arrival / Pick Up

Students should arrive at school no earlier than 8.30am and no later than 8.50am. Staff need preparation time for the good of the whole class and late arrivals disrupt a smooth start to the day. Please arrive on time to pick up your child. Please notify us if you are inadvertently held up. Students are informed that if parents do not arrive to pick them up, they need to report to the office.

Assembly

Assembly is held on a Tuesday afternoons three times per term. Unless there are special circumstances, assemblies commence at 2.35pm. Teachers and their classes are responsible for the organization and running of assemblies. Classes take turns in running and performing items. Merit Certificates are awarded at the assembly. Parents are welcome and encouraged to attend. A yearly Graduation / Presentation ceremony takes place during the last week of the year.

Attendance

Regular attendance at school is very important. The Integris Lesson Attendance (computer) system is used. Under Department of Education regulations, the only acceptable reasons for absence from school are illness, or medical / dental appointments that cannot be arranged outside school hours.

Behaviour Management

The Behaviour Management in Schools Policy is a document that details the way we approach this important area. The emphasis is placed upon the expectation that positive behaviour is a priority and that both students and parents must accept responsibility for ensuring positive behaviour. Our Behaviour Management policy is based on the "Choose Respect" and "Virtues" programmes and should underpin the actions of everyone in our school community.

The policy is based on the ethos of the school and the rights and responsibilities of each member of the community. Class rules relate to the overall school rules.

Book Club

Regular Book Club catalogues are issued throughout the year by Scholastic Books Australia, via the school. Orders are placed in the post-box located in the school office. Payment is made by cash, credit card or cheque (payable to Dwellingup Primary School P & C Association). Orders can also be placed

online via Scholastic Loop website <https://mybookclubs.scholastic.com.au> for credit payments. Points earned through Book Club orders are redeemed as purchases for the school Library. Mrs Pam Laird organises this program. An Annual Book fair is held.

Borrowing School Property

Department of Education policy mandates that staff and parents are not permitted to borrow school or equipment or property.

Chaplain

The school has successfully applied to be part of the Chaplaincy program. Our Chaplain is in the school three days per fortnight and supports children in a variety of ways. Please contact the school to make an appointment.

Communication

We value sound home-school relationships and aim to include parent involvement as much as possible. Parents are encouraged to make contact with the school to discuss student progress, issues that may arise or to provide feedback at any time. It would be appreciated if a mutually convenient time can be made, by appointment. Please contact the front office for an appointment. .

Parents are invited to attend our assemblies or to participate in special activities or functions that are held during the course of the year e.g. Anzac Day Commemorations, Faction Sports Day, etc. Teachers welcome the assistance of interested parents in classroom activities such as listening to reading, assisting with maths, science and art/craft activities. Please contact the front office or your child's teacher if you are interested.

Contributions

The Annual Financial Contribution we request from you is very important in helping us to provide a full range of programs and facilities for your child. The school makes every effort to keep the contribution from each family to a minimum. However, we are only able to do this if the whole school community provides its support. Your support in paying the \$50.00 per child contribution is greatly appreciated.

“Crunch and Sip”

Children are encouraged to bring a piece of fruit or vegetable to school to consume during “Crunch and Sip” time. We do source fruit from orchards in season to support this very important program. Donations of fruit and vegetables are always welcome. Water bottles are encouraged in the class.

Court Information

If only one parent or relative has custody of children he/she must inform the Principal of access provisions for the other parent and the relevant legal documents sighted. Enrolment cards require a response from the parent/guardian regarding this matter.

Dogs

The Department of Education's insurance policy requires that schools do not permit dogs on school grounds on leashes or otherwise. We support people and dogs exercising but please secure your dog outside the school grounds away from an entrance.

Early Close

Monday is our Early Close day which facilitates the organisation of Professional Learning. School commences at the normal time and closes at 2.30pm.

Emergency Contact Numbers

Contact phone numbers for parents and other emergency contacts need to be kept up to date. These are kept on all admission cards and parents need to ensure that their phone numbers for these contacts are kept up to date. Every attempt will be made to contact parents in the event of an emergency. Working parents are requested to keep the school informed of their employment address and contact numbers. This is confidential. Please note: We are not permitted to share parent contact details (or any other information) with anyone.

Excursions / Incursions

To provide additional interest to our curriculum teachers regularly organise educationally based excursions and incursions. Details will be provided in time for parents to make appropriate arrangements.

If money is sent to school for this purpose, please put it in a **secure** envelope and mark the child's name on the outside.

To ensure the trip can be organised efficiently and your child doesn't miss out, please make sure excursion permission forms are returned as early as possible (with money) if requested. It is a Department of Education regulation that all students have parent permission to leave school grounds.

Evacuation

To conform to the Department of Education requirements and for general safety reasons the school has a set Evacuation Procedure designed to provide for the kinds of emergencies we hope never arise.

We are in a designated Bush Fire Risk Zone and it is mandated that we have a dedicated Bushfire Plan. Parents are issued with timely updates on this.

Finance

The school Budget is ratified annually by the School Council. A Finance Committee consisting of the Manager Corporate Services, principal and a teacher are responsible for ensuring the budget is allocated appropriately. The DOE conducts an annual audit.

Hat Policy

The school has a “no hat, no play” policy. School hats are provided to the kindergarten students by the P & C Association annually. Hats can be purchased from the P & C with general uniform purchases.

Head Lice

Outbreaks of head lice can and do occur in any school. Parents are urged to carefully check their children's hair for head lice at least weekly. If lice are found, parents can buy appropriate treatment from the chemist or supermarket and are asked to advise the school of the situation so we can (discreetly) inform others. Children may return to school after appropriate treatment. Long hair should be tied back. Please be assured that we deal with this issue confidentially and sensitively. Please contact the principal if you require further information.

Learning Support

A School Psychologist visits the school regularly. The Psychologist supports students who have issues which may be impacting on their learning. Referrals are made by the teaching staff or principal. Parent approval is sought in advance. Please contact the principal if you require further information.

Library

We have a very well stocked Library. A Library officer works at the school one day per week.

Children are encouraged to take special care with books they take home and to always use library bags.

Lost Property

All lost property is placed in a large tub near the girls' toilets. Each term, we display lost property for parents to reclaim their children's possessions. Please be reminded to name all of your children's possessions.

Lunches

There is no canteen at Dwellingup Primary School; students must bring their own recess, lunch and a drink. However, lunch orders are available on Thursday and Friday through the Dwellingup General Store. Price lists are available from the front office. You can either order your child's lunch directly at the shop or at the desk near the staffroom door.

Children sit in the undercover area to eat their lunch and a teacher provides supervision. Students are taught to sort their litter into the correct bin. Parents are encouraged to send healthy lunches to school in reusable or recyclable containers that minimise waste. Please name your child's lunch box.

Marble Meeting

Each fortnight the Principal runs a marble meeting. This is used as a form of whole school communication for any issues both negative and positive. For

each positive notification a marble is placed into a jar. When the jar is full the P & C arranges a whole school reward.

Medical Information

Medical history forms are to be filled out and signed by the parent/guardian, Principal and doctor. These records are entered into the school data base for easy reference. Any major health issues need to be discussed with the school principal to make sure correct processes are in place.

Newsletter

The school newsletter is placed on the school web page every Monday. The newsletter contains vital information about school activities, important notices and community events. This is a great way to keep up to date with what is happening in the school and for us to share all of the wonderful things that happen at our school with you. Hard copies can be requested from the office.

Nurse

Our School Nurse visits our school twice a term and conducts routine screening and checks of students. She can attend to other matters if required. Please see the principal for further information.

Parents and Citizens Association

Our P&C is a friendly, welcoming and productive group. Parents, relatives, friends and community members can be involved as little or as much as they choose. The AGM of the P & C Association is held in early February, with meetings generally held once a month. The P & C raises valuable funds to help support the students of our school with resources, prizes and equipment which would otherwise be unavailable. Meetings are advertised in the school Newsletter.

The P&C organises the Giant Pumpkin Festival on Easter Saturday each year. (Covid resulted in this event being cancelled over the last few years). This is a major event in the town and fundraiser for the school.

Rules

School rules are based on the "Choose Respect" and "Virtues" programmes and are clear and concise. They relate largely to safety, behaviour on verandahs, fair play, ground care, out of bounds areas, play areas and respect for persons and property.

School-based healthy food and drinks

Dwellingup Primary School has a school-based policy for the provision of healthy food and drinks

Students will be supplied 'green' and 'amber' foods in school settings, including classroom rewards, classroom cooking activities, school camps and excursions.

Green food and drink: Are good sources of nutrients, contain less saturated fat and/or sugar and/or salt and help to avoid an intake of excess energy (kJ).

Amber food and drink: Have some nutritional value, contain moderate levels of saturated fat and/or added sugar and/or salt and can, in large serves, contribute to excess energy (kJ).

Red food and drink: Lack adequate nutritional value, are high in saturated fat and/or added sugar and/or salt and can contribute excess energy (kJ).

School Council

The roles and responsibilities of this group are described within the Education Act. The Council is comprised of 2 parents (Shani Holster and Christine Reid), 3 community members (Anne Sinclair, John McCooke and Pam Laird) and 2 staff members Rhonda Cunnington and the Principal as required. The Council ratifies school decisions and is involved in planning for school improvement. Parent concerns can be forwarded to these members.

Sport

Daily fitness schedules are planned to ensure that opportunities are given within the Physical Education learning area. Sporting equipment is available for student use each recess and lunch time. Specialist clinics run by local sporting clubs are accessed.

The school has two factions: Marri (red) and Jarrah (green). An annual faction athletics carnival is held for both individual and faction trophies. Your child will be assigned to a faction on their enrolment. Siblings are placed in the same faction. An interschool cross country event is held each year at Jarrahdale. Students participate against students from Carcoola, North Dandalup and Jarrahdale.

Sustainability

Our school is proud to be part of the “Sustainable Schools” initiative. We promote waste reduction throughout the school.

Swimming

In-term swimming classes for Years PP to 6 are conducted each year in term 1. All eligible children are encouraged to attend all sessions. Swimming is condensed to one week, so two swimming lessons are held each day. The children spend the entire day at the swimming facilities and are supervised and complete schoolwork packages in between their swimming lessons.

Transfers to Other Schools

Please advise the Principal at least a week before departure if you are leaving the school. This is to enable transfer reports to be prepared and all records and materials assembled. These documents will be forwarded onto your child’s new school as soon as we have received notification that your child has been enrolled.

Uniform and School Dress Code

This school has a dress code developed by the parents and approved by the School Council that requires all children to wear school uniform. A copy of the dress code is available on this site under the “Policy” tab. A school uniform order form is located here also.

Uniforms can be purchased through the school.

Valuables

The students are encouraged NOT to bring valuables to school, including toys, mobile phones, and money as they can be easily mislaid or damaged. This can cause unnecessary upsets. The school takes no responsibility for such items.