



*caring for the Future*

Parent Information  
2024

## INTRODUCTION

The Padbury Primary School community welcomes all parents to our vibrant school. We take pride in our excellent facilities, our openness to new ideas and new people, our quality learning opportunities, and our care for our students.

The teachers at Padbury Primary School are well qualified, experienced, and dedicated. Teachers are constantly exploring better ways to help your child learn, and value your role as the parent educator. You can be assured that the children's best interests are our prime motivation.

The importance of home and school, working together to provide children with supportive care throughout their primary schooling cannot be emphasised enough.

At Padbury we work hard to provide a high-quality education for every child, however we can't do it alone. We encourage you to be involved in the work of our school, in the classroom, at P&C meetings, the School Council and at home with your child. Research clearly shows that parent and community involvement in schools improves student achievement. To reach their potential, students need parents and the community to take an active role in their education.

This booklet will give parents a better understanding of how Padbury Primary School operates, but please feel free to contact us if you wish to know more. Your child's teacher or our friendly office staff can answer most of your questions or concerns.

## SCHOOL CONTACT DETAILS

For all enquiries, please first contact the School Reception. Reception at the School is open between the hours of 8.00 am and 4.00 pm, Monday to Friday during school terms.

T: 08 6206 7950

E: [Padbury.ps@education.wa.edu.au](mailto:Padbury.ps@education.wa.edu.au)

W: [www.padburyps.wa.edu.au](http://www.padburyps.wa.edu.au)

SMS Attendance: 0437 208 493

## IMPORTANT TELEPHONE NUMBERS

Dental Therapy Unit	9401 7285
Duncraig Senior High School	6241 5000
North Metropolitan Education Region	9285 3600
Joondalup Police Station	9400 0888
Hillary's Police Station	9403 1000
Wonderland OSHC	0439 900 741

## HOW TO ENROL AT PADBURY PRIMARY SCHOOL

To enrol at Padbury Primary School there are several eligibility requirements.

### RESIDENT IN THE LOCAL INTAKE AREA

The School Education Act 1999 guarantees a place for every child in the compulsory years of schooling (Pre-Primary – Year 6) in their local school. Padbury Primary School is designated as a Local Intake School. The school has places for students in Pre-Primary – Year 6 who currently reside within the boundaries of our **local intake area** as have been determined by the Department of Education. Parents of children not residing within the local intake are invited to complete an Application for Enrolment for consideration by the principal. Eligibility for entry will be dependent upon positions available within the school.

The School Education Act 1999, also encourages parents to have choice of schooling options. We therefore welcome enquiries from families outside the local intake area. Additional information defining our school's boundaries may be obtained through the school office.

### AGE & IMMUNISATION CONFIRMATION

A **birth certificate** or **extract of birth** or **passport** and a copy of each student's **Australian Childhood Immunisation Register (ACIR)** must accompany the Application for Enrolment. Students will be placed in the year of study corresponding to their age group. From 2019, all Kindergarten enrolments MUST have an up-to-date immunisation record.

### ELIGIBILITY FOR ENROLMENT- KINDERGARTEN & PRE-PRIMARY

1. Children living in the intake area of the school and have a sibling enrolled at the school for the following year.
2. Children who live in the intake area of the school but will not have a sibling enrolled at the school for the following year.
3. Children who live outside the intake area of the school and have a sibling enrolled at the school for the following year.
4. Children who live outside the intake area of the school but will not have a sibling enrolled at the school for the following year.

### MEDICAL POLICY

It is a policy at our school that on enrolment all parents complete medical information on the Enrolment Form for their child(ren) and that this information is kept up to date.

We need to know of any allergies your child may have so that we can give the appropriate First Aid in an emergency and know when to seek medical assistance.

The Department of Education has a strict policy on the administering of medication in schools. No staff member is allowed to give a child medication unless the correct forms have been completed by parents and the prescribing doctor.

**SPECIAL NEEDS**

Parents of students with special needs are asked to contact the school to discuss these needs when the Application for Enrolment has been approved to ensure that the most appropriate program is in place to meet the child's needs.

**OVERSEAS STUDENTS**

Students who were born overseas must hold the appropriate visa before applying at the school. For overseas students who are in Australia using an entry visa it is necessary that the office sight the **passport and visa** of the **parent** (primary visa holder) and **student** at the time of Application for Enrolment. The dependants of and holders of some specific visa categories require a tuition payment to be made.

**PRE-COMPULSORY PROGRAM****KINDERGARTEN**

Kindergarten is a pre compulsory year of education. The program is available to children who turn four years old by June 30th in the year they are to attend. Your child is about to start on an exciting learning journey that will help them reach their full potential in life.

You may be feeling a little nervous about how your child will cope with starting school. That's normal, but you don't need to worry. From the moment your child walks through the school gates on their first day you will find our highly qualified teachers and support staff ready to help and that level of support will continue throughout your child's school years. Kindergarten children attend five full days per fortnight. Fully qualified staff ensure exciting and enriching programs are offered in accordance with Early Childhood Education best practice.

**Dropping off and Picking Up - Kindergarten and Pre-Primary Children:**

Please make sure the children are delivered to and collected from the kindergarten and Pre-Primary promptly. Regular attendance is important to ensure continuity in your child's educational program. Please inform the school by phone or in writing if your child is to be absent for any length of time.

**ATTENDANCE**

Attendance of students in Pre-Primary - Year 6 is compulsory. A medical certificate should also be provided for extended periods of absence due to illness. Please telephone, email or SMS the School Office on the morning of your child's/children's absence from school.

An SMS will be sent out daily to parents when their child is absent without an explanation.

**EARLY ARRIVALS**

Children are discouraged from arriving at school before **8:40 am** each morning unless they are scheduled to participate in an organised school activity. Before 8:40 am teachers are busy preparing for the school day and are not available to supervise the students. Students that arrive at school before 8:40 am are required to sit quietly in the undercover area.

All children are expected to have left the school grounds by 3:10 pm unless special arrangements have been made by parents or teachers.



**SICKNESS**

Parents are asked to keep their child/ren at home if they are unwell. They can become very distressed and when this occurs valuable time is spent contacting parents to have the child picked up or, in the extreme, where parents cannot be contacted, the school has an obligation to engage medical authorities to deal with the matter.

**If parents need to pick their child up early due to sickness or an appointment, then they must sign the student departure book in the office.**

**PARENT/SCHOOL COMMUNICATION****CONNECT**

As part of our teaching and learning program, Padbury Primary School will provide you with an account for Connect. Connect is a secure online environment that has been developed by the Department of Education and provides parents with a way to engage with their child's learning easily and safely online.

All student reports will be uploaded to Connect.

**CLASS DOJO**

Padbury Primary School utilise an application called Class Dojo. It is a central hub for all communication between teachers, parents, and administration staff, which can include whole school notifications, upcoming events, and individual class updates.

**NEWSLETTERS**

The Newsletter is emailed out to subscribers on **Thursdays** of weeks 2, 4, 6, 8 and 10 and uploaded to the school website: [www.padburyps.wa.edu.au](http://www.padburyps.wa.edu.au) and to Class Dojo. You will be automatically subscribed to our Newsletter at the time of your enrolment.

**NOTES HOME**

Occasionally notes are sent home requiring your permission for an incursion/excursion. Please check your child's school bag to make sure they are remembering to hand you any notices from school.

**FACEBOOK**

Parents and Carers can also be kept up to date by joining the school Facebook Group, **Padbury Primary Community**. Parents can send a request to join this closed group which will then be approved by the Administrations of the group.

<https://www.facebook.com/groups/221164404678590>

## PARENTS AS PARTNERS

There are many ways parents and other adults who play an important role in a child's life can be involved with their children's education at home, at school and in the community.

As a parent, or an adult who plays an important role in the life of a child, your involvement in your child's education at school and at home shows your child that you value education.

Teachers can see that you care about your child's learning. You can provide teachers with the most reliable source of information about your child. The partnership between you and your child's teacher is a powerful one.

Here are some ways you can be involved in your child's education each year at school:

- **Meet the teacher.** Tell them about your child's interests and hobbies. Let them know how and when it is best to reach you. Ask them how you can support your child's learning at home.
- **Arrange an interview** with your child's teacher through the school office to discuss academic progress, behaviour, or any concern you may have. Our teachers are happy to take time to talk with you. It is important to make the effort to get to know your child's teacher early in the year. Let them know how they can contact you if you are working. Making the effort to talk with the teacher shows your child that you value what happens at school.
- **Join the P&C Association.** Attend meetings, go to school events, activities, sports carnivals, assemblies, dance etc. As a group, see how you can help the school reach its goals.
- **Volunteer** your time to help at school. Even working parents are able to spend some time helping at school. Taking a day off work to help at a sports carnival shows your child that you think school activities are important.
- **Stay up to date on school policies, schedules and rules.** Ask about opportunities to participate in the development of school policies. Discuss the policies with your children and other parents.
- **Contact your child's teacher** if you have any concerns about what's going on with your child at school. Don't discuss problems only with other parents outside of the school. Be fair and get all sides of the story. Talk with the teacher first and then follow the correct process if you need to get more information or make a complaint.
- **Know your parent representatives** on the School Council and express concerns and issues to them for discussion at School Council meetings.

### SCHOOL COUNCIL

The Padbury School Council is comprised of the Principal, a P&C representative, four elected community/parent representatives and three staff members. Elections take place during February/March each second year. The roles of the School Council include:

- Participation in formulating the objectives, priorities and general policies of the school;
- Endorsement of the School Plan and School Budget; and
- Reviewing the school's performance in achieving the objectives and priorities contained in the School Plan.

### **PARENTS AND CITIZENS ASSOCIATION (P&C)**

The Padbury P&C is made up of parents interested in the best possible education for their children. It raises money to provide learning opportunities for the students and is a forum for discussion about our school. You will be most welcome to bring your ideas, questions, and enthusiasm to the meetings. **Regular meetings are held in the school staff room at 7.00 pm, usually on the third and seventh Wednesday of each term. Please check the school calendar for set dates and refer to the newsletters.**

### **PARENT HELPERS**

Parents who help around the school, in classrooms or on excursions, are extremely valuable in our learning programs. Parents who are working with children at school are in a privileged situation, seeing how particular children learn and behave. This is confidential information and, just like the teachers, parents are bound to respect that confidentiality. Parent helpers also complete a confidential declaration to ensure that only suitable adults have contact with the students and all parents are required to sign in and out of the school office.

### **PARENT / TEACHER INTERVIEWS**

Parents are encouraged to maintain contact with their child's teacher if they have any concerns or issues relating to their child/ren.

For lengthier discussions or serious concerns parents are asked to request an interview to avoid disrupting classroom learning. If the teacher wishes to discuss your child's academic progress or behaviour you will be advised by direct contact.

### **REPORTS ON STUDENT ACHIEVEMENT**

In line with Padbury Primary School's Assessment and Reporting Policy the school will issue two formal reports for students in years PP-6. Reports will be issued via Connect.

### **CHILDREN TRANSFERRING**

Parents are requested to give us one week's notice in writing when children are about to leave our school or transfer to another school. This will provide adequate time to enable the staff to ensure that all records, books, medical cards, reports etc have been completed or checked prior to the child's departure.

## GENERAL INFORMATION

### NORMAL SCHOOL HOURS

School Commences	8:55 am
Morning Recess	10:55 am - 11:15 am
Lunch	12:45 pm - 1:20 pm
School Dismissed	3:00 pm

### TERM DATES FOR 2024 (for students)

Semester 1	Term 1:	Wednesday 31 <sup>st</sup> January to Thursday 28 <sup>th</sup> March
	Term 2:	Monday 15 <sup>th</sup> April to Friday 28 <sup>th</sup> June
Semester 2	Term 3:	Monday 15 <sup>th</sup> July to Friday 20 <sup>th</sup> September
	Term 4:	Monday 7 <sup>th</sup> October to Thursday 12 <sup>th</sup> December

### STAFF DEVELOPMENT DAYS FOR 2024 (students do not attend on these days)

Semester 1	Term 1:	Monday 29 <sup>th</sup> and Tuesday 30 <sup>th</sup> January
	Term 2:	Friday 31 <sup>st</sup> May
Semester 2	Term 3:	Monday 15 <sup>th</sup> July
	Term 4:	Monday 7 <sup>th</sup> October

### PUBLIC HOLIDAYS FOR 2024 (students do not attend on these days)

Labour Day: Monday 4<sup>th</sup> March  
 Good Friday: 29<sup>th</sup> March  
 Easter Monday: 1<sup>st</sup> April  
 ANZAC Day: Thursday 25<sup>th</sup> April  
 Western Australia Day: Monday 3<sup>rd</sup> June  
 King's Birthday: Monday 23<sup>rd</sup> September



**CANTEEN**

Duncraig Senior High School Canteen, supplies **LUNCH ORDERS ONLY** to Padbury Primary School three days a week (Monday, Thursday, and Friday)

There are a great range of healthy lunch items to choose from. Please remember, you will still need to send recess to school with your child.

To order your lunches, please go to <https://www.flexischools.com.au> and register an account.  
Steps to ordering:

1. Once you have registered your account, select ADD STUDENT
2. Search for PADBURY PRIMARY SCHOOL and select option 3 – Padbury PS
3. Select ONLINE ORDERING to begin an order
4. You must finalise your order before 8.30am of the day you wish to order.

**UNIFORMS**

Department of Education Policy and Padbury Primary School Dress Code, encourages each child to wear the full school uniform. This is supported by the P&C Association and School Council of Padbury Primary School. Our aim is to have all children take pride in their school and personal appearance. We ask for your co-operation in seeing that your child/children come to school clean, neat, and tidy, wearing school uniform.

<b>Girls :</b>	Polo Shirts	<b>Boys :</b>	Polo Shirts
	Girls Skorts		Cargo Shorts
	Girls Bootleg Pants		Cargo Pants
	Zip Up Jackets		Zip Up Jackets
	Dresses		

**PURCHASE OF UNIFORMS**

The school uniform can be purchased from Tudor Uniforms in Wangara  
Unit 1/75 Excellence Drive  
WANGARA  
Ph: 9408 2666

**SPORTS UNIFORM / FACTIONS**

To represent Padbury Primary in interschool competition, students need to wear full school uniform Jade/Navy polo and shorts/skorts.

Children are placed in a faction on admission to school. Family members are placed in the same faction. Others are placed according to the balance of numbers. Children should always be appropriately dressed for sporting activities.

**Mawson (Red)****Giles (Blue)****Forrest (Green)**

## CODE OF CONDUCT

At Padbury Primary School, we believe...











Padbury Primary School  
MacDonald Avenue  
Padbury WA 6025

Ph: 6206 7950

Email: [PadburyPS@education.wa.edu.au](mailto:PadburyPS@education.wa.edu.au)  
Website: [padburyps.wa.edu.au](http://padburyps.wa.edu.au)