

*Together | Learn • Respect • Inspire • Create • Celebrate*



# Mount Lawley Primary School Parent Handbook 2024



## Welcome to Mount Lawley Primary School

Mount Lawley Primary School has a history of educating children who live within our locality. Over the course of our 112 year history we have grown and evolved into a school that serves a diverse but empowered community, that takes great interest in students both as individuals and as a collective. We have an established reputation as a school where students achieve high academic outcomes whilst at the same time are supported in their social and emotional growth. As a new or continuing member of our community I am confident you will enjoy the experience of being a part of the "Mount Lawley Primary School Family".

This booklet contains information about the general operation of our school. Its primary function is as a quick reference or guide to ascertain how the school operates and what key routine functions are carried out during the course of the school year. Hopefully you will find consistency throughout the handbook as it applies across our school from Kindy to Year 6. It reflects our culture that has developed over our extensive lifetime of educating children in this location.

The dissemination of information about our school is very important to us and the key to strong school community relations. Further communication can be found on our school website,

Kind regards

**Jared Lawson**

**Principal**



## Our History

Mount Lawley Primary School has a long and proud history of educating the local community since 1912. We have a strong, supportive and collaborative learning community with a positive reputation within the local and wider community. Mount Lawley Primary School is 4km from Perth's CBD. Our school was rebuilt in 2015 and is a modern, vibrant educational environment that is well resourced with high level of access to computers and digital technologies as well as other learning resources. We work in partnership with our community to enhance education and provide a quality learning program for all.

Mount Lawley Primary School is a dynamic, innovative and inclusive community that nurtures and inspires lifelong learning with high levels of achievement and expectations for all. We are an Independent Public School that is safe, nurturing and respectful, reflecting the community it serves.



## Our Community

Mount Lawley Primary is an Independent Public School with a holistic approach to student academic achievement, social and emotional wellbeing and resilience. Students are at the centre of every decision we make as a whole school. A culture of high expectations, underpinned by the application of school-wide instructional practices, makes Mount Lawley Primary a school of choice. Our clear and unified vision drives our whole school improvement agenda with a focus on quality teaching and learning. Our educational program is supported by professional staff who are committed to improving outcomes for all students. The educational environment is enhanced through a number of specialised programs and activities including; Physical Education, Italian, Music, Technologies, Instrumental Music and a range of coordinated before and after school programs. The professional teaching environment is one of collaboration which supports and maintains a culture of excellence and accountability. There is a strong sense of community, parent support and involvement in the school. The school community, through the School Board, plays an active role in reviewing the strategic school direction. Our dedicated P&C contributes to the social and financial wellbeing of the school. With our proud history and heritage, coupled with our state-of-the-art facilities, Mount Lawley Primary School is committed to excellence in education where every student aspires to be the best they can be. Teaching and Learning at Mount Lawley Primary School is defined by all staff meeting together regularly to implement effective, evidence-based practice. We plan, teach and assess using the WA Curriculum to meet the diverse needs of all students. Staff effectively interpret and respond to student data to inform planning and practice. Ongoing professional learning opportunities are provided for staff to enhance teaching and learning, and curriculum leadership roles. All staff are committed to implementing whole school plans and targets, and work towards creating connected practice to ensure smooth transition for students from one year to the next.





## Our Vision

### ***Together***

#### *Learn*

We strive for all members of our school community to experience the joy of learning and become lifelong learners.

#### *Respect*

We provide an inclusive environment and respectfully acknowledge social, physical, educational and individual needs.

We work together to develop and maintain a positive school culture that is characterised by trust, respect and strong partnerships to enhance the wellbeing of all.

#### *Inspire*

We set high standards and inspire all members of our school community to strive for and achieve their personal best.

#### *Create*

We provide an environment that fosters creativity and critical thinking within and beyond the classroom.

#### *Celebrate*

We celebrate our endeavours and successes of our students, staff and community.



## SCHOOL ESSENTIALS

### General Information

Address	92 Second Avenue, Mount Lawley 6050
Front Office	9238 0800
Email	<a href="mailto:mountlawley.ps@education.wa.edu.au">mountlawley.ps@education.wa.edu.au</a>
Website	<a href="https://mountlawley.ps.wa.edu.au/">https://mountlawley.ps.wa.edu.au/</a>
Facebook:	Mt Lawley Primary School - Official

Office Hours: Monday to Friday 8am-4pm (during school terms)

Principal: Jared Lawson

Deputy Principal: Alexandra Roberts

Admin Support: Richard Murphy

Manager Corporate Services: Lesa Mileto

School Officers: Shannon Gunning, Julee Clark and Jemma Taylor

Library Officer: Nicola Brodie

### Term Dates for Students 2024

All term dates for the current year and future years are available on the Department of Education website: <https://www.education.wa.edu.au/future-term-dates>

Dates on this website may change due to school development days. You can contact the school directly for more advice.

<b>2024 Term dates</b>	
<b>Semester 1</b>	
Term 1	Wed 31 January - Thurs 28 March
Break	Friday 29 March – Sun 14 April
Term 2	Mon 15 April - Fri 28 June
Break	Sat 29 June - Sun 14 July
<b>Semester 2</b>	
Term 3	Mon 15 July - Fri 20 September
Break	Sat 21 September - Sun 6 October
Term 4	Mon 7 October - Thu 12 December

### School Development Days 2024 – Students do not attend on these days

Term 1	-	Monday 29 and Tuesday 30 January
Term 2	-	Friday 26 April
Term 3	-	Monday 15 July
Term 4	-	Monday 7 October, Friday 13 December

### Primary School Instructional Hours

First Bell	8.30am - Children Access Classrooms
Second Bell	8.50am - Classes commence
Morning Recess (PP- Year 3)	10.30am – 11am
Morning Recess (Year 4 – Year 6)	11.00am - 11.30am
Lunch	12.30pm – 1.10pm
School Finishes	3.10pm

### *Gate Opening Times*

All gates will be locked at 9:15 am and unlocked at 3pm. gates on Second and Third Avenue are locked in the morning at 9.15am and reopen at 3.00pm.

### *Kindergarten Contact Numbers*

K1	9238 0820
K2	9238 0822
K3	9238 0821

Kindergarten sessions are run at our centre located at 65 Woodsome Street, Mt Lawley  
Kindy hours are 8:50am – 2:50pm with attendance days for classes as listed below.

Kindy 1 – Monday, Tuesday & Wednesday **odd weeks** - Monday and Tuesday **even weeks**

Kindy 2 – Monday, Tuesday & Wednesday **odd weeks** - Monday and Tuesday **even weeks**

Kindy 3 – Monday, Tuesday & Wednesday **odd weeks** - Monday and Tuesday **even weeks**

### *Leaving School Early*

Parents collecting their children during the school day are required to sign them out at the Administration Office. A yellow pass will be provided to the parent/carer, which needs to be presented to the teacher prior to the children being released from class. It is vital that when enrolling children, the names of all people authorised to collect children from school are listed on the enrolment form. To ensure the security of all children, they may be asked for identification at the time of pick up. In the interests of child protection, no child will be permitted to be picked up by an unauthorised person.

### *School Visitors*

All visitors to the school are required to sign in and out through the Administration Office. An identification sticker will be issued clearly outlining you as a visitor and is required to be worn at all times while on the school grounds during school hours. This is a Department of Education requirement.

Working with Children Check Cards are to be provided by anyone over the age of 18 who is not a parent of a student at the school. This includes all grandparents helping within the school community or classroom. Please see the Administration Office or visit the Working with Children website <https://workingwithchildren.wa.gov.au> if you require further information. An application can be obtained from an authorised Australia Post outlet.

### *Parent/Carer Assistance*

Parents and visitors are required to sign in and out at the front office on arrival. Class teachers may also request parent/carer assistance in classrooms and with school activities. This help is always very welcome. If you would like to volunteer, please contact your child's classroom teacher or watch for items in the school newsletter requesting assistance with special school events. Parents/carers working with children in the classroom, or assisting with excursions, are required to complete a Department of Education Confidential Declaration, which is available from the Administration Office. In some cases, there may be a need to obtain a Working with Children Card (WWCC). Information on these requirements is also available from the Administration Office.

## General School Information

### Absences

Parents are expected to take family vacations during school holidays. Under the Education Act (1999) parents are required to have children attend school each day of term, unless authorised leave has been approved on compassionate grounds or they are unwell. Absences where families choose to remove students from school for periods of time cause significant disruption to your child's education, the class and teachers concerned.

Families take holidays for all kinds of reasons and we understand that. We would ask that you give it serious consideration before you embark on a holiday during term time as research indicates the negative impact it can have on your child and their future success. Please also be aware that holidays are marked as an "unauthorized vacation" and this does show on your child's attendance record. We want all our students to have every opportunity to reach their full potential at school and ask that you partner with us on this.

If an absence during term is unavoidable, please send a written request to the Principal and teacher explaining the reason your child is being removed from class during the school term.

### Accident or Illness

Students that have minor injuries at school are administered general First Aid. Accidents that involve head, dental or eye injuries are referred on to parents or guardians via a courtesy call or emergency phone call as the school is not equipped or permitted to deal with such situations. An ambulance is called if the situation warrants it and parents or guardians are notified.

### Arrival at School

Students are supervised by a duty teacher in the covered assembly area from 8am until the first bell at 8.30am. School commences promptly at 8.50am. If your child is late for school, kindly report to the front office and sign in via Passtab.

### Assemblies

Days will be confirmed in 2024

### Attendance

Punctuality and regular attendance assist in individual and class progress. If it is necessary for a child to be absent, please notify the school of the date of absence, child's name, child's class and reason for absence. Notification can be given using the following methods:

- The Connect portal
- SMS or reply to 0437 206 395
- Emailing the front office at [mountlawley.ps@education.wa.edu.au](mailto:mountlawley.ps@education.wa.edu.au)
- Phoning the front office on 9238 0800

**Please Note:** The only acceptable reason for a child missing school is illness or other unavoidable occurrences.



### *Behaviour Management Overview*

At Mount Lawley Primary School students are encouraged to accept responsibility for their own behaviour and have respect for the rights of others.

Parents will be informed if children's behaviour follows an unacceptable pattern. In most cases, parents, in partnership with the school, will be included in behaviour management processes. Staff and parents are the partners in the management of Mount Lawley students. An overview of the [Behaviour Management Plan](#) can be found on the school here/website.

### *Positive Behaviour Support*

The atmosphere of the school is to be friendly and harmonious, while students are guided along the road of self-discipline, by the encouragement of excellence in work and behaviour. Good standing will apply to all students. They need to display consistent good behaviour in class and in the playground; building trust to attend arranged functions/excursions.

### *Bicycles, Scooters and Skateboards*

Please note that the National Safety Council recommend children not ride to school unsupervised until they are ten (10) years of age. Until this age, children have not developed sufficient peripheral vision for road safety. Children and adults who ride are required by law to wear safety helmets.

Bicycles, scooters and skateboards must be roadworthy and they must be kept in racks near the ages whilst at school. Bicycles, scooters and skateboards are not to be ridden on the school grounds and are to be walked in when arriving and departing.

### *Birthday Celebrations*

Your child's special day is important to us and we want to help them celebrate. Staff will not be able to cut cakes, so it is suggested that you may provide allergy aware cupcakes or individually wrapped items.

### *Canteen/ Lunch Orders*

**Bells Canteen** is open on Wednesday and Friday and is managed by Belinda Gambitta. Lunches can be ordered via the online ordering system, to register your account visit [www.quickcliq.com.au](http://www.quickcliq.com.au). You can place lunch orders well in advance, or no later than 8:45am on canteen days. Recess is a cash only service and it is recommended children bring coins or a \$5 note.

The canteen is always looking for volunteers. If you are interested in helping out for a few hours one day a week, please contact Belinda [bells@mlpspc.org](mailto:bells@mlpspc.org)

### *Children's belongings*

Please ensure that names are clearly marked on all items of personal property, including, hats, library bags, lunch boxes and other personal belongings. The school cannot accept responsibility for losses. The Lost Property Collection Point can be found outside the deputies office. At the end of each term, lost property items will be cleared by forwarding the unclaimed items on to the uniform shop to resell or to a worthwhile charity.

No responsibility can be taken by the school for damage or theft of items such as personal sporting equipment and special toys etc.. For this reason, children are requested to leave these personal items at home.

### *Collecting Children from school*

If you collect your child by car, please make sure you clearly establish exactly where you will pick your child up and always be on time. Parking close to the school is limited. We ask parents to be patient and courteous to other road users and students. A 40km/h limit applies around the school in the mornings and afternoons on school days.

The designated Kiss n Drive zones on Second Avenue and Third Avenue operate as a one-way street during drop off and pickup hours. Cars are required to move forward in the zone; if your child is not there, drive around the block and try again. There are **NO U-turns permitted** and drivers are not permitted to leave the vehicle. We ask that you please respect our neighbours and do not park on their verges or driveways.

We have partnered with 'Your Move' a Department of Transport initiative aimed at supporting schools to promote healthy living by encouraging ways our students can walk, scoot or ride to school. Parents can support us to promote sustainable practises and reduce traffic issues around the school by actively encouraging students to walk or ride to school.

Further information can be found on the P&C Traffic Management Group on our website under Our Community tab.

### *Communication Teachers*

Mount Lawley Primary School utilises 'Connect' to communicate with the school community and share important notices, newsletters and forms. Classroom teachers will also use Connect to share information relevant to their students, with notices going out on a Friday.

Connect is a secure online environment developed by the Department of Education for staff, students and parents in public schools. It gives our teachers a tool to deliver content to the students via an online classroom. This means your children are able to share with you what they are learning about, submit assignments and discuss issues together online anywhere, anytime. For you, Connect provides easy access to information relevant to your child's classes. Access the Quick Guide for Parents (Primary) [here](#).

An essential component of school policy is the fostering of sound home/school relationships. Meetings to discuss student progress or problems can be instigated by parents or teachers and are best organised in advance for before or after school, or in teachers DOTT. It is recommended that parents raise any concerns with teachers initially. In some cases, parents discuss what they feel are problems with other parents and neglect to notify the school. No problem can be solved if the school is not aware of it. If the concern/s is not resolved, parents or teachers can ask for support from Deputy Principals. Teachers may also recommend meeting with other staff including the Learning Support Coordinator, School Psychologist or School Chaplain.

A detailed [Communication Policy](#) is available online on the school's website.

Staff email details will be updated early in Term 1 2024 and will be found on the school website under the Contact tab. <https://mountlawleyps.wa.edu.au/contact/staff-directory>

### *Class Parent Representatives Co-Ordinator (Parent Liaison)*

To be confirmed and communicated in the School Newsletter.

### Concerns

We strive to create a culture where communication between school and home is comprehensive as well as regular and helpful, but sometimes issues arise. We recognise that parents and staff both want the best for each student and we welcome contact from parents when there is an issue at hand. We believe that there is a difference between an issue, or even a concern, and a complaint. We consider an issue or a concern to be a serious matter, but something that can be resolved with assistance from the class or specialist teacher through an informal approach. A complaint is a much more serious matter that will be treated as an expression of dissatisfaction and will follow a more detailed resolution process.

We encourage parents to raise their concerns or complaints in a timely manner. As the class teacher is the person most knowledgeable in regard to the student, we encourage you to start with them. Parents are asked to contact the teacher directly, via email or in person, or contact the administrative office to coordinate a lengthier discussion. As morning drop off and afternoon pickup times can be very busy for the teacher, email can be a very effective tool to request a meeting or to request further clarification of a small issue. For most issues, we request parents make an appointment to see the teacher, outlining the reason for the meeting, to allow them to prepare adequately. The teacher will initially respond within 2 school days with, at a minimum, a plan to address the issue, or timing for a scheduled meeting. Please note, School Education Act employees, that is, teachers and school administrators are not required to initiate or respond to electronic and other communications from school staff, parents or community members when not on duty, unless in an emergency. This includes time when staff members are on sick leave or approved leave, public holidays and student vacation time

### Crosswalk Attendants

Our crosswalk attendants work from 8.00am to 9.00am and 3.00pm to 4.00pm. All students who need to cross the road must use the supervised crosswalk for safety reasons. The attendants are located at the corners of North Street and Second Avenue, Central Avenue and Clifton Crescent and Beaufort Street and Third Avenue each day.

### Custody

If there are custody arrangements in place (e.g. only one parent has day to day care of children and there are access provisions for the other parent) please inform the Principal. Similarly, if there are other, legally binding directives that impact on the school, please advise office staff and provide copies of all relevant documents. The school can only act on legally enforceable orders that it has sighted.

### Dental Health

Free Dental treatment is available to all students from Pre-Primary to Year 11. Our dental clinic will issue enrolment forms to all new students in due course. For further information, please contact the Dental Clinic on 9271 5561.

### Dogs and Pets

Parents are asked **NOT** to bring dogs or pets to school when dropping off or picking up their children, whether on a leash or not.



## *Duty*

There are always a number of teachers on duty in all areas of the playground and oval during recess and lunch breaks to adequately attend to playground issues. Duty teachers are easily identifiable in reflective vests and carry duty bags with emergency supplies. Students should refer to a duty teacher if issues arise that cannot be resolved. In addition to the duty teachers, the Principal and Deputies are often in the grounds to offer assistance where required.

## *Enrolment Procedure*

Enrolment requirements differ from school to school. Mount Lawley PS is a local-intake school with a defined boundary as described below. Families who reside within the [local-intake area](#) are guaranteed enrolment for their children in the compulsory years of schooling (PP to Year 6). Children whose usual place of residence is not within the local-intake area are accommodated where possible, however acceptance is at the Principal's discretion. Parents are encouraged to apply by the closing date, even if the child is of compulsory school age and is guaranteed a place in the school. This assists us with planning for the following year.

When enrolling your child, you will be asked to provide:

- your child's birth certificate (original or certified copy) or birth extract or equivalent identity documents
- your child's immunisation records from the Australian Immunisation Register (1800 653 809)
- proof of your child's usual place of residence e.g. a lease agreement of at least six months or proof of ownership of a property such as a land rates notice, and a recent gas or electrical account. A Statutory Declaration may be required.
- copies of Family Court or other court orders
- visa details (if applicable)
- a copy of any medical reports which may assist teachers

Students enrolling in Kindy or who reside outside of the catchment zone will be required to complete an Application for Enrolment (Enrolment Pack Part A) with the above documents. This will determine your child's eligibility for local enrolment. If accepted, you may then complete an Enrolment Form (Enrolment Pack Part B) and submit it to the school. If your Application for Enrolment is not accepted, you will be advised in writing within three weeks of the advertised closing date for applications.

## [Enrolment Pack Part A](#)

## [Enrolment Pack Part B](#)

## *Enrolment Information*

**Special Needs:** Parents/carers of students with special needs are asked to contact the school, at the time of enrolment, to discuss their child's unique requirements. This will ensure that the most appropriate program is put in place to meet the needs of their child.

**Overseas Students:** Students who are not Australian Citizens must present their passport and visa grant notice at the time of Enrolment. Students born overseas, who are Australian Citizens, must present their passport. Some students on visas will be required to enrol through TAFE International WA.

**Immunisation Records:** The school must sight a recent (printed within 2 months) copy of each student's AIR History Statement (immunisation records) at the time of enrolment. A child's immunisation is expected to be up-to-date upon entry to school. These include Measles, Mumps, Rubella, Polio, Whooping Cough, Diphtheria and Tetanus. Immunisations can be obtained from your local GP or through the local Council Clinic.

**Kindergarten Enrolment:** Children are eligible to start Kindergarten when turning four years old by 30 June of that year, provided they are up to date with their immunisations. In Western Australia, children can start their education in Kindergarten, however compulsory schooling starts the following year in Pre-Primary.

[Applications for next year \(2025\) open Monday 15 April 2023 and close on Friday 19 July 2024.](#)

You need to apply to enrol your children in school for 2025 if they are:

- starting Kindergarten – 4 years old by 30 June 2025
- starting Pre-Primary, the first year of compulsory school – 5 years old by 30 June 2025
- changing schools.

Applications for Enrolment in Kindergarten for 2025 are accepted according to the following criterion:

1. Children living in the intake area of the school and who will have a sibling enrolled at the school in 2025
2. Children who live in the intake area of the school but will not have a sibling at the school in 2025
3. Children who live outside the intake area of the school and who will have a sibling at the school in 2025
4. Children who live outside the intake area of the school and who will not have a sibling at the school.

As Kindergarten is non-compulsory schooling, the enrolment process completed for Kindergarten only covers that year. All Kindergarten students must repeat the enrolment process for Pre-primary.

**Pre-Primary:** Pre-primary is the first compulsory year of schooling and children attend five full days per week. Children commence Pre-primary when turning five years old by 30 June of the year they attend.

**Student Records/ Information:** It is important that parents/carers advise the school immediately if there are changes of address, telephone number, emergency contacts or medical details. This will ensure that the welfare of all students is given the highest priority, especially in times of urgency.

**Access Restrictions:** Parents/carers are reminded that the School Education Act 1999 obliges parents/carers to inform schools of any Family Court Orders or other orders which are applicable to their children. The school must sight the original documents and all details are treated in the strictest confidence. Any changes to orders must be provided to the school as soon as possible.

### **Extra Optional Charges**

Voluntary courses and activities where an election is made by the parent or student to participate. The participation of a student in an extra cost optional component is conditional on payment of the costs of that component by the due date.

### [Excursions](#)

Excursions at school are an opportunity for teachers to enrich the curriculum through real life experiences. You will be notified in advance of any excursions and planning and costs associated with these. Often there are opportunities for parents to assist on excursions so please volunteer if you are available and assistance is required.

### *Exemption from Physical Activity and Sport*

Physical education and Sport form a part of the school's curriculum. Children are expected to take part in these sessions. Children can only be exempted if a note explaining reasons or a medical certificate is forwarded to the class teacher.

### *Factions*

All children who come to Mount Lawley Primary School are allocated into a faction. Our factions are Blue, Gold, Green and Red. Shirts in faction colours are available from the uniform shop and can be worn during Physical Education or other sporting events.

### *Hat Policy*

It is essential that children wear hats when they are playing outside. Students who do not have a sun safe hat will be asked to play in the undercover area or on the veranda of the school. Hats are worn throughout the entire school year and can be purchased from the uniform shop.

### *Helping in the Classroom*

We welcome assistance in the classroom. Please note, all volunteers other than parents, are required to obtain a Working with Children Check through the post office and present their current card or receipt of application to the school administration prior to commencing volunteer work.

### *Home Reading*

Our mission is for students at Mount Lawley Primary School to develop a love of language and literature. The best models of this are parents and teachers. Daily home reading is an expectation of all students but is not counted as 'homework'. Reading should be conducted in a safe environment and seen as pleasure, not a chore.

### *Homework*

Mount Lawley Primary School acknowledges the research that shows mixed findings on whether homework actually increases students' academic achievement, particularly in the primary school years. Many parents and teachers agree however, that at the primary school level, homework is important because it may consolidate the learning that has gone on in the classroom during the day. The school has a detailed homework policy that allows for regular homework that is appropriate to the age and developmental level of students.

### *Infectious Diseases*

The following ailments require a period of exclusion from school unless a doctor is prepared to issue a medical certificate to say the child is free from infection and well enough to return to normal school activities:

#### **INFLUENZA**

Return when symptoms have subsided.

#### **MEASLES**

Re-admit on medical certificate or at least four days after the appearance of the rash if well (notify Health Department).

#### **MUMPS**

Exclude for at least nine days after onset of symptoms.

#### **PEDICULOSIS** (head lice/nits)

Must be treated before allowed back to school.



**RINGWORM**

Medical certificate only.

**RUBELLA** (German Measles)

Medical certificate or when symptoms have subsided (notify Health Department).

**SCABIES**

Exclude from school until effective treatment has been instituted.

**SCARLET FEVER**

Re-admit with medical certificate only (notify Health Department).

**CHICKEN POX**

Exclude until fully recovered, or at least five days after the eruption first appears. Some remaining scabs do not justify continued exclusion.

**DIPHTHERIA**

Medical certificate only (notify Health Department).

**VIRAL HEPATITIS**

Medical certificate only (notify Health Department).

**IMPETIGO** (school sores)

Must be under treatment, including use of occlusive dressings.

### *Kindergarten*

Mount Lawley Primary School runs Kindergarten Programs at our Early Learning Centre located at 65 Woodsome Street Mount Lawley. Class contact numbers are listed in the front of this booklet. All enrolments are processed through the office at the main school on Second Avenue. Enrolment in our Kindergarten does not automatically entitle children to enrolment in the primary school for pre-primary and beyond. Local intake rules still apply. Parents or Guardians will need to re-apply to enrol for pre-primary. Further information is available on our website.

### *Learning Assistance Program (LAP)*

Our school operates a Learning Assistance Program. This wonderful program is run by volunteer parents and focuses on children who teachers identify as needing further assistance in any given area. Should your child need to access this program you will be contacted and informed. Volunteers are always welcomed to assist with this program so please let us know if you are interested in helping out.

### *Library*

The school library is a vital part of your child's learning program. Each class has an allocated borrowing period. Students are also able to borrow books before school from 8:30am and at lunchtime. Parent assistance in the library is always welcome. If you would like to help, please contact our School Library Officer, Mrs Nicola Brodie on 9238 0800 during work hours, in person or via Connect.

### *Lost Property*

Lost and unclaimed property is collected and displayed at The Lost Property Collection Point which can be found outside of the deputies' office. Parents and children are encouraged to look for their missing item/s.

### *Medication and Medical Needs*

**Long term medication and/or support:** If your child suffers from a serious or life threatening condition (e.g. allergy, diabetes, epilepsy, asthma) you are required to complete a Student Health Care Plan (updated annually) for your child, and provide medication if required. Based on the information given, processes will be established for safe storage, recording and administration of the medication. The information is confidential and is used to ensure your child receives the appropriate medical attention should the need arise.

**Parents need to ensure that medication forwarded to the school has not exceeded the expiry date. This is the parent or guardian's responsibility.**

**Short term medication:** Some students require medication during school hours following an illness or injury. If this is required, kindly complete the appropriate Administration of Medication Plan which can be obtained from the front office. It is the responsibility of the parent/child to collect medicines at the end of the day.

#### [Form 3 Administration of Medication Form](#)

### *Money, Valuables and Toys*

All money should be sent to school in a secure manner, preferably in a sealed envelope, labelled with name, room number, amount and purpose of money. For ease of handling, the correct amount should be enclosed.

Valuables and toys are not to be brought to school as the school cannot accept responsibility for these.

### *Nut Aware*

*We have children enrolled throughout the school who have the potential to suffer anaphylaxis. This is a sudden, severe and potentially fatal allergic reaction to nuts, especially peanuts and nut products.*

It is important to understand that even trace amounts 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.

Children have been taught not to share or accept foods from others and this is a school rule. The school's main aim is to assist the students in the avoidance of allergies.

### *Out of School Hours Care*

Mount Lawley Primary School does not currently have facilities for onsite out of school hours care. However, an outside provider drops off to the school in the morning and picks up from the school in the afternoon. You can enrol your child by contacting them directly:

Inglewood Station After School Care      9271 8088 / 0439 930 299

### *Parents and Citizens (P&C) Association*

The purpose of the P&C is to promote the interests of the school through cooperation between parents, teachers, students and members of the general community, assisting in the provision of resources, facilities and amenities that benefit the whole school and the fostering of community interest in educational matters.

P&C meet in Weeks 5 of the school term, everyone is welcome and we encourage all members of the school community to participate in P&C meetings, activities and events. Further information can be found via the [P&C tab on the school website](#).

### *Parking*

There is limited parking on Second and Third Avenue before and after school. You are encouraged to use the Kiss N Drive, available on Second and Third Avenue. We strongly encourage children to walk, ride or scoot to and from school with adult supervision. Parents are not to park in the staff carpark at any time, or walk through the carpark with their children.

### *Payments*

Payments to the school can be made in a number of ways:

- **Qkr! App**

Please download the app for free from the App Store or Google Play. Information on how to set up Qkr! is available from the front office. [Qkr! Help Card](#)

- **EFTPOS**

Debit and credit card payment facilities are available at the school's front office.

- **Direct Deposit to the school's bank account:**

Mount Lawley Primary School

ANZ Mount Lawley

BSB: 016 370 ACCOUNT: 340 879 955

(Please include family name and room number as a reference).

- **Pre-payments**

Parents can make a pre-payment of any amount into their child's account at any time. This pre-payment is known as unallocated credit and can be used to automatically pay for activities throughout the year. Unused unallocated credit rolls over from year to year.

- **Cash**

Please place cash in a named, sealed envelope in the payment box in the front office. Please enclose the exact cash as change will not be given and any overpayment will be credited to the student's account as unallocated credit.

The participation of a student is conditional on payment being received by the due date.

### *Personal Items for Student Use (Booklists)*

Student booklists for the following year are made available in November/ December each year. They can be accessed via the [school website](#). Orders can be made directly to the current school supplier or purchased at the retailer of your choice.

### *Public Holidays*

School is closed on gazetted public holidays that occur during the school term. Public holidays for each year will appear on the school calendar and reminders will be published via Connect and through newsletters.

### *Reading and Library Books*

We are very fortunate to have a very well-resourced school library. In order to preserve our books and extend the life of each book, all children are expected to have a library bag. This protects our books when children take them home. As you can appreciate, books are expensive to purchase



and we need to keep them in good condition. Students are also encouraged to take responsibility for their own borrowing and returning.

### *Reporting to Parents*

An important part of any school's work is reporting of progress to parents. At Mount Lawley Primary School this process is a part of our [detailed communication policy](#) found on our website.

Teachers will have a number of ways of reporting student progress to parents. These include, but are not limited to;

- Individual parent/teacher interviews conducted when required. These may be requested by teachers or Parents/Carers and can be scheduled by contacting your child's classroom teacher;
- School Reports which are provided to parents via Connect at the end of Term 2 and Term 4.

### *School Board*

The purpose of our School Board is to provide an opportunity for parents and the wider community to take part in the shaping and monitoring of the school's objectives, priorities and general policy directions.

Parent Representative Members form the majority of the Board. All parents will be advised when nominations are invited to fill Board vacancies.

The Board meets twice a term and other times as deemed necessary. A fortnight's notice is given of the School Board Annual Open Meeting which generally occurs in the second term.

Information on the Board and your School Board Representatives can be found via the [School Board tab on the school website](#).

### *School Chaplain*

Mount Lawley Primary School has a Chaplain, Domenica Casci, who works at the school 3 days each week, Tuesday, Wednesday and Thursday. Dom is an important part of our pastoral care program and is available to support students, parents and teachers in the following roles:

<b>Social:</b>	The Chaplain offers strategic support and training to develop leadership and citizenship skills for groups of students.
<b>Emotional:</b>	Provide pastoral care through conversations with individuals and groups experiencing personal or social difficulties, enabling them to work through their difficulties and adjust to change.
<b>Mental:</b>	Offer self-esteem and social skill enhancing programs for specific groups of students, enabling them to participate more confidently and effectively.

Our Chaplain also works in classes, attends camps and organises lunchtime activities for students. Dom is an integral part of our team focusing on leadership programs with students.

### *School Health*

A Community Health Nurse will visit our school to carry out periodic medical checks on children in Pre Primary and Year 6 throughout the school year. If your child has any particular problem, you will be notified. We are able to contact the nurse on your behalf for information regarding child development following on from the Community Nurse Services used for 0-4 aged children.

### *School Psychologist*

Our School Psychologist is available to the school 2.5 days per week. Referrals are usually made through the Principal or Deputy Principal following discussions with class teachers and/or parents. Parental permission is always required prior to Psychologist contact with students or the commencement of any individual testing procedures

### *School Uniform*

Mount Lawley Primary School is proud of the uniforms worn at school by its students. The wearing of uniforms is strongly encouraged. The uniform shop is run by volunteer parents and operates fortnightly on a Thursday morning from 8.30am - 9.30am on the **odd** weeks during term. The shop is located in the covered Assembly Area at the main school. Please label all articles to ensure lost property can be reunited with its rightful owner. Uniform order forms can be collected from the front office or found on the school website, under parent information. The completed order forms can be handed in to the school office or emailed to [mlpsuniformshop@gmail.com](mailto:mlpsuniformshop@gmail.com). Uniform orders can also be placed via the Qkr! App. Uniform Shop volunteers will pack orders on a Thursday and deliver to your child's classroom.

### *School Grounds and Property*

It is Government policy that school facilities and resources are made available for use by the community. Written applications must be submitted for use of school grounds and property and must be approved by the Principal. This arrangement is formalised through a written agreement signed by the Principal and a representative of the user group.

Anyone seeing anything untoward or people acting suspiciously on school property are asked to telephone Education Security on 9264 4771 or School Watch on 1800 177 777.

### *Staff Meetings and Collaborative Meetings*

Staff meetings are held on Tuesday from 3.30pm - 4.30pm in weeks 4 and 8 of each term. Collaborative meetings are held in teacher DOTT during weeks 2, 4, 6 and 8 of each term. These meetings are an important part of our planning and reflection cycle for school improvement and, therefore, staff are not available during these times.

### *Swimming (In – term)*

The Department of Education conducts swimming lessons during school time for students in Year 1 to Year 6. There are no charges for instruction, although bus transport and pool admission have to be paid for. All eligible children are expected to participate.

### *Third Party Online Services – Parent Consent*

Mount Lawley Primary School provides access to Department of Education online services. These enhance the contemporary learning opportunities available to students and the range of teaching tools available to staff to deliver the Western Australian Curriculum. The Department's online services currently provide students with access to:

- individual email and calendar accounts;
- the internet, with all reasonable care taken by central office and schools to monitor and control students' access to websites while at school;
- online teaching and learning services such as Connect, web-conferencing and digital resources;
- online file storage and sharing services; and
- these online services at locations other than school.

Please note that while every reasonable effort is made by schools and the Department to prevent student exposure to inappropriate online content when using Department provided online services, it is not possible to completely eliminate the risk of such exposure. You should be aware that the Department has the right to review, audit, intercept, access and disclose messages created, received or sent over Department online services. Logs of email transactions and internet access data are kept for administrative, legal and security purposes and may be monitored. Similar to other corporate records, emails and internet access records are discoverable in the event of legal action and are subject to provisions of the Freedom of Information Act 1992. ([www.foi.wa.gov.au](http://www.foi.wa.gov.au)) You should also be aware that general internet browsing not conducted via the Department's network is not monitored or filtered by the Department. The Department encourages close family supervision of all internet use by children in locations other than school, and strongly recommends the use of appropriate internet filtering software. Advice on managing internet use at home can found on the Office of the E-Safety Commissioner website ([www.esafety.gov.au/iparent](http://www.esafety.gov.au/iparent)).

Further information will be sent to parents and carers in Term 1 2023 to seek permission for your child to use these online services.

### *Voluntary Contributions and charges*

The Mount Lawley Primary School Board has endorsed a schedule of School Voluntary Contributions and Charges for 2023 and notes the proposed P&C fee and voluntary contribution. The school Voluntary Contribution has once again been contained at the \$60 per child maximum as set out in the School Education Regulations 2000.

While these contributions are voluntary, the quality of our teaching and learning program will be enhanced when each family makes its contribution to the cost of supplementing funding gained from other sources, including the State and Commonwealth Governments. All contributions are used for the direct benefit of children.

The complete Voluntary Contributions and Charges schedule is available from the [school website](#) or on request from the school office.

### *Website*

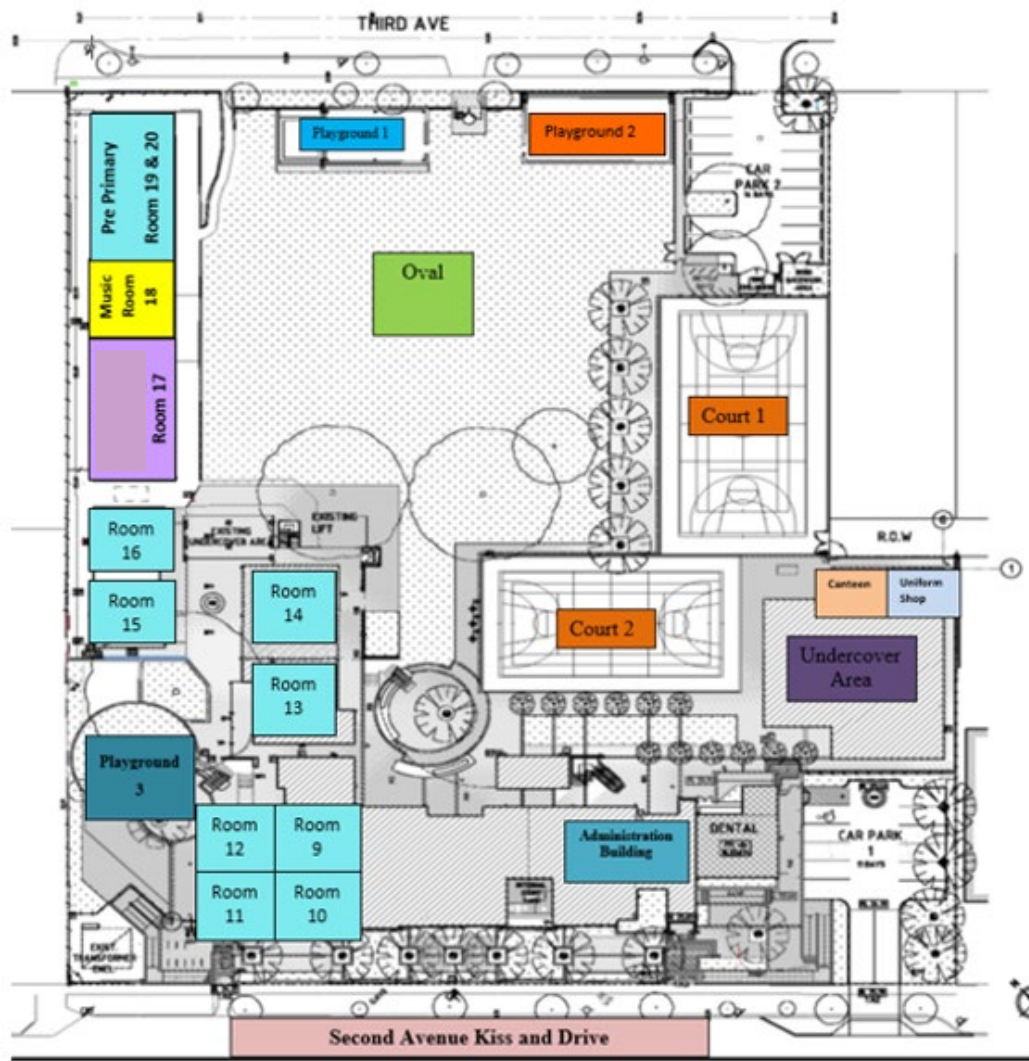
The Mount Lawley website is updated regularly and is a useful tool to assess important information such as enrolments, newsletters, event calendar, booklists, uniform order form and the voluntary contribution schedule. Further information can be found by visiting <https://mountlawleyps.wa.edu.au>

### *Withdrawal of students from school*

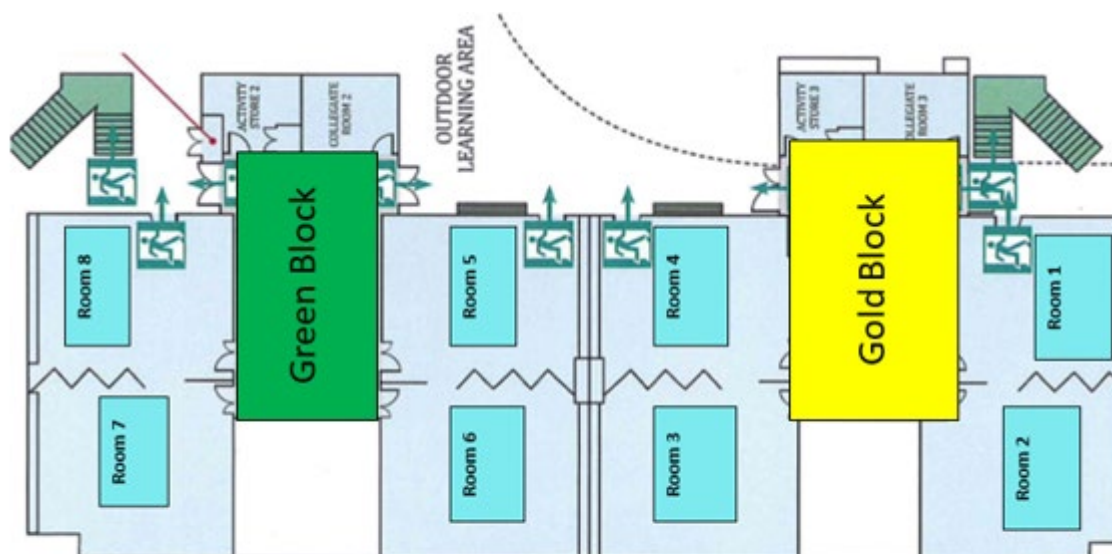
School staff have a duty of care over your children whilst they are on the school site during the school day. Permission to leave the school grounds during the day will not be generally granted unless a written advice has been received from a parent. In the event of illness or accidents at school, parents will be contacted to care for their child.

Parents taking students to appointments during the day must visit the office, sign their child out via Passtab and then present the official leave pass to their child's teacher. When returning children to school, parents then sign their child back in via Passtab at the office. Teachers will not release students during lesson times unless they receive official notification from the school office. This cannot be done in advance.

## Ground Floor



## First Floor





If you have questions that are not covered in this booklet, please feel free to contact the school office on (08) 9238 0800 or by email to [mountlawley.ps@education.wa.edu.au](mailto:mountlawley.ps@education.wa.edu.au)

