

PARENT INFORMATION

VISION

Nurture all children to embrace learning and reach their full potential by providing a safe and inclusive learning environment driven by high expectations.

VALUES

Gracious – courteous, kind and pleasant

Respectful – considerate of others

Optimistic – Think the best possible outcome will occur so that personal excellence can be achieved

Willing – Prepared to take risks, make mistakes and learn from feedback

MOTTO

Growing Lifelong Learners

Welcome to our school. We look forward to working with you to ensure your child is supported to reach their full potential both socially and academically.

ADMINISTRATION – OFFICE HOURS 8.00am – 3.30pm

Natasha Doyle	Principal
Jacob Slavin	Associate Principal
Vanessa Pierre	Manager Corporate Services
Lisa Catchlove	School Officer

CONTACT INFORMATION

School	08 6401 8150
E-mail	LandsdaleGardens.PS@education.wa.edu.au
OSHC	Sarah Chemello - 0402661957

SCHOOL HOURS

Students should **not arrive at school prior to 8:25am** and must be picked up at 2:55pm. Please supervise your child before and after school to ensure they do not move/play on the equipment, to prevent accidents.

SIREN TIMES: MON, TUE, THUR, FRI

8.30am	Classes open
8:40am	Lessons commence
10.50 -11:20am	Recess
1:20 - 1:50pm	Lunch
2:55pm	End of school day

Wednesday – Early close 2.30pm

2024 TERM DATES (Students)

TERM 1 Wednesday 31st January to Thursday 28th March

TERM 2 Monday 15th April to Friday 28th June

TERM 3 Tuesday 16th July to Friday 20th September

TERM 4 Monday 7th October to Thursday 12th December

SCHOOL DEVELOPMENT DAYS: Pupil-free days

TERM 1 Monday 29th and Tuesday 30th January

TERM 2 Friday 26th April

TERM 3 Monday 15th July

TERM 4 Friday 25th October and Friday 13th December

PUBLIC HOLIDAYS DURING SCHOOL TERM

TERM 1 Labour day - 4th March

TERM 2 Anzac day - 25th April

TERM 2 WA day - 5th June



ENROLMENT

Please refer to the enrolment policy on our website. To complete an Application for Enrolment (Part A), your child's Birth Certificate, Immunisation AIR report and Proof of Address *must* be sighted. Once approved, you will be required to complete the Student Enrolment Form (Part B) agreeing to abide by the school's policy and procedures. It is important to notify the office of any changes to telephone, address and emergency contact details. Once enrolled, student update forms will be issued annually.

HEALTH

Upon enrolment, parents are asked to complete a Student Health Care Summary form. This form will need to be updated annually. Our school is not aware, with respect to students who suffer allergies. Please avoid sending food that contains nuts as some children suffer anaphylaxis. Parents are asked to keep children who are unwell at home until they are fully recovered. If your child contracts a communicable disease, they must be excluded from school. Please see the school website for exclusion periods.

MEDICATION

If students require medication during the school day, parents must sign the DOE 'Administration of Medication' form at the front office and discuss this with Administration. All medication will be kept in a secure place at the front office. Teachers are not permitted to issue medication without a signed form.

VOLUNTARY CONTRIBUTIONS AND CHARGES

Money collected will supplement school expenditure to provide important equipment and materials to enrich the opportunities for our students.

Kindergarten – Year 6: \$60 per student per year

ICT LEVY: Kindy (\$25) PP-6 (\$50)

- ⇒ Payment can be made via EFTPOS, COMPASS or by direct transfer.
- ⇒ Bank details are:
Account Name: Landsdale Gardens Primary School
BSB 066 040
Account number 19906731.
- ⇒ Please include student surname and description of payment.
- ⇒ Parents experiencing difficulties with payment are encouraged to discuss alternatives with the Manager Corporate Services.
- ⇒ Statements showing Voluntary Contributions, ICT Levy and any payments made, will be issued regularly.

**Please refer to the Contributions and Charges form on the website for any additional costs.*

UNIFORMS

Wearing the school uniform is part of the school's dress code for all students Kindy to Year 6 and can be found on the school website. Students are required to wear a broad brimmed reversible hat (Faction colour on one side) to play outside at recess/lunch and during excursions. We are a sun smart school that follows the "No hat, play in the shade" rule. The school uniform is available through Uniform Concepts, 5/7 Delage Street Joondalup 0892704660. Further information is available on the school website.

FACTIONS

Our Factions are Noongar names for animals that have unique sporting qualities. Family members will be placed in the same faction upon enrolment.

- ⇒ **DILERT (Skinks – Blue)**
- ⇒ **DOBITJ (Dugites – Yellow)**
- ⇒ **KOOYAR (Frogs – Green)**
- ⇒ **MINYIT (Ants – Red)**

Years 1-6 only are required to wear a faction shirt on their sport day each week.

BOOKLISTS/PERSONAL ITEMS

Student Booklist items for each year level can be purchased through Champion. The book lists are available from the office and on the school website. Please ensure that all personal items (books, clothing, bags, etc.) are clearly marked with your child's full name. Teachers will assist children to care for their belongings but ultimately, it is the child's responsibility to look after his / her belongings. Students are not to bring personal items (toys, sporting equipment, ICT games etc) to school.

COMMUNICATION

- ⇒ **Compass** is the main platform for providing parents with information. It is important that parents download the app and request sign in information.
- ⇒ **School Website** is the school's face to the community and provides operational information, policies and quick links to helpful information for parent support. www.landsdalegardensps.wa.edu.au
- ⇒ **Newsletters** are available on the school website and via Compass.
- ⇒ **Assemblies** are student directed and are held on Fridays at 2.00pm. Please refer to the term calendar on Compass for the dates. Parents and friends are encouraged to attend.



LATE FOR SCHOOL/EARLY PICK UP

Your child must be signed in or out of the school via the Compass Kiosk at Administration if your child is late to school or needs to leave before the end of the day.

ABSENCES

Notify the school through Compass if your child is absent.

Provide a written note for;

- ⇒ Withdrawal of your child from school or any class activity.
- ⇒ Change of person collecting a child from school.

Department regulation states that any absence due to vacations will be deemed as unauthorised and schoolwork will not be provided.

LUNCHES

Please provide your child with a healthy recess snack, lunch and a bottle of water. We are encouraging our students to Reduce, Reuse and Recycle. Please help us by eliminating as much plastic wrapping as possible and provide reusable containers. Locavora provide lunches on Mondays and Fridays through an online ordering system. Registrations via: <https://schools.locavora.com.au>

PARKING

Only school staff and service vehicles are permitted to park in the staff carpark on Amistad Road. Families are encouraged to use the Kiss and Drive on Amistad Road or Trentham Road. The car park on Harrogate Vista is reserved for Kindy and Pre-Primary parents that are required to park and drop off their child to the classroom. All other families need to park in the car park on Trentham Road.

MOBILE PHONES

The school has a mobile phone policy that is available on the school website. Students from K-6 are not permitted to have a mobile phone in their possession during the school day. If a student brings a mobile phone to school, they must sign it in at Administration for safe keeping.

STUDENTS ONLINE

We use the internet as a teaching and learning tool and see it as a valuable resource but acknowledge it must be used responsibly. Parents and students will be asked to sign an agreement for the responsible use of the internet at school. The school's Internet Acceptable Use Policy is available on the school website. Students can have their rights revoked if they do not follow the policy.

SCHOOL RULES/GOOD STANDING

As per the Department of Education guidelines, we have a Good Standing policy to address negative behaviour in schools. All students commence the year with good standing and can maintain this by self-regulating their behaviour, demonstrating the GROW values and following the class and school rules of:

- ⇒ Behave safely
- ⇒ Keep hands, feet and objects to yourself
- ⇒ Treat all people, property and the environment with respect

The Positive Behaviour and Good Standing Policy are available on the website.

REPORTING TO PARENTS

As part of the school's accountability, we regularly report to parents and feedback on student progress. A variety of methods are used each term to ensure you are kept informed of your child's progress including:

- ⇒ Parent information sessions in Term 1
- ⇒ Community open night in Term 3
- ⇒ Formal reports in Terms 2 & 4

Parents are encouraged to make an appointment with the class teacher to discuss any problems/concerns they have regarding their child.

SCHOOL BOARD

The role of the school board is outlined in the School Education act 1999. Its role is to provide strategic guidance and monitoring of the school's performance. It supports the school to increase effective autonomy and flexibility to further improve the quality of programs. The Board meets each term.

PARENTS AND CITIZENS ASSOCIATION

The P&C is a body of parents and community members who work together with the Principal and Staff to provide the best school environment for our students. The P&C works closely with the school to organise fundraising activities that align with the direction of the school. This group meets during the term. Further information can be found on the website.

PARENT VOLUNTEERS

Supporting your child as a volunteer is encouraged and supports your child's learning. Legislation requires all parents who volunteer at school to complete a Parent and Child Volunteer Declaration Form which can be accessed via the school website.