PARENTS’ CONCERNS
To avoid having concerns about their child’s schooling, we encourage parents to develop a good relationship with the Teacher, discussing matters informally and regularly. If a matter cannot be resolved then please arrange to see the Principal.

PLAYGROUND USE AFTER HOURS
Our Staff does not provide playground supervision after hours. Unsupervised children are not permitted to use playground equipment. Parental supervision is the only out of hours playground supervision.

REPORTING TO PARENTS
Parents will receive information on their child’s progress and achievement through a formal report at the end of each Semester.

SAFETY
Children should go directly to and from school via a planned route. Regularly remind children of road rules, and protective behaviours.

SCHOOL COUNCIL
The School Council comprises of school and parent representatives and is a forum for the school community to work together to ensure the most effective school operations.

SCHOOL STUDENT LEADERS
These leaders promote positive values and active citizenship. School Leaders are elected from the Year 6 cohort.

SCHOOL PSYCHOLOGIST
The school psychologist, Ms Jodie Bell, visits the school to assist in the development of skills and programs to support student learning. Parents sign referrals to authorise the school psychologist to work with their child.

SCHOOL CHAPLAIN
Our School Chaplain Mr Chris Judd is available to provide support to members of our school community. Chris may assist individuals or families with social, emotional, physical and general well-being issues. Chris provides support for grief, family breakdown and other crisis situations, and builds links with the local community, agencies, churches and other appropriate networks to support the school community. A confidential discussion with the Principal may result in a referral to our Chaplain.

SCHOOL WEBSITE
Our site is regularly updated by office staff. We recommend it as a valuable resource for parents and students.

SICK CHILDREN
Illness can spread very quickly through a school and all members of our school community should act responsibly by not sending sick children to school. If a child is found to be ill at school, parents will be requested to take them home.

TERM DATES
Term One  Mon 1 February – Fri 8 April 2016
Term Two  Wed 27 April – Fri 1 July 2016
Term Three  Mon 18 July – Fri 23 September 2016
Term Four  Mon 10 October – Thurs 15 December 2016

STUDENT FREE DAYS 2016
School is closed for Teacher Professional Learning
Tues 26th April, Fri 9th September, Fri 18th November

SCHOOL HOURS
Children should be at school no later than 8.45am. 
Commmences 8.50am
Recess 11.00 – 11.30am
Lunch 1.30 – 2.00pm
Finish 3.00pm

Children may Crunch n Sip during class by arrangement with Teacher.

UNIFORMS
Children are encouraged to wear the school uniform and show pride in their school. Uniforms must be worn on all excursions. Uniforms are available from the P&c and some pre-loved items are available for sale. All students should wear appropriate shoes. The Uniform Policy is published on the school website.

VISITING THE SCHOOL
It is essential that all visitors to school sign in at reception to receive a Visitors Pass. Any person not wearing the Visitors Pass should be asked to report to reception or leave the school. This rule does not apply to parents or carers dropping off or picking up children at the beginning or end of the school day.

VOLUNTARY CONTRIBUTIONS
At the end of each year, the School Council determines the Voluntary Contributions and School Charges Schedule for the upcoming year. In 2014, the charges are as follows:

- $50.00 per child.

Payment should be made at the school office.

Woodlupine Primary School
29 Solandra Way Forrestfield, WA 6058
Telephone 08 9453 6928
Facsimile 08 9453 6656
Email: Woodlupine.ps@education.wa.edu.au
Web: www.Woodlupines.wa.edu.au
SMS: 0437 784249

PARENTS’ & CARERS’ INFORMATION
2016

Principal
Deputy Principal
Registrar

Principal
Deputy Principal
Registrar

Woodlupine is a vibrant learning community where students work in a mutually rewarding partnership with staff, caregivers and the wider community.

All students in our school will achieve the highest standard of learning possible so that they are equipped to deal effectively with the opportunities and challenges they encounter in the changing world. They are enthusiastic about learning within a safe and supportive learning environment.

Motivated and capable staff feel valued and supported in their work. They work in collaborative teams to ensure that the learning program is innovative and student centred. Staff use flexible approaches that motivate, engage, challenge and respond to the needs of all students. Individual expertise will be recognised and shared.

The school community is a valued partner in our school. It is supportive, aware and actively participates in learning and decision making. Parent skills will be recognised and utilised.

Together we practise values which are applied appropriately in a variety of situations.

SCHOOL RIGHTS
Our school community believes that rights and responsibilities are interrelated. There are three rights that form the pillar of our behaviour policy;

Everyone has the right, 
- to learn,
- to have property respected, and
- to be free from harm.
CLASSROOM RIGHTS AND RESPONSIBILITIES
At the beginning of the year, each class will develop a set of class rights and responsibilities to suit their specific needs. These rights and responsibilities will be displayed in the classroom and will be reviewed and discussed in the class on a regular basis. Parents are encouraged to be aware of this agreement. These rights and responsibilities will cover the following:

- Everyone has the right to feel safe.
- Everyone has the right to work & learn without disruption.
- Everyone has the right to courtesy and respect.
- Everyone should be neat, tidy and respect the need for personal health and hygiene.
- Everyone should respect the property of others.
- Everyone has a responsibility to discourange bullying.
- Everyone has a responsibility to express their feelings when they feel their rights have been denied.

ABSENCES
An explanation is required for all student absences. Parents or carers can explain an absence directly to the Teacher, or send a note, or email, or telephone reception. Attendance checks are regularly done and standard letters are sent home for unexplained absences.

ACCIDENTS & INJURED CHILDREN
Teacher judgement determines whether a parent is notified over an injury to a student. In the case of serious injury, and inability to contact the parent, the Principal may arrange for a child to be treated by a medical professional. It is very important for the school to have your current contact details.

ASSEMBLIES
School assemblies are conducted in the undercover area every three to four weeks and are held at 9am on Fridays. Please refer to your school newsletter for any possible alterations to this schedule.

BOOKLISTS
Booklists are available from the front office. Materials can be purchased at The Paper Place in Forrestfield. All items should be labelled or named.

CARS & PARKING
Parents & Carers are not permitted to use the staff carpark or drive onto the school grounds. The beginning and end of the school day is a very busy and congested time and all drivers need to show care and consideration to avoid the risk of a child being injured. The use of school facilities is a privilege which may be withdrawn. The Shire of Kalamunda Ranger will be called to remove stray dogs from school.

CANTEEN
The Canteen is run by the P&C and provides recess and lunch each day. A menu is created and is published on the school website.

DOGS
Dogs are not permitted on school grounds. The Shire of Kalamunda Ranger will be called to remove stray dogs from school.

ENROLMENTS
Parents should complete enrolment forms at the school office. An extract of the child’s birth certificate, immunisation card and proof of address needs to be presented upon enrolment.

FACTIONS
School factions are Blue, Gold, Green and Red. Faction points are gained through sporting activities and citizenship. Children are allocated a faction on enrolment.

HATS
The school has a ‘NO HAT NO PLAY’ policy in place for the health and safety of students. Baseball type caps or visors are unacceptable. Only broad brimmed hats are acceptable.

HEAD LICE
The school will notify parents of students identified with head lice. Parents need to collect students as soon as possible. Students cannot return to school until hair is treated and there is no live activity. Useful info can be found on the school website or at www.health.wa.gov.au/headlice

HEALTH PLANS
There are many and varied medical conditions that require specific handling, such as allergies, heart conditions or epilepsy. Children with special health needs that require specific handling will require a Health Management Plan. Forms are available from the school office which your Doctor will need to complete. This medical advice is used by school staff to create an individual Health Management Plan in consultation with the parent/carer. Health Management Plans with a photo of your child are displayed in the medical room, staff room, offices and other staff work areas.

INTERVIEWS WITH TEACHERS
Teaching staff are available for interviews throughout the year. All interviews should be arranged in advance with the teacher or through the office to be held at a convenient time.

INSURANCE & LOSS OR THEFT OF PROPERTY.
Items brought to school are at your own risk. There is no insurance for parents or students personal possessions at school, or at school events, such as camps, carnivals or excursions.

KEEPING US INFORMED
When details such as address, telephone numbers, emergency contact, custody arrangements or health issues change, please contact reception to ensure our database is amended.

LEAVING THE SCHOOL GROUNDS
Students are not permitted to leave the school grounds. Parents wishing to take their children from school early must obtain an Exit Pass from reception and present this to the responsible teacher.

LIBRARY BOOKS
Children are encouraged to be responsible for all school equipment including library books. To prevent damage books should be carried in a book bag. Parents may be asked to replace lost or damaged books.

LUNCH
Between 1.30pm – 1.40pm children remain seated and eat lunch under supervision. Once they have finished eating, children can play in designated areas from 1.40pm to 2 pm

MEDICATION
Staff are not permitted to administer medication without authorisation from parents or the doctor, depending on the medication. A form is available from the school office. Teachers may choose not to administer medication or to provide a procedure. In such cases the Principal will assume responsibility.

MOBILE PHONES - SAFETY
It is essential that during the school day, communication between students and others outside the school be made with full knowledge of the school. If a parent wishes their child to bring a mobile phone to school it must be given to the class teacher or the Principal to secure during school hours.

MONEY
When children bring money to school it should be placed in an envelope showing the child’s name, the amount and what it is for.

NEWSLETTERS
A newsletter link is emailed home every two weeks. It is published on the school website.

OUT-OF-SCHOOL CARE & HOLIDAY PROGRAM
Helping Hands is a private provider which operates from the school premises. Information and enrolment info is available at www.helpinghandsnetwork.com.au or by telephoning 1300 612462.

PARENTS AND CITIZENS ASSOCIATION
Woodlupine P&C Assoc. meets at the school, in the Staff Room. Dates are advertised on the P&C noticeboards around the school grounds and in the school newsletter.