INFORMATION BOOKLET 2017

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INTRODUCTION

It is with a great deal of pride that the staff, students and parents welcome you to the Wembley Primary School community. Wembley Primary School, established in 1936, has a tremendous tradition of academic excellence, community support and the provision of a wide range of opportunities to develop the skills, interest and knowledge of all children in our care.

Wembley Primary School strives to provide a learning environment that is underpinned by a strong set of values. As a staff we work together to develop in students the values that will stand them in good stead for the future. Our aim is for students to develop positive relationships, to be accepting of difference, to appreciate the environment and to be respectful. We believe there is a positive tone and spirit evident immediately when walking into Wembley Primary School, with children, staff and parents proud of the school’s achievements.

We all join in wishing you a happy and successful time as part of our school community.

Les Day
Principal

OUR SCHOOL PURPOSE

To develop the cognitive abilities of students so that they maximise their educational opportunities, develop social, physical and creative abilities and skills in order that they make responsible choices for future experiences and opportunities.

In working towards these broad aims Wembley Primary School—

- promotes and recognises effort and excellence. Praise, encouragement and reward for effort are strong features of classroom programmes, pastoral care and numerous school activities.
- provides a range and variety of academic, social, cultural and sporting programmes that encourage broad participation.
- provides a positive, friendly and supportive environment for students, staff and parents with strong emphasis on pastoral care and the development of self worth.

SPECIFIC FOCUS FOR 2017

Developing self motivated students through the interrelationships of Building Teacher Capacity, working within a Professional Learning Community, developing students Thinking Skills and underpinned by a Positive School Culture.

- Learning is underpinned by individual class developed social skills and school values.
- As a Professional Learning Community we build our capacity through Coaching, Professional Learning, Performance Management and Peer Observation.
- Develop our students as independent, reflective learners through embedding thinking routines, assessment literacy and Instructional Intelligence.
- Implement the West Australian Curriculum.
- Embed technology into learning eg Coding, Robotics, creativity using iPads
ENROLMENTS

To ensure smooth admission of your child to our school please make available the following information and documentation.

1) **Address/Telephone Number**
   Please ensure we always have your current address, phone numbers, email and emergency contact numbers.
   The well being of your child often depends upon us having accurate information.

2) **Birth Certificate and Immunisation Records**
   The original will need to be sighted and a photocopy will be made at the time of enrolment.

3) **Family information**
   Please advise us in writing if the following information applies:

   **Single-parent family:**
   - Custody:  
     - Mother has custody
     - Father has custody
     - Guardian has custody
     - Foster Parents
   - Access:  
     - Restricted to Mother
     - Restricted to Father
     - Other details

   **DOCUMENTARY PROOF OF THE ABOVE MUST BE PROVIDED.**

4) **Residential Information for New Arrivals to Australia**
   - Visa must be sighted.
   - Residency status verified.
   - Birth certificate/Passport must be sighted and a photocopy will be made.

5) **An Application for Enrolment Form**
   An Application for Enrolment Form will need to be filled in to register your interest for all new enrolments. Pre primary students are required to fill out an Application for Enrolment Form as placement is not automatic.

6) **Transfers**
   If you are moving to another school, interstate or overseas, please advise the office in writing.

PASTORAL CARE

Wembley Primary prides itself in providing inclusive learning environments which cater for students with diverse learning needs. Through its experienced and caring teaching staff, the school provides pastoral care, academic support and opportunities for all students. We understand and acknowledge the importance of the partnership with parents in the process of teaching and learning.

The staff work together to ensure a consistent approach across the school in the management of our students. All stakeholders feel safe in an environment where expectations and routines are clearly defined. Staff are supported by clear policies in behaviour management and bullying. These policies are proactive and positive in their intent. Underpinning the school’s purpose, staff and students work within a framework of shared core values which permeates all the school’s operations.

The school offers a comprehensive range of opportunities to encourage students to build on their personal strengths. This develops their self concept, resilience and confidence to attempt new things and to have the opportunity to work with other students.
ACADEMIC SUPPORT

The early identification of developmental delays in children is paramount to success at school. During each stage of schooling a number of measures are employed to identify students in need of further support. Students at educational risk are offered a variety of individual or small group support programs to focus on skill development to enable them to reach their full potential.

A Learning Support Team, comprising various staff, provides counselling to students and support to parents; the team designs suitable academic and behaviour programs to sustain student learning. The team may provide further assistance to families of students at educational risk by recommending additional access to specialist health professionals.

GIFTED AND TALENTED STUDENTS

Wembley Primary School provides a challenging and broad curriculum. A rigorous academic program and a diverse co-curricula program cater for individual aptitudes and talents. Opportunities to participate in external competitions in Maths and English encourage students to maximise their potential.

In addition to school based programs, academically talented students may be invited to participate in external classes through Primary Extension and Challenge (PEAC). Identified gifted and talented students are selected to participate in differentiated programs offered in a range of delivery modes. The programs offer social interaction with gifted and talented peers, intellectual rigour and challenge, development of higher order thinking skills and open-ended activities which encourage choice and negotiation. PEAC classes are held at a number of venues throughout the metropolitan area, and it is the parent’s responsibility to transport their child to classes.

PARENT SUPPORT

At Wembley Primary School we are actively involved in building capacity in parents to be partners in their child’s learning through regular communication and forums.

STUDENT AWARDS

Students are recognised for demonstrating positive social skills and behaviours through merit certificates, ‘CARES’ faction points and various other class awards.

STUDENT LEADERSHIP

Year 6 students are elected to the following positions:

- Head Boy and Girl
- Six Prefects elected for Semester 1 and six prefects elected for Semester 2.

These leadership positions have designated roles of responsibility.

Their roles of responsibility include:

- Assembly
- PA Monitors
- The Arts
- Sustainability
- Sport
BUDDY CLASSES

A Buddy system operates within the school to support younger students’ transition, build positive relationships between students of different ages and support learning.

PEER MEDIATION – Wembley CARES Program

Peer Mediation is a strategy that empowers students to mediate playground conflict through a process of negotiation. Approximately twenty senior students are provided with this leadership opportunity. Students participate in an intensive training course which provides them with the skills to follow the mediation process.

BEHAVIOUR MANAGEMENT PLAN

The basis for student values and attitudes is the home and parents are the primary educators. In the school, it is the teacher’s primary role to teach and encourage learning which supports, and is supported, by the parent. Parental support is essential in ensuring the good behaviour of their child. Our school operation is underpinned by Wembley Primary School’s shared core values:

- Strive for Excellence
- Ethics and Honesty
- Kindness
- Acceptance, Tolerance and Empathy
- Respect for Self, Others and Property
- Civic Responsibility
- Environmental Responsibility

AIMS

Wembley Primary School aims to:

- Create a positive, tolerant environment within the school and classroom so that the teachers and students can work together in harmony.
- Create a caring school environment where the rights and responsibilities of the individual are recognised and respected.
- Recognise those members of the school community whose exemplary contribution promotes a positive and caring school environment.
- Establish a clear set of rules that protect the rights of all individuals.
- Establish a clear set of consequences for individuals who do not accept their responsibilities and break rules, so that they are encouraged to recognise and respect the rights of others.
- Establish procedures so that conflicts can be resolved in a positive non-violent manner.
- Empower students to be self disciplined.

RIGHTS AND RESPONSIBILITIES

Students and staff have the right to a safe, secure, friendly and supportive teaching and learning environment.

All stakeholders: staff, students and parents will have access to school and class procedures for behaviour management and will be responsible to uphold the Wembley Behaviour Management policy respecting the rights of others.
CODE OF BEHAVIOUR

The school community has agreed that students must:

- Be polite and respectful to others.
- Obtain permission to leave the school grounds during school hours.
- Consider the safety of others when playing games. e.g. do not throw sticks, stones or other objects likely to cause harm.
- Walk on verandas and in designated areas; these are quiet areas.
- Only play non-violent games in school. Fighting and rough games, where extreme physical contact is required, are not allowed.
- Keep the school in a neat and tidy condition.
- Only enter or remain in a classroom during break times if a teacher is present.
- Listen and respond to instructions from staff.
- Not bring dangerous/illegal equipment/substances to school.
- Comply with the Internet and iPad Contracts signed by parents and child to enable the safe use of the Internet in school.

PLAYGROUND ORGANISATION AND RULES

- Students are asked not to arrive at school before 8.30. Anyone at school before 8.30 must sit on the bench outside the Art Room until 8.30am.
- Students seated while eating lunch.
- No food should be taken out of the lunch area at break times.
- Ball games cannot be played in the undercover area unsupervised.
- Ball games may be played on the grassed quadrangle, oval, hard court and paving.
- **No school or personal play equipment should be used before school.**
- Students must not ride bikes or scooters in the school grounds.
- All sports equipment must be returned on the first siren at the end of lunch.
- Prefects only allowed in Sport Store.
- During Terms 1 and 4 students without hats must remain under cover. Students are encouraged to wear hats at other times when appropriate.
- No one should be on school grounds or return to school after school hours without **school** permission.

PLAYGROUND AREA

- Grassed Quadrangle – may be used by Yrs 1 and 2 only.
- Junior play equipment – situated behind Room 2 & 3 is for Yrs 1 & 2.
- Grantham Street lawn – Yrs 1 and 2.
- Alexander Street Play equipment – is for Yrs 3 - 6.
- Oval and hard court – used for games by Yrs 3 – 6.

DUTY

There are five (5) areas for Duty – listed on the Duty Timetable. Duty teachers wear orange vests. Duty teachers give out CARES awards for good playground behaviour. Poor behaviour is not acceptable. If deemed necessary by the Duty Teacher, the Deputy Principal will speak to students displaying poor behaviour.
POSITIVE INCENTIVES FOR STUDENT BEHAVIOUR MANAGEMENT

- CARES Awards – students may receive an award for positive behaviour in the playground.
- The awards should be placed in the following boxes.
  - Box A  Years 1 – 3
  - Box B  Years 4 – 6
- A ticket is drawn from each box and winners receive a prize from the library.
- Merit Awards are given to students for encouragement and achievement. The awards are announced at each assembly. Recommended two awards per class per assembly.
- Other special awards for positive contributions are presented at assembly.
- A Faction point system operates throughout the school. The faction with the most points at the end of the term receives a reward.

CLASSROOM MANAGEMENT: Each teacher is responsible for:

- generating class discussion and clarification of these rules to ensure relevance and understanding to their students.
- communicating classroom rules, consequences and rewards to the parents of the students in his/her class.
- ensuring consequences are educationally defensible, comply with Departmental policies and are based on behaviour modification rather than punishment.
- ensuring classroom rules/rewards and consequences are clearly displayed and regularly reviewed to reinforce them.

All consequence systems include a Severe Clause that reserves the right to bypass the classroom management steps if the teacher considers that the behaviour is so severe as to warrant immediate consequences.

Detention

Detention during school breaks or after school will be used to provide a time-out or discipline option. Student needs to have the opportunity to have refreshments they have brought, a toilet break and exercise.
After-school detention will be carried out following contact with the parent and will be supervised by staff members.

Suspension:

Wembley Primary School follows the procedures laid out by the Department of Education and Training. (See website: www.education.wa.edu.au)

Appeal

Students do have a right to appeal a decision that is contrary to this policy. They may do this by making a time convenient to themselves and the teacher to discuss the issue. They should not disrupt the activities of others in doing this and need to follow directions given.
SCHOOL ORGANISATION

WEMBLEY PRIMARY SCHOOL BOARD

ROLES AND RESPONSIBILITIES

The role of the school board is outlined in the School Education Act 1999. In essence, the role of the school board is one of setting the long term future for the school and maintaining oversight (not management) of the school’s operation. It is not about operational management of the school - that is the job of the principal. It is about providing additional expertise to help the school achieve the best outcomes for the students.

An Independent Public School Board will operate with functions consistent with the legislative role of school councils.

The responsibilities of an Independent Public School Board are to:

- work within the Department of Education’s relevant legislation and regulations;
- contribute to the School Delivery and Performance Agreement and the Business Plan. (These documents summarise what the school wants to achieve in the future and how it plans to get there; the agreement will be signed off by the chair of the Board, Principal and Director General);
- endorse and review the annual budget (the budget summarises the income received annually from the Department of Education and other sources; It also lists planned expenditure, including salaries);
- assist with the formulation of codes of conduct (guiding principles designed to influence decisions and actions that the school takes);
- review the performance of the school;
- create interest in the school within and across the community;
- assist with principal selection when a vacancy arises (the chair of the School Board will be a member of the selection panel);
- approve fees, charges, contributions and items of personal use (booklists);
- approve extra cost optional components of programs;
- approve arrangements for sponsorship and advertising;
- liaise with the other committees within the school e.g the P&C;
- hold one open meeting each year to report to the school community; and
- provide advice to the principal on religious education and related activities.

The School Board does not:

- manage the day to day running of the school. (eg. it does not employ staff, decide which classes students will be assigned to, or resolve issues relating to individual teachers, students and/or parents);
- discuss individual issues relating to staff or parents
- represent specific interest groups, or permit special interests to dominate the agenda of the Board;
- intervene in the educational instruction of students;
- purchase land, buildings or vehicles, nor enter into hire purchase agreements or obtain credit or loans, unless permission is given by the Minister; and
- performance manage the principal or any other staff member.
PARENTS AND CITIZEN ASSOCIATION

The P&C Association plays a very important part in the life of the school. Its objectives are:

- To promote cooperation amongst all members of the school community
- Support community interest in educational matters
- Assist in the provision of resources, facilities and amenities for the school.

Funds are raised throughout the year, through a variety of activities, some of which are social by nature. The P & C endeavours to organise functions to foster school spirit and build relationships between school and family. A welcome to school picnic is held on the first Friday of first term.

The P&C gives parents an opportunity to learn about the schools policies and programs and provides a forum for the expressing of parents’ ideas. Regular meetings are held in the staffroom on the first Monday of each month commencing at 7.30pm. The school principal attends all meetings to update on school activities and listen to parent concerns. An AGM is held in February to elect voluntary office bearers and welcome parents to the new school year. All parents are encouraged to attend.

The P&C is also responsible for the running of the Canteen, Uniform Shop and various sub-committees that support the school.

CANTEEN

The ‘Hungry Lion’ Canteen provides children with attractive, wholesome meals at reasonable prices. It operates on Monday, Wednesday, Thursday and Friday only with the support of parental volunteers. Canteen menus are sent home to all families at the beginning of each term and can be viewed on the school website www.wembleyps.wa.edu.au. Orders can be placed online at www.ouronlinecanteen.com.au.

UNIFORM SHOP

Parent volunteers run the Uniform Shop and it is open on the first Friday of every month from 8.30am – 9am for the purchase of second hand uniforms. The shop is located in the Undercover Area. Ordering of new uniforms is available online via the Flexischools website, www.flexischools.com.au. Special opening days are arranged at the beginning of the new school year. The uniform shop is open for a try and buy day in the Undercover Area at the beginning of the year.

PRE-PRIMARY / KINDERGARTEN

The school will offer a full-time Pre Primary program for five-year-old children and five (5) full days per fortnight for Kindergarten children turning four on or before June 30. The Kindergarten and Pre Primary buildings are part of the school and located in Jersey Street.

SCHOOL CONTRIBUTIONS

The P & C contribution is $85 per family.

SCHOOL CONTRIBUTIONS

The school contribution is $60 per student Kindergarten – Year 6 and is voluntary. These funds are utilised for school resources and programs. Classes organise extra activities for which a Term Account is sent home at the beginning of each term and a list of personal items and books required is available at the office.
STAFF ORGANISATION

The total number of staff varies from year to year according to school enrolment. Deployment is generally organised as follows:

- **Principal:** Overall responsibility for administrative duties and instructional leadership.
- **Deputy Principals:** Administrative duties, instructional leadership and classroom support.
- **Level Three Teachers:** Curriculum support and leadership, classroom teaching.
- **Class Teachers:** Kindergarten – Year 6.
- **Specialists:** Music, Languages Other Than English (LOTE - French), Library, Physical Education, Art.
- **Non-Teaching:** Registrar, School Officers (clerical and library), Junior Primary Assistant, Pre-Primary and Kindergarten Assistants, Special Needs Assistants, Cleaners and Gardeners.

PARENT PARTICIPATION

Wembley Primary School has enormous support from parents assisting in a variety of activities.
- **Class** – assisting in various programs including excursions, sport, reading, computing and maths.
- **Library** - organised by the Library Resource Teacher.
- **Committees** – Parent’s & Citizens Association - Fundraising, Uniform, Canteen, Fete, Public Relations, School Board.
- **Parent Class Representatives** – a parent representative from each class acts as a liaison between the parents of their class and the school. Parents are asked to volunteer for these positions at the beginning of each school year.
- A Confidential Declaration form is required to be completed prior to volunteers commencing work with children in a school.

COMMUNICATION

- **Newsletters** - The policy of the school is to have regular liaison with parents via the publication of fortnightly newsletters. An electronic copy of the school newsletter will be emailed to you. The parent’s email address on your (oldest in the school) child’s enrolment form will be the one used for emailing the newsletter. Please advise Wembley Primary School office staff if you wish to use an alternate email address.

  - **Wembley Website** - The newsletter is posted on the school website [www.wembleyps.wa.edu.au](http://www.wembleyps.wa.edu.au) and the Wembley App. Other documents and information are easily accessible from the site.

  - **Emails** – Important notes are emailed to parents by the office staff on a regular basis. Class teachers also email to their class parents about information relevant to their students. For information specific to your child, please call in and speak to the teacher or email the teacher directly. Classroom Reps compile an email list for school based activities. Please note that under no circumstances is this list to be used for non-school matters.

  - **Wembley App** – The Wembley App can be downloaded free from the iTunes store for apple and play store for android phones. This is an important method of communication for parents. Functions include accessing term planners and newsletters, absentee emails sent to class teachers, ordering canteen and uniforms and receiving instant push messages for urgent information.
PHOTOGRAPHS

We request your permission to use any images of your child in some or all of the ways listed below. Parents will need to complete the Visual Image Permission Form and return to the school office. You are of course at liberty to withdraw your consent at any time by contacting the school in writing.

- School Website/DVDs/Video/Newsletters/Magazine or any medium in relation to school-related activities.
- Promotional material for the Education Department or School
- Articles for West Australian/School Matters/Community Newspapers

TERM PLANNER

A term/year calendar is available on the website and phone app with significant school events listed.

SCHOOL CONTACT DETAILS

Wembley Primary School
41 Grantham Street
WEMBLEY WA 6014
Telephone: 9383 9388
Kindergarten Jersey Street: 9287 2815 0406722035

Pre Primary 1,2,3 9387 3295
Pre Primary 4 0406722033
Canteen: 9284 1620 0415736387
Email: Wembley.PS@education.wa.edu.au
School Website: www.wembleyps.wa.edu.au
Classroom Emails: room?wembleyps@gmail.com

PARENT/TEACHER CONTACT

Informal on-going contact with class teachers is a feature of Wembley Primary School. Where there is a need to discuss a student's progress, staff will contact parents by note, email or phone and a suitable interview time can be organised. Parent information evenings are held at the beginning of every year and parents are asked to attend an interview in Term 1.

Parents are very welcome to discuss matters regarding their children with the teacher. This is to the mutual advantage of parents, children and teachers. The Principal is available for parents to discuss any school issues. To save disruptions to normal class routine, however, parents are asked to arrange visits in advance, either by email or by phoning the school on 9383 9388.

Staff email addresses are available on the school website. Class teachers can also be contacted via the room emails on the Wembley App.

REPORTING TO PARENTS

As part of accountability requirements, regular reporting to parents and feedback on student progress is a prime requirement of the school. A variety of methods are utilised each term to keep parents informed about their child’s progress including

- Student files - work samples, goal setting and reflections;
- Interview Term 1; informal parent interviews; Information sessions
- Formal Reports - in the eight curriculum areas Term 2 and Term 4;
PROGRAMS AND POLICIES

Formal programs are organised into the following eight curriculum areas:

- English
- Mathematics
- Humanities and Social Sciences
- Technology and Enterprise
- Science
- The Arts
- Health and Physical Education
- Languages Other Than English (French)

In addition to core curriculum areas, a number of programs operate which aim to provide for a caring learning environment, enrichment and extension for students.

MUSIC PROGRAM

Music has always played a major role in society. It exalts the human spirit and enhances the quality of life. All students at Wembley participate in a classroom music program which teaches the fundamentals of music and musicianship through a combination of Kodaly and Orff based principles. They are offered opportunities to perform through learning instruments and singing in choirs.

CHOIR PROGRAM

All students are offered the opportunity to sing in a variety of choirs as they progress through primary school. All choirs are not auditioned and require students to make a commitment to learning songs from memory and attending rehearsals and all performances for the whole year. Students are also offered opportunities to sing as a soloist. The year levels of the choirs can change from year to year. The Year 3/4 and the Year 5/6 choirs rehearse before school.

WEMBLEY CONCERT BAND

Students who learn Clarinet, Flute, Brass, Guitar and Percussion play in the Wembley Concert Band from the beginning of their second year of tuition. The Band performs at school assemblies, the ABODA Band Festival and at our annual ALL STARS concert held at the end of the year. Rehearsals are held during school once a week. Extra rehearsals are called when required.

INSTRUMENTAL MUSIC PROGRAMS

All year 4 students are tested and selected on merit/ability for inclusion in the Instrumental Music Program in year 5.

The Department of Education employs instrumental teachers who are based at The School of Instrumental Music in Maylands.

At Wembley, students are offered the opportunity to learn Clarinet, Flute, Brass, Guitar and Percussion. A total of 22 students are selected each year. These students are expected to make a 2 year commitment by practising regularly, attending lessons, performing and taking part in school ensembles such as the Wembley Concert Band until they leave at the end of year 6.

TALENT QUEST

This is held in Term 4 for interested students learning any music instrument either privately or at school for Year 3 - Year 6.
P.E.A.C. – PRIMARY EXTENSION AND CHALLENGE

This is a Department of Education initiated program operating through Districts for academically more able students. Each course, which runs over several weeks, provides extension and challenge in areas beyond normal curriculum requirements.

Parents are responsible for transport. Students are tested in Year 4 and those who meet the selection criteria are offered places in the classes for Years 5 and 6.

STUDENTS AT EDUCATIONAL RISK

For students who experience difficulty in some aspects of their learning, teachers structure programs that cater for individual differences. If a student requires additional assistance the school has a variety of internal and external resources that can be utilised to address those at-risk. These include:

- Early intervention strategies.
- Individual and Group Education Plans.
- Whole school Literacy and Numeracy programs.
- An onsite qualified School Psychologist two days per week to provide advice to teachers and parents.
- School support staff who have designated duties to instruct small groups of students who require specific help.

ART

A comprehensive visual arts program is taken by an Art Specialist in the purpose built art room. Students from Years 1 - 6 have the opportunity to participate in and display clay work, art design, painting and drawing.

CAMP

The Year Six students attend a camp comprising a variety of outdoor activities and educational activities. This is a privilege for the year six students.

CHESS

Chess is offered to all students from years 1 – 6 on a term by term basis. The program caters for beginners and experienced chess players through chess clubs and master class chess. Beginning chess players and experienced chess players are coached by an outside provider within the master chess class.

DRAMA

A drama program is offered to some year levels to develop students’ confidence and to provide context to develop their understandings of such issues as bullying, sharing, respect and accepting difference.

DANCE

An energetic dance program developed for primary school students from years 1 to year 6 is offered during the year and parents are invited to watch the children dancing at a special performance at the conclusion of the program. A social dance program is also offered to senior students.
LIBRARY RESOURCE CENTRE

Wembley Primary School is fortunate to have a spacious Library Resource Centre that is available to all students each day of the week. It is staffed by a Resource Teacher and a Library Officer who are available from 8.30am to 3.30pm to assist students, teachers and parents to locate the resources.

Once a week classes from Pre-Primary to Year 6 participate in a library skills lesson. During these times they will be taught how to locate and use selected resources and they are exposed to a variety of literature. The activities undertaken support the English and History programs being taught in the classes.

The Library Resource Centre is fully automated and linked to the school’s computer network. Students are able to access their folders and complete computer tasks in the Library. Internet access is available to those who have completed an Internet Contract.

Funding for the Library Resource Centre comes from the school budget and is supported by the P&C. Additional resources are obtained through the Book Clubs and Book Fairs.

PHYSICAL EDUCATION

In addition to the school’s Physical Education program, various sporting groups are invited to coach students in specific skills clinics.

PUBLIC SPEAKING

A public speaking program operates throughout the school from years 1 to 6. All students participate within a class competition and the finalists from each year level are invited to speak at an assembly. This is an important strategy to develop students’ confidence to speak in front of an audience.

SURFING

Surfing is offered to year 6 students in Term 4 if they have a swimming level of six or above. The lessons are provided by Safe Surf W.A. and are held at Trigg Beach.

TALENTED AND GIFTED (TAGS)

Students are taught thinking skills, group skills and strategies for organising and presenting information. These skills allow children to develop as independent learners and to study information to their developmental level. All students are taught these skills within the class program. Teachers also incorporate flexible groupings of students to support learning development.

SWIMMING

Students from years 1 – 6 attend in-term swimming once a year, usually for ten (10) lessons. House and Interschool Swimming Carnivals are held in Term 1 for years 4 – 6.

WEMBLEY EARLY YEARS (WEY)

This exciting program is offered to parents and their pre kindy children (eligible to attend kindy at Wembley Primary School) to assist in developing their readiness and transition into an educational environment. It is held once during Terms 2 and 3 on a Friday afternoon in the Kindy building.
INFORMATION COMMUNICATION TECHNOLOGY (ICT)

Each class has computers connected to the internet and the school intranet. Pods of computers are available in the library and on the verandah. Tablets are being purchased for classes throughout the school. Students within each class are encouraged to use information technology as a learning tool to support achievement of learning outcomes. Students have regular access to laboratory sessions.

Students participate in collaborative projects and develop skills in accessing, retrieving and presentation of information. They develop their skills through skill sessions, use of the internet and Web Quests. Students are required to sign an Internet Usage Contract.

HOMEWORK

RATIONALE

- Homework provides students with the opportunity to revise, consolidate, enrich and extend their classroom learning.
- Homework needs to reflect students’ phase of development and the context of the school.
- Homework can support higher levels of student achievement by extending the time available for students to consolidate skills and concepts learned at school. It also extends the time available for the exploration of new ideas and new situations.

GUIDELINES

Homework should:

- Be a pleasurable and rewarding experience for students and parents.
- Assist in the development of personal home study habits.
- Be marked and feedback provided.
- Relate directly to the learning and teaching programs appropriate to the learning needs of students.
- Support the development of the student as an independent learner.
- Parental engagement and support of student’s homework is encouraged, however unreasonable levels of parental assistance or resources should be avoided.

PROCEDURES

- All teachers will communicate the homework requirements consistent with the school’s policy guidelines. Parents will be advised of the class homework policy through such means as parent interviews, Term Overviews and meetings.
- In keeping with the homework rationale the type of homework set by teachers will be:
  - practising a skill or reinforcing knowledge learnt at school;
  - practising those skills which require daily exercises, especially English and Mathematics;
  - providing the opportunity to enrich and extend their school learning activities.
- Some activities require students to manage their time as some tasks will take more than one session.
- Parents are asked to “sign off” to cater for students taking longer than the recommended time for homework.
- The homework diary is used to develop organizational skills and communicate with parents. There is an expectation that parents check diaries so they can support student learning and supervise research.
- Communication between students, staff and parents is maintained via email.
- For projects over time, a check list and information will be provided to support parents and children.
• Reading for pleasure on a daily basis is encouraged across all year levels.

**Years K- P Homework**

- Shared reading to your child, saying nursery rhymes, word games, counting etc is strongly recommended.
- Practise of skills learnt at school will be on the basis of enjoyment and sharing with the family.
- Comprehension Literature Packs
- Home reading (when applicable)
- Recommended: Daily

**Years 1 – 2 Homework**

- Practise of skills learnt at school will be on the basis of enjoyment and sharing with the family.
- Reading, Spelling and Maths, occasionally collection of materials and parent supervised research.
- Some activities will be online.
- Recommended time allocation: On average ten to twenty minutes per session four times per week.

**Years 3 - 4 Homework**

- The emphasis will remain on children sharing their school learning experiences with their family.
- Reading, Spelling and Maths homework will be set nightly. Some activities will be online.
- Class teachers will ensure coordination of homework commitments asked of children by different teachers to ensure reasonable and achievable time lines.
- Enrichment and extension of school learning activities will be encouraged.
- Recommended time allocation: On average thirty minutes per session four times per week.

**Years 5 - 6 Homework**

- Children at this level will be taught to practise effective home-study skills. eg. homework diary, set homework time, plan, setting timelines and meeting commitments.
- Class teachers will ensure coordination of homework commitments asked of students by different teachers to ensure reasonable and achievable time lines.
- Reading, Spelling and Maths homework will be set nightly. Some activities will be online.
- Revision, consolidation, enrichment and extension activities to meet individual student needs will be the basis for the homework set at this level.
- Recommended time allocation: On average forty five minutes per session four times per week.

**NUT FREE SCHOOL POLICY**

**RATIONALE**

An important issue at Wembley Primary School is the number of students enrolled within the school who have a severe allergy to nuts, and particularly peanuts. The WA Department of Health warns that the occurrence of nut allergy is rising and is of concern within the general community. Food allergies affect only a small proportion of the population; however the effect on a susceptible person consuming allergenic proteins can be detrimental to their health and potentially fatal.
GUIDELINES

Our duty of care at this stage is focused upon the students within our care who exhibit a variety of symptoms from minor to extremely severe on the slightest contact with nut based products. In severe cases it may cause anaphylactic shock, a life threatening allergic reaction which causes the heart to stop beating.

In conjunction with the parents of the individual students and their teachers, action plans and awareness have been developed and are in place within the school. The older students themselves are aware of their allergies and can avoid the products when obvious to them. The difficulty is that in several instances the smallest and casual contact with nuts, nut dust and nut based spreads including peanut paste and hazelnut spread can cause a severe reaction.

As a result of discussions with the Department of Health and parents we are asking that parents of all students avoid all nuts and the use of nut based spreads in the provision of snacks and lunches to students at the school. This especially means avoiding peanut paste, hazelnut spread, nut bars and bags of nuts.

Understandably, this is a difficult issue in terms of eating habits of children, however, as we are a caring school community, all parents would appreciate the need for Wembley Primary School and its community to ensure the safety of all students at our school.

SOME FOODS CONTAINING PEANUTS

The following foods are the most common and likely to appear in school lunches:
- Peanut butter sandwiches
- Peanut butter dips and crackers
- Reeses Peanut Butter Cups
- ALL Chocolate/Hazelnut spreads
- Nutella contains 68% Peanuts, 18% Hazelnuts
- Nutella dips and crackers
- Snickers Bars
- Snickers Pods
- Picnic Bars
- Incredibles - Choc/Hazelnut Flavour
- Cadbury/Nestle Fruit and Nut Chocolate
- Mixed fruit and nut snacks
- All Cakes and Biscuits containing Peanuts
- Some Muesli Bars contain Peanuts

Ice creams
- Peters Original Trumpet
- Nestles Original Drumstick
- Streets Vanilla Cornetto

Easter and Christmas Chocolates
- A large amount of Easter Eggs, hunting eggs and chocolate Santas are made from compound chocolate which contains peanut oil.
KINDERGARTEN AND PRE-PRIMARY EDUCATION

INTRODUCTION

Early Childhood Education at Wembley provides a balance of a play-based learning program that involves intentional and explicit teaching and learning of English, Mathematics, History and Science. In the early years of schooling at Wembley, priority is given to Literacy and Numeracy development, as these are the foundations on which further learning is built.

All students in the early years have the opportunity to develop their cognitive, sensory and affective appreciation of the world around them through exploratory and creative learning in the arts and technologies. Early Childhood teachers adopt a holistic and integrated approach throughout their learning programs. Priority is given to the cognitive aspects of learning as well as personal, social and emotional well being, speech and language development, physical activity and motor skill development as well as the development of safe and healthy personal practices.

KINDERGARTEN - Phone: 92872815
Children born between 1st July, 2012 and 30th June, 2013 are eligible to attend and will attend five (5) full days per fortnight.

Hours of instruction:
- Door will be open at 8.40am
- School commences at 8:50am
- Students Dismissed at 3:10pm

Group A: Monday, Tuesday and alternate Friday
Group C: Monday, Tuesday and alternate Friday
Group B: Wednesday, Thursday and alternate Friday
Group D: Wednesday, Thursday and alternate Friday

KINDERGARTEN PHASING IN PERIOD
There will be a two week phasing in period at the commencement of the school year.

Week 3 onwards – Normal Timetable.

Doors open at 8.40 am. Instruction begins promptly at 8.50 am. Parents are therefore asked to exit the classrooms by 8.50 am.

PRE-PRIMARY - Contact Phone:
- Pre Primary 1: 93873295
- Pre Primary 2: 93873295
- Pre Primary 3: 93873295
- Pre Primary 4: 0406722033

All children born between 1st July, 2011 and 30th June, 2012 attend five (5) full days per week.

Hours of instruction:
- Door will open at: 8.40am
- School Commences: 8.50am
- Students Dismissed: 3.10pm
- Books and Puzzles Goodbye kiss

School starts on Wednesday, 1st February, 2017.

Week 1: Fulltime from the first day of term.
Doors Open at 8.40 am. Instruction begins promptly at 8.50am. Parents are asked to leave students at school by 8.40 am and exit the classrooms by 8.50 am. Your cooperation in this matter is greatly appreciated.
HELPFUL HINTS

Following are some helpful hints for you to follow to help your child and teachers have a smooth start to the year.

- Morning tea of fruit and vegetables is at 10.30 so a substantial breakfast is important.
- Help children to recognise their printed name. Print in lower case letters (e.g. Susan not SUSAN).
- Help children learn how to put on shoes and socks. We recommend slip-on or Velcro fastening shoes.
- Help children learn how to do up buckles on sandals.
- Teach children how to use and dispose of tissues.
- Teach children to attend to their own toileting needs - if they are not already doing so.
- Practise separation. This is very important, especially at the beginning of the school year, as we do not want to cause too much distress to your child. Remember, once you have said goodbye it is best to leave straight away as your child then becomes focussed on the class activities.
- Ensure that your child attends regularly and arrives on time.
- Take an interest in the work your child brings home.
- Listen to what your child has to say.
- Talk together.
- Read as often as you can to your child.
- If you have any information or concerns, please contact your classroom teacher.
- Please practise opening and closing back packs and lunch box containers.
- Please arrive at school by 8.40 am and exit the classrooms when the teacher rings the bell.

ABSENCES FROM SCHOOL

If your child is unwell, please do not send them to Kindergarten or Pre Primary as we do not have adequate facilities to care for them. All children should be well enough to participate in both indoor and outdoor programs. The school does not have a school nurse on-site. It would be appreciated if parents could advise the teacher if your child is sick or will not be attending and then send an email explaining the absence.

CLOTHING

Suitable clothing should be worn by Kindergarten children which will allow them to join in all activities - e.g. tracksuit pants, shorts and tee shirts are the best. Pre Primary students purchase the school uniform through the uniform shop. PLEASE LABEL ALL ITEMS.

Although children are encouraged to wear supplied aprons, it is inevitable that they will sometimes mark clothing. Sport shoes are required for safety and comfort reasons.

We ask that parents try to resist telling children not to get dirty. We recommend that paint be washed out in cold water only.

DAILY REQUIREMENTS

Large backpack
Wembley Primary School backpacks are ideal 50cm x 40cm, large enough to fit lunch box, spare clothes and easy to open. (Backpacks are available from the uniform shop) Please place an identification label/ribbon so your child can quickly identify their own bag. The bag needs to hold spare clothes, A3 scrap book, lunch box and water bottle.
Wide brim school hat (dark blue)  
Child’s name clearly marked inside. (Hats are available from the uniform shop).

**Morning Tea**  
Children are to bring a piece of fruit or vegetables for morning tea. Please make sure it is packed separately from lunches e.g. fruit, cheese, salad, fresh vegetables.

**Lunch**  
When children are full time, lunch will need to be provided. Canteen orders are available on Mondays, Wednesdays and Fridays. Please ensure that:
- Your child is able to open his/her lunch box.
- You use lunch wrap or bags that are easy to open. Cling wraps can be frustrating.
- Lunches are nutritious/healthy – no junk food please.
- Sample lunch - A round of sandwiches or rice or noodles, small yoghurt (with spoon), fresh or dried fruit, small drink, water is best.
- No sweets, lollies, roll ups, muesli bars and fruit leather. This will support our school priority in health and fitness. Please show your child how to open pre packaged food.
- For health reasons, children are discouraged from sharing their lunch.
- Water bottle – 500ml (water only).
- No foods with peanut or nut products.

**Canteen**  
This is offered to Pre Primary students Monday, Wednesday, Thursday and Friday.

**Shoes**  
Children will be told to remove their shoes when they climb. If you wish for your child to leave shoes on for the day, please let a staff member know. Crocs are very difficult for children to run and climb in.

**THESE ITEMS ARE USEFUL TO US**

- plastic containers
- shoe boxes
- cardboard tubes
- nuts & bolts
- shells
- architect plans
- paper boxes small & large
- polystyrene trays
- bottle tops
- buttons
- wrapping paper
- cardboard
- ribbon, wool, yarn
- matchboxes
- corks
- coloured foil
- A3 or A4 paper from companies changing their letterheads

**BOOKLIST - Pre Primary  Labelling Requirements:**

All files, books and clothing to be labelled. Pencils, windups, crayons and glue are shared and do not need to be labelled.

**TOPICS OF INTEREST**

Throughout the year we will be involved in many different topics of interest. The children are invited to bring in any related items. **No toys please.**

**TOYS AND JEWELLERY**

Please leave toys at home. Children are not allowed to wear drop-style earrings. We discourage the wearing of rings, necklaces and bangles for safety reasons.

**DROP OFF AND PICK UP**

The Kindergarten and Pre-Primary hours are 8.50am to 3.10pm. Doors open at 8.40 am so the children can prepare for the day. All children must be delivered to and picked up from the door. Please be on time. If someone else is to collect your child please make sure you write details in the pick up book in the morning. This is located within each classroom.
Children are not allowed to play on the equipment before and after school. This is a duty of care issue as staff are not available to supervise children.

EXPERTISE

Anyone with a special talent or special interest, please tell us, e.g. piano, instruments, art/craft, contacts for themes, excursions etc.

HATS

The school has a NO HAT, NO PLAY POLICY for Term 1 and Term 4. This means that children’s outdoor activities will be confined to shaded areas if no hat is available. This is a necessity when we consider how our environment is changing and the high rate of skin cancer in this country. Wide brimmed blue school hats are available from the Uniform Shop.

PARENT INVOLVEMENT

All parents, friends and relations are encouraged to join their child in educational activities during the year. A roster will be displayed on the ‘Class Notice Board’. A ‘Confidential Declaration’ form needs to be completed prior to volunteering.

EARLY CHILDHOOD P&C

The Kindergarten and Pre-Primary group has its own subcommittee attached to the P & C. Its primary role is to provide a forum for parents and teachers to meet, discuss ideas and suggestions. The sub committee represents the special needs of Kindergarten and Pre Primary students. It assists the P&C in fundraising for resources and equipment for the school including Kindergarten and Pre Primary. It also raises its own funds spent directly in the Early Childhood Learning centres. The committee meets 4-5 times a year and is a social group providing an excellent opportunity for parents to meet and become familiar with the school system. Teachers attend and give reports on each class. An AGM is held in the first few weeks of first term and all parents are welcome and encouraged to attend.
SCHOOL ROUTINE AND FACILITIES YEARS 1 - 6

School commences at 8:50am and students are dismissed at 3:10pm.
Classroom doors open at 8.30am.
Recess break is from 11.10am to 11.30am
Lunch break is from 1.00pm until 1.40pm.

ABSENCE

Parents are requested to email the class teacher when it is known the child will not be attending school. It is essential that the teacher knows before the commencement of the school day that the child will be absent. Email facility is on the school website. Absences can also be sent from the Wembley App directly to the classroom email.


ACCIDENTS AND SICKNESS

If children are sick or are involved in accidents at school it is necessary to contact parents to arrange for treatment and care.

IT IS IMPERATIVE THAT PARENTS KEEP THEIR ADDRESS, TELEPHONE NUMBERS (INCLUDING MOBILE PHONE NUMBERS) ON OUR RECORDS UP TO DATE so that we can deal with the sick or injured child quickly to relieve distress.

NB: Please note that our facilities for caring for sick children are very limited.
If children are not well, please arrange for them to stay at home.

Ambulance: In the event of a serious accident where parents cannot be contacted, an ambulance may be called. Unfortunately this will result in a cost to parents.
If you wish your child to be excused from Physical Education for medical reasons, a NOTE MUST BE SUPPLIED ON EVERY OCCASION.

AFTER SCHOOL CARE

Several childcare facilities operate in the Wembley area:
Jellybeans Childcare Centre 58 Reserve St Wembley Ph 9284 9955
Mulberry Tree Out of School Care Ph 9383 7145 (for bookings)
YMCA Out of School Care Joan Watters Centre Ph 0403 347 948

ASSEMBLIES

The assemblies are held on a Thursday at 8.50am in the Undercover Area. Each class takes a turn in leading the assembly and performing an item that reflects the student learning within the class. The assemblies highlight student learning. The focus is on participation, acknowledging outstanding achievement and interpersonal skills.

All teachers select students who have demonstrated outstanding behaviour, or completion of an excellent task, to be awarded a merit certificate at the assembly. The Head Girl and Boy and Prefects contribute to the organisation of the assembly.

Parents are very welcome to attend the assemblies. At the conclusion of the assembly the host class invites their parents to the staff room for morning tea.
BOOKLIST - Labelling Requirements:

**Kindergarten**
All personal items such as clothing and lunch box to be labelled. Pencils, windups, crayons and glue are shared and **do not need** to be labelled.

**Pre Primary**
All files, books and clothing to be labelled. Pencils, windups, crayons and glue are shared and **do not need** to be labelled.

**Year 1**
All files, books, clothing, art shirt, ruler to be labelled. Pencils, windups, crayons, glue or eraser are shared and **do not need** to be labelled.

**Year 2**
All files, books, clothing, art shirt, ruler and sharpener to be labelled. Printing pencils, red pencils, eraser or glue are shared and **do not need** to be labelled.

**Year 3 - 6**
All items of clothing, stationery and books need to be labelled.

**BICYCLES**

It is policy that students in Years 1, 2 and 3 are only to ride bikes and scooters if in the company of an adult. All caring parents and teachers have reinforced this policy. Bicycle racks are provided behind the double story building for the students’ bicycles and scooters, which **MUST** be walked in and out of the school grounds. Basic bicycle safety is the **responsibility of parents** and the school will reinforce this. The wearing of helmets is compulsory, following state legislation enacted in January 1992.

**CANTEEN**

The Wembley Primary School canteen ‘The Hungry Lion’ is situated in the undercover area and is open four days per week (Monday, Wednesday, Thursday and Friday) for students from Pre Primary to Year 6, and every Friday for Kindy students.

The school canteen follows the Traffic Light approach to healthy eating. Foods are categorised into **GREEN LIGHT** (healthy) foods and **AMBER**. **RED LIGHT** (not healthy) foods such as chips and lollies are not included on our canteen menu. The nutritious food and snacks are reasonably priced and encourages the eating of healthy foods for our students.

Canteen menus change each term. Special menu days include Soup Days, Fantastic Fruit etc. In addition to these special menus the canteen runs a variety of education programs which highlight the importance of diets and foods rich in vitamins and minerals. Please discuss with the canteen staff any special dietary requirements your child may have.

‘The Hungry Lion’ is operated by three staff with the help of many volunteer parents. Please call 92841620 to place your name on the roster.

**Lunch orders can be placed online.** Go to [www.ouronlinecanteen.com.au](http://www.ouronlinecanteen.com.au) to place orders (information brochures available from canteen or office). Orders may also be placed by writing the child’s name, room number and meal on a lunch bag. Bags are placed in the box at the canteen in the morning before going to class. Recess snacks are purchased directly from the canteen. Canteen menus are issued to students at the start of each term and can be viewed on the school website [www.wembleyps.wa.edu.au](http://www.wembleyps.wa.edu.au)
CHILDREN LEAVING SCHOOL GROUNDS

Students are not permitted to leave the school grounds during school hours without written permission from parents, or the approval of the Principal or Deputy. When picking-up children during school hours please obtain a “Leave Pass For Partial Absence From School” from the school office prior to your child leaving school. A ‘yellow slip’ will be given to the parent/guardian to hand to the child’s teacher when picking them up. A ‘late note’ must be obtained from the Office if any student arrives after the siren.
CONTRIBUTIONS AND CHARGES

The Education Act 1999 requires schools to notify parents of the schedule of Contributions and Charges for the following year. The Wembley Primary School Board has endorsed the schedule of Contributions and Charges for 2016. The Schedule covers four sections and will allow you to calculate all costs for 2016.

1. **Contributions**
   - The contribution parents and carers are being asked to pay has been set at $60.00 per child. This is in line with the School Education Regulation 2000 and endorsed by the School Board. The P&C has set the P&C Voluntary contribution at $85.00 per family to ensure that we can broaden and maximize the educational opportunities for all of our students.
   - Money collected will be used to supplement school expenditure in the purchase of resources needed in the provision of the learning program activities, e.g.

<table>
<thead>
<tr>
<th>Kindergarten/Pre-Primary</th>
<th>Year 1-6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outdoor Activities</td>
<td>Art/Craft materials</td>
</tr>
<tr>
<td>Music (tapes, instruments)</td>
<td>Computer software/Apps</td>
</tr>
<tr>
<td>Home Corner e.g. dress-ups, post office</td>
<td>Science consumables</td>
</tr>
<tr>
<td>Activities e.g. collage, painting, craft</td>
<td>Mathematics resource materials</td>
</tr>
<tr>
<td>Manipulative e.g. puzzles, blocks, construction</td>
<td>Physical Education materials</td>
</tr>
<tr>
<td>Language e.g. books, games</td>
<td>Humanities resources</td>
</tr>
<tr>
<td>Integrated Activities e.g. Science</td>
<td>Library Books</td>
</tr>
<tr>
<td>Special Days/Consumables</td>
<td>English - Reading Books</td>
</tr>
<tr>
<td>Apps</td>
<td>LOTE resources</td>
</tr>
<tr>
<td>Art and Craft materials</td>
<td>Classroom activities</td>
</tr>
</tbody>
</table>

   - While 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.

2. **Charges for Extra Cost Optional Components**
   A breakdown of estimated charges for your child’s participation in incursions, excursions, and other activities for 2016 has been included in the schedule. Details on charges collected in previous years have informed our 2016 charges schedule. Students will only incur costs when they are involved in a particular activity. The amounts indicated on the schedule represent the maximum charge for scheduled activities in 2016. Costs of these activities are the responsibility of the parent.

   - Cheque, cash or credit facilities are available. The Wembley Primary School P&C’s Voluntary Contribution (included in Charges Schedule) Per Family $85.00 will be used to supplement school expenditure in the purchase of resources needed in the provision of the learning program activities, e.g.

   - The charge for scheduled activities in 2016 will be $80.00 per family.

   NB:
   - a) Please note that not all children in the year level are involved in all the above activities, e.g. inter-school sporting teams, debating, music, PEAC, etc.
   - b) For in school and out of school excursions $80.00 is the maximum any one class will pay – many classes will not be required to expend that amount.

3. **Personal Items for Student Use (Years 1 - 6)**
   These are items that students need to own for their personal use in the educational program. The school has determined the list of items to be supplied for the following year, which has been submitted to the School Board for discussion and approval.

   - We have negotiated competitive prices for the materials on the list but you are not obliged to use our supplier. Your child will need to have the listed materials each school day so it may be necessary to replace some items such as pencils throughout the year.

   The charge for personal use items will vary from student to student and includes:
   - Pupil Requirements for all students and used in lessons e.g. stationery items, recorder, calculator etc.
   - Pupil Requirements recommended, but not essential, for all students e.g. art shirt, tissues etc.
   - Pupil Requirements for selected students and not directly part of the educational program e.g. Graduation T-Shirt, class photographs.

4. **Voluntary Approved Funds**
   The P&C funds assist the school in major projects and resources for special programs e.g. undercover refurbishment, computers/ipads, playground equipment and reading books. The support of our parents is really appreciated.

   P&C Voluntary Contribution (included in Charges Schedule) Per Family $85.00

   To calculate your anticipated contributions and charges for 2016, select the costs relevant to your child’s year level from each section and then tally them on the table below.
<table>
<thead>
<tr>
<th>Name of Child</th>
<th>Voluntary Contributions (Section 1)</th>
<th>Charges for Extra Cost Options (Section 2)</th>
<th>Items for Personal Use from Pupil Requirement List (Section 3)</th>
<th>P&amp;C Contributions (Section 4)</th>
<th>TOTAL</th>
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Information in this overview has been kept as brief as possible. These contributions and charges are unrelated to P&C fundraising. Please contact the principal if more information is required.
<table>
<thead>
<tr>
<th>Activity</th>
<th>K</th>
<th>PP</th>
<th>YR 1</th>
<th>YR 2</th>
<th>YR 3</th>
<th>YR 4</th>
<th>YR 5</th>
<th>YR 6</th>
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<tbody>
<tr>
<td>School Voluntary Contribution (per child)</td>
<td>$60.00</td>
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<td>P&amp;C Voluntary Contribution</td>
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<td>Per Family</td>
<td>$85.00</td>
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</table>

**NB:**

a) Please note that not all children in the year level are involved in all the above activities, e.g. inter-school sporting teams, debating, music, PEAC, etc.

b) For incursions and excursions $80.00 is the maximum any one class will pay – many classes will not be required to expend that amount.
DIARY

The school provides a Wembley Primary School Diary which is distributed by teachers at the beginning of each year and the cost is included on the Term Account for Term 1.

HOUSE FACTIONS

The school is divided into four house factions: Stirling (Gold), Dampier (Blue) Forrest (Green) and Mitchell (Red).
As far as possible, students remain in their same house faction throughout their stay at the school.
Siblings are placed in the same faction.
The house faction organisation is integral to our Pastoral Care Program.

HEALTH

In view of the development of skin cancer, the wearing of hats for outdoor activities is compulsory. The school policy is "no hat no play" for Term 1 and Term 4.
Students are instructed that they must wear their school hat (labelled with their full name) in the school grounds during recess periods and in outside school directed activities.

"At Risk" conditions (e.g. bee sting allergies, asthma etc): Please ensure that these are listed on the Admission Card and if necessary complete an Emergency Action Plan, which will be kept in the office.

Communicable Diseases - There are a number of communicable diseases that require exclusion from school for a defined period of time:

a) While the child is suffering from early symptoms or during the incubation period.
b) When convalescing from the disease but still retaining infection in their person or apparel.

Chicken Pox (notifiable): Exclude until fully recovered, or until at least five (5) days after the rash first appears. Some remaining scabs do not justify continued exclusion. Contacts: Any children with immune deficiencies (e.g. leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise do not exclude.

Conjunctivitis: Exclude until discharge from eyes has ceased. Contacts: Do not exclude.

Herpes: Young children unable to comply with good hygiene practices should be excluded while lesion is uncovered and weeping. Contacts: Do not exclude.

Impetigo: (School Sores) Exclude for 24 hours after antibiotic treatment has commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing. Contacts: Do not exclude.

Measles: (notifiable) Exclude; readmit on medical certificate of recovery, or at least four (4) days after appearance of the rash if well. Contacts: Do not exclude immunised contacts. (All children should be immunised against measles, preferably at 12 months of age and certainly before entry into preschool or day care centre unless they have had the disease.) Unimmunised contacts should be excluded for 14 days after the appearance of the rash in the last case identified in the school, unless contact was immunised within 72 hours of first exposure.

If a case of measles is suspected the school is required to notify the appropriate Health Authority.
**Mumps:** *(notifiable)* Exclude for at least nine (9) days after onset of symptoms.

*Contacts:* Not to be excluded from school. Recommend immunisation if not vaccinated.

*If a case of mumps is suspected the school is required to notify the appropriate Health Authority.*

**Pediculosis:** *(Head Lice)* Exclude until day after treatment has commenced and nits and lice have been removed from hair.

*Contacts:* Do not exclude. Family contacts will probably be infected and should be treated. Other close contacts should be checked regularly for signs of infestation.

*Please check your children’s hair on a weekly basis.*

**Ringworm:** *(notifiable)* Exclude until the person has received antifungal treatment for 24 hours.

*Contacts:* Not to be excluded from school.

**Rubella:** *(German Measles) (notifiable)* Exclude; readmit on recovery or four (4) days after onset of rash.

*Contacts:* Not to be excluded from school.

**Whooping Cough:** Exclude for up to 21 days from onset of illness or for 5 days after starting antibiotic treatment.

*It is important not to expose young children and babies to the infection.*

**Immunisation**

A copy of your child’s immunisation records *(ACIR statement)* will be required at enrolment and may be requested by the School Nurse at a future date to check that children are fully immunised for their relevant age.

**No Smoking**

Parents and visitors are asked to adhere to the Education Department policy prohibiting smoking on school grounds.

**No Dogs**

Parents and visitors are requested to observe the *(NO DOGS SIGNS)* near or on the school premises due to health and safety regulations.

**PARKING**

In the interest of the children’s safety, please observe the parking signs around the school. The staff car park is *(NOT TO BE USED FOR SETTING DOWN AND PICKING UP CHILDREN).*

A *(‘kiss and ride’)* is available on Simper and Alexander Street for parent’s to set down and pick up students. Parents are asked not to park on verges and to drive very slowly around the school to ensure the safety of our children.

**SCHOOL BOUNDARIES**

All parents wishing to enrol are required to complete an *(Application for Enrolment)* form. Students who live outside our local intake area will be offered a place if classroom accommodation is available and an appropriate educational program can be provided for your child.
SCHOOL DRESS CODE

SCHOOL UNIFORM

At Wembley Primary School we believe the school uniform for students plays an important role in promoting a positive image and creating a sense of identity among students. The dress requirements of Wembley Primary School have been developed by the School Board in consultation with students, parents and staff.

The uniform can be ordered online via the Flexischools website www.flexischools.com.au. The Uniform shop is open on the first Friday of the month from 8.30am to 9.00am for second hand uniforms. The uniform shop is run by parent volunteers who we are extremely grateful to for their ongoing commitment.

Wearing the Wembley School uniform helps students’ sense of belonging to the school community. We ask all of our community to support the dress requirements policy.

SUMMER UNIFORM GIRLS
- School Hat (broad brimmed)
- School Tartan Pleated Skirt
- School Tartan Dress
- School Polo T Shirt
- School Shirt (Blue - button through)
- Black Leather Shoes/Sport Shoes
- Year 6 T Shirt (optional) Term 3 Wk 7

SUMMER UNIFORM BOYS
- School Hat (broad brimmed)
- School Cargo or Plain Shorts
- School Polo T Shirt
- School Shirt (Blue - button through)
- Black Leather Shoes/ Sports Shoes
- Year 6 T Shirt (optional) Term 3 Wk 7

WINTER UNIFORM GIRLS
- As Above for Summer
- School Track Pants with Straight Leg
- School Track Pants with Bootleg
- School V Neck Jumper
- School Zip Front Jacket
- School Wet Weather Jacket
- Micro Fibre Navy Tights for Skirt

WINTER UNIFORM BOYS
- As Above for Summer
- School Track Pants with Straight Leg
- School V Neck Jumper
- School Zip Front Jacket
- School Wet Weather Jacket

SPORT GIRLS AND BOYS
FACTION SPORTS
- School Hat (broad brimmed)
- School Sport Short
- School Track Suit (as above)
- Faction Polo T Shirt
  - Dampier - Blue
  - Forest - Green
  - Mitchell - Red
  - Stirling - Yellow

INTER SCHOOL SPORT
- School Hat (broad brimmed)
- School Sport Short
- School Track Suit
- Interschool Polo T Shirt
- School Bathers
- Football socks

MISCELLANEOUS
- School Backpack
- Library Bag
- Reading/Homework Bag
LOST PROPERTY
A lost property cupboard is located outside Room One. Please label all items of clothing clearly with your child’s full name on the garment as well as the label. Clearly labelled items will be returned to students where possible.

MARKING OF EQUIPMENT
Please make sure that articles of clothing, books, bags and all equipment owned by your child are clearly labelled with their full name and room number so that lost items may be more easily returned.

STAFF MEETINGS
Regular staff meetings are used to develop school policies. These meetings are held out of school hours usually on a Tuesday or Wednesday afternoon.

VALUABLES
Students are asked NOT to bring along valuables such as radios, jewellery, electronic toys or money that may be mislaid or damaged during school activities. No responsibility can be accepted for valuables of this nature.

DATES TO REMEMBER - TERM DATES FOR STUDENTS

<table>
<thead>
<tr>
<th>TERM 1</th>
<th>Wednesday</th>
<th>1st February 2017</th>
<th>to</th>
<th>Friday</th>
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<td>Wednesday</td>
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<td>Friday</td>
<td>30th June 2017</td>
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<tr>
<td>TERM 3</td>
<td>Tuesday</td>
<td>18th July 2017</td>
<td>to</td>
<td>Friday</td>
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<td>TERM 4</td>
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<td>10th October 2017</td>
<td>to</td>
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http://www.det.wa.edu.au/education/termdates/

SCHOOL DEVELOPMENT DAYS – NO STUDENTS

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PUBLIC HOLIDAYS

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<tr>
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<td>ANZAC DAY</td>
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<td>WESTERN AUSTRALIA DAY</td>
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<td>5th June 2017</td>
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<td>QUEEN'S BIRTHDAY</td>
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