

Parent Handbook 2024



fly high-see far

www.heathridgeps.wa.edu.au

🔁 heathridge.ps@education.wa.edu.au

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Principal's Welcome

Welcome to Heathridge Primary School, proudly situated on Noongar land since its establishment in 1980. On behalf of the dedicated staff at our esteemed school, I welcome you to Heathridge Primary School. I eagerly anticipate building a positive partnership with you to provide your child with the best opportunities for academic, social, and emotional success.

Heathridge Primary School is a mainstream school with a Specialist Learning Program onsite. Since it was established, Heathridge Primary School has consistently provided high-quality education guided by our motto 'Fly High- See Far'. The school is renowned for its inclusivity and strong pastoral care within the Heathridge community. We became an Independent Public School (IPS) in 2015 and are guided by our Business Plan which is developed in consultation with the school community and endorsed by the School Board. This document provides direction and vision, aligned with the school's extensive data collection.

As an Independent Public School, we have a School Board that consists of representatives from staff, parents and the community. The role of the School Board is to work together with the principal to develop and review the Business Plan and ensure the roles and responsibilities of the Delivery and Performance Agreement are adhered to. The School Board are heavily involved in the review of our school performance, the development of the school annual report, the positive promotion of the school in the community and the review of school procedures. We also have an active P&C and encourage our families to join. This not only helps to support the school but also gives you an opportunity to meet other families within our community.

We provide exciting and inclusive educational programs for students from K-6 and are committed to developing an environment where our students are given every opportunity to reach their full potential, underpinned by the four pillars of *Excellence, Growth, Care* and *Opportunity*.

Please don't hesitate to contact me if you have any questions on any of the topics in this information booklet. I look forward to getting to know you and your families as we travel along this journey together.

Kind regards

Denise Pires Principal

Start Times and Term Dates

School Hours

Monday – Friday: 8.40 am - 2.50 pm Recess: 10.40 am - 11:00 am Lunch: 1.00 pm - 1.40 pm

Gates and doors open to students at 8.30 am when supervision by teachers commences. Students arriving after 8.40 am are required to report to the administration office to collect a late note.

2024	Students	Teachers					
Semeste	er 1	·					
Term 1	Wed 31 January – Thurs 28 March	Mon 29 Jan – Thurs 28 March					
	*Kindy starts Mon 5 February						
Break	Fri 29 March – Sun 14 April	Fri 29 March – Sun 14 April					
Term 2	Mon 15 April – Fri 28 June	Mon 15 April – Fri 28 June					
	*Kindy starts Mon 15 April						
Break	Sat 29 June – Sun 14 July	Sat 29 June – Sun 14 July					
Semeste	er 2						
Term 3	Mon 15 July – Fri 20 September	Mon 15 July – Fri 20 September					
	*Kindy starts Mon 15 July						
Break	Sat 21 September – Sun 6 October	Sat 21 September – Sun 6 October					
Term 4	Mon 7 October – Thurs 12 December	Mon 7 Oct – Thurs 12 December					
	*Kindy starts Mon 7 October						

. On school development days, students do not attend. The dates will be advertised on our Web site calendar www.heathridgeps.wa.edu.au. These days are scheduled in

consultation with the School Board and local school

community.

Monday 4 March – Labour Day

Public Holidays 2024

Friday 29 March – Good Friday

Monday 1 April – Easter Monday Thursday 25 April – Anzac Day

Monday 3 June – Western Australia Day

Monday 23 September – King's Birthday

Pupil Free Days 2024

Friday 1 March

Friday 31 May

Friday 9 August

Absence, Illness or Injury

If your child is going to be absent from school, please notify the office via the MGM Messaging system on 0447 889 384. All unwell children should be kept at home as we do not have the personnel, training, or facilities to care for sick children.

Please contact the school promptly if a student is going to be absent. This enables us to maintain an accurate record of student attendance in case of an emergency. The school will contact you if there are concerns. Please make sure you provide a current telephone number to call in case of an emergency. The school should know of any allergies or concerns that require specific attention and student health records need to be updated as required.

Administration Office

The office is open from 8:00 am - 4:00 pm, Monday to Friday during the term. If you have any queries please contact the office on telephone 9233 8950.

Allergies [Heathridge is an Allergy-Aware School]

We have a number of students in the school who suffer from potentially life-threatening nut allergies. These children could suffer an anaphylactic shock from just the smell of nuts. We therefore ask all parents to refrain from including nuts and products containing nuts in lunches and snacks. Whilst such things cannot be guaranteed to be completely eliminated from schools, your support in this matter would be greatly appreciated.

Attendance

Department regulations require all absences to be supported by a written explanation. The Principal does not have the authority to approve absences for family holidays etc. We discourage such absences as they can compromise learning programs. Where these absences occur, it is the sole responsibility of the parent to maintain the educational program. When taking your child out of school for a vacation, you must notify the school by filling in the "Notification of Absence Form" at the front office. The



absence will be recorded as an unauthorised vacation. All requests to take children from school during the school day must be done at the front office via the Passtab system indicating the reason. Students are not to leave the school grounds without permission.

Assemblies/Awards

School assemblies are held throughout the year on Thursdays commencing at 8.50 am in the covered assembly area. The assemblies are presented in rotation by different classes. The rotations are listed on the school term planners. Selected students from each classroom are awarded a merit certificate to acknowledge significant success or achievement. Each week we also hold a Values Assembly for students and staff only. During this assembly students are recognised for displaying positive behaviours in the following areas, Fair, Learners, Thoughtful, Trustworthy, Responsible, and Strong. Values certificates are issued by teachers to affirm positive values being demonstrated.

Before and After School Care - Playful Learners

We have a before and after-school care program on-site including Pre-Kindergarten 3–5-year-olds in the Playful Learners room. Please call Angela Davey on 0411 789 300 or email info@plcc.com.au for more information.

Before School Activities

Over the year, different teachers coordinate a variety of before-school activities for students to participate in, such as fitness club, and reading club. Details will be in the Term Planner and on Facebook.

Behaviour Management

We strive to promote an atmosphere with a positive approach to behaviour management by encouraging and praising good behaviour and work. However, consequences will follow inappropriate behaviour. Parents will be advised if there are serious or repeated breaches of the School Code of Conduct.

Bikes and Scooters

Bikes and scooters are to be walked on the school grounds. Any child riding a bike/scooter to and from school must wear a correctly fitted helmet and secure their bike with a lock. Please insist on children going home immediately after school has ended. Bicycles may be left at the school at the owner's risk, the school accepts no liability for damaged or stolen bikes.

Book Club

Scholastic Book Club catalogues will be distributed throughout the year by a P&C representative. All orders are made online using the Scholastic payment instructions. https://mybookclubs.scholastic.com.au/Parent/Login

Book Lists

Book lists for Kindy – Year 6 will be available online at the end of each school year. Booklist items can be purchased and delivered to your home. Alternatively, you may wish to visit a retail store and purchase directly from them. Please remember to label your child's items from Year 1 – Year 6 students.

Calendar

The school website is www.heathridgeps.wa.edu.au To view the school's up-and-coming

events click on the calendar icon the calendar will open and you can view up-and-coming events happening around the school. It is also available to view under the Parent Information tab on the website.

Canteen – Kindergarten to Year 6

Lunches can be ordered on Tuesdays and Thursdays through the 'Flexi Schools' ordering system. Orders need to be received by 8:00 am. Visit www.flexischools.com.au details are also on our website.

Change of Family Details

It is mandated that the school keep accurate records of all pupils. Therefore, any change of family details, address, telephone number, email etc. needs to be notified to the School Office immediately. Parents' work telephone numbers should be kept up to date, also please ensure that we have the name and address of someone other than the parent, should they be needed in case of emergency. If your child is to be left with a friend in your absence, a contact address and telephone number should be left with the School Office.

Chaplain

Our Chaplain's role is to promote activities to develop resilience, reflection, problem-solving and communication through social interaction. The Chaplain works with children Pre-Primary through to Year 6, three days per week.

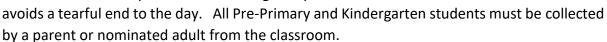
Children's Crossing – Traffic Warden

The Police Department organise an attendant to assist parents and children in crossing Caridean Street during the busy times before and after school, between the hours of 8:00-9:00 am and 2:40-3:40 pm. At times, the crossing may be unattended due to circumstances out of the school's control. If possible, the school will advise students and parents of this situation if enough notice is given. The school zone speed limit is 40 kms per hour before and

after school. Please observe signs on roads adjoining the school.

Collecting Children from School

Please ensure your child always knows how to get home if you are not picking him/her up. If at any time you are unexpectedly called out and cannot meet your child, please make sure alternative arrangements are made and notify either the office or teacher who will pass on the message to your child. This



Contributions and Charges

The Education Act 1999 requires schools to notify parents of the schedule of Contributions and Charges for the following year. The School Board endorses the schedule annually. The schedule covers three sections that will allow you to calculate costs for the school year. This is not an exhaustive list and parent contributions are requested to ensure we can provide the best environment and resources possible for our students.

Voluntary contributions charged by the school ensure we can broaden and maximise the educational opportunities for all students. Money collected is used to supplement school Page | 9

expenditure in the purchase of resources and the provision of learning program activities. While contributions are voluntary, the quality of our teaching and learning programs is maximised when each family makes a small contribution to supplement funding gained from other sources, including the State and Commonwealth Governments.

Personal Items

These are items that students need for their personal use in the educational program. The school determines the list of items [Personal Items] to be supplied for the following year, which is submitted to the School Board for approval.

HEATHRIDGE PRIMARY SCHOOL

55 Channel Drive Heathridge WA 6027 P: 08 9233 8950 Heathridge.PS@education.wa.edu.au ABN: 13 003 292 312

2024 Charges & Voluntary Contributions Years K-6												
VOLUNTARY CONTRIBUTIONS Curriculum Area CHARGES – Extra Cost Options Estimated maximum cost					OTHER OPTIONAL COSTS / SERVICES							
		ITEM	к	Р	1	2	3	4	5	6		
The Arts	\$10.00											
English	\$10.00	PEAC			\$15.00	\$15.00	\$15.00	\$55.00	\$40-225	\$40-310		
Mathematics	\$10.00	Edu Dance		\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00		
Humanities & Social Sciences	\$5.00	Swimming		\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00		
Science	\$10.00	Incursions/Excursions	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00		
Technologies	\$5.00	Camp							\$350.00	\$350.00		
		Graduation								\$70.00		
Physical Education	\$5.00	Photographs									\$70.00	
LOTE	\$5.00	Leavers Polo Shirt									\$45.00	
TOTAL PAYABLE	\$60.00											

Payment will be requested during the school year when costs and student participation is confirmed.

Please note that the level of Voluntary Charges- Extra Cost Options. Additional cost items such as Camps/Incursions/Excursions are estimated maximum costs.

All Contributions have been approved by the School Board.

A range of payment options are available and may be negotiated with the school. EFTPOS facilities are available at the office. Online banking payments can be made to BSB 066-170 Account No. 10003715. Payment plans are available on request, please come to the office to arrange.

Dental Therapy Unit

A Dental Therapy Unit is located on the school grounds. Treatment is free, but no child can be given treatment until parents have signed a permission form. These forms will be sent home with your child. If appointments can't be kept, it is important that parents contact the centre directly on 9401 3508 to cancel or make another time. During term breaks, parents should call the centre for information regarding alternative dental clinics. If children require emergency dental care after hours or on the weekend, please telephone 1800 098 818.

Dogs

Parents are to refrain from bringing dogs to school when picking up or dropping off their children, whether on a lead or not.

Dress Code

Our school colours are valley green and royal blue. The dress code is available on our website and has been endorsed by the School Board. This dress code is consistent with the Department of Education *Dress Requirements for Students* policy and is supported by the strong belief that all Heathridge Primary School students should wear their school uniform every day.

Enrolment

Heathridge is a local area intake school and as such accepts all students who live in the intake area. Students living outside the area can complete an Application for Enrolment along with a letter to the Principal outlining reasons for the request but can only be accepted if space to accommodate them exists within the school's resourcing. Kindergarten is non-compulsory but it is strongly recommended that students attend.

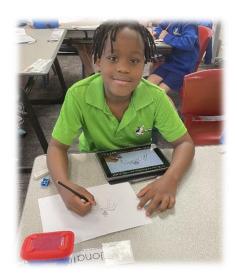


Excursions

Throughout the year educational excursions may be arranged for each class. Written advice is sent to parents for every excursion, outlining the details. It is desirable that all class members participate in planned excursions that are part of the teaching program. In the event of financial difficulty, please contact the office to arrange a payment plan. Unfortunately, the bus component of the excursion is not refundable.

Facebook

Our Facebook group is used to celebrate our students and inform families of school events and notices. Parents of the school can join the group by searching Heathridge Primary School Official Group and requesting to join. Once an administration member has confirmed your identity and established that you have a child who attends the school, your request will be accepted.



Factions

All children are assigned to a faction for sporting activities and events. Students retain their faction throughout their primary school years. At Heathridge Primary School we have three factions all named after native birds of the area.

Koolbardi – (Magpie)

Maali – (Black Swan) Djidi Djidi – (Willy Wagtail)



Graduation

Each year we have a formal Graduation Ceremony for Year 6 students followed by other special activities to

acknowledge their departure from primary school. At the end of the year, selected Year 6 students receive awards for a variety of educational reasons and Learning Areas.

Grounds and Facilities

All parents and staff are requested to encourage children to treat the school grounds and facilities with respect. It is greatly appreciated when parents and motorists keep an eye out over the school during after-hour periods. This has positively assisted us in reducing the number of incidents of vandalism to our buildings and grounds. Please report all suspicious activities to Education Security on 9264 4771.

Hair Length

For health and safety reasons all students with hair that is shoulder length or longer or with a fringe that is below their eyebrows must tie their hair back. This applies to both boys and girls.

Inclusion

We pride ourselves on being an inclusive learning environment. Students with disabilities are valued members of our school and are supported to achieve the best possible learning outcomes. Depending on the level of disability, additional support resources may be available to help meet the needs of individual children.



Kindergarten

Your child's time at Kindergarten establishes a strong foundation for the development of the whole child. The Kindergarten program provides experiences to develop physical, social, emotional and cognitive growth. Learning programs are engaging, challenging and supportive. Children learn through a specifically designed play-rich program including mat sessions, intentional teaching, individual and group sessions and structured indoor and outdoor activities.



"The early years of school gives your child new experiences and sets the foundation for their future learning. At Kindergarten, your child is supported to develop and learn new ideas and skills in a setting of acceptance and one that inspires and challenges them." Department of Education WA.

Drop-off and pick-up times	Attendance
8.40 am-2.50 pm	Monday, Tuesday
	(Every week)
	Wednesday
	(Even Weeks 2,4,6,8 & 10)

For duty of care reasons, if you are unable to pick up your child and someone else is coming in your place, please contact the school on 9233 8950.

To begin your child's year at Kindergarten please bring:

- A large bag that your child can open and close themselves.
- A broad-brimmed hat. The school has a 'No Hat, No Play' policy. Please label hat with your child's name and keep it in your child's school bag.
- A change of clothes.
- Personal Items as per WINC Educational Supplies booklist.
- Named drink bottle.
- Recess and Lunch [healthy food is encouraged]. The children can order their lunch online through www.flexischools.com.au on Tuesdays and Thursdays by 8:00am.
- A piece of fruit for crunch and sip time.
- Small pillow or cushion with a pillow slip for a short rest time after lunch.
- Please label all personal items with your child's name.



Lost Property

Parents are requested to see that all clothing and belongings are clearly labelled with their child's full name. It is the child's responsibility to take care of their own belongings. The lost property box is located in the senior wet area, outside Room 15/16. Parents and students are welcome to check the box.

Leadership

A student leadership group consisting of school captains and faction captains who are elected at the commencement of each year from within the Year 6 student group (Year 5 students can be selected Vice Captains). Student leaders assist staff and students at formal and informal school events where they act as role models for their peers and as a link between students, parents and school personnel.



Learning Areas

Digital innovation continues to reshape our world, and Heathridge Primary School (HPS), embraces change, delivering an educational experience that is connected, informed and empowered. We have a fully equipped computer Lab as well as a one-to-two iPad program for all students to access. Embedding technology into learning programs creates a more engaged environment, encouraging active participation in the classroom.

Our technology and software allow students to work collaboratively on documents, digitally sharing and collaborating on classroom platforms. Students have many options provided, such as online platforms, apps, software, and devices, that can facilitate different types of interactions and creativity.

Assistive technology takes away barriers for students with diverse learning needs. HPS provides students access to assistive technology including speech-to-text software, document cameras, C-Pens and speech-to-text headphone sets. To support inclusivity, the school uses educational programs that place students in instruction at their skill level and which are designed to ensure mastery of the content.

HPS strives to remain up to date with the latest technology to enhance engagement and provide students with experiences that classrooms cannot provide through Virtual and Augmented Reality. Students are provided with access to VR headsets and platforms to bring the curriculum to life using virtual and augmented reality experiences, from visiting far-flung corners of the world to holding a human heart in their hands. Virtual reality builds emotional intelligence and further develops a secure foundation of knowledge.

Our robotics program allows students to expand, apply, and deepen their knowledge of STEAM. They build increasing sophistication, independence, and fluency in approaching problems hands-on and cultivate effective habits of systematic creativity, critical thinking, collaboration, and communication. Our curriculum includes simple coding progression learned through purposeful play and hands-on activities.

Library

Our library offers a modern and attractive location for students to borrow books, browse and complete research tasks. A Library Officer is present one day a week. Students are required to have a library bag to take books home. We are very fortunate at Heathridge Primary School to have such a well-equipped library.

Medication Policy

Students who require medication at school on a regular or irregular basis need to complete the administration of medication form. Please inform the office and obtain the correct forms so that appropriate processes can be established for safe storage and administration of all medication and ensure medication is not beyond the expiry date. Please refer to the Department of Education's *Guidelines–Administration of Medication* should you have any queries.

Mobile Phones

It is our policy that students are prohibited from using mobile phones during school hours. Students need to bring all mobile phones to the administration office for safekeeping.

Money

Students must return monies for excursions/incursions in the envelope provided. This can be placed into the drop boxes in the office before or after school. Please fully complete envelope details with full name, room number, year, amount and purpose written on the front. Payment is available using online banking BSB 066-170 Account No.10003715 Reference – first initial and surname of students.

Music

Keyed Up Music runs guitar and keyboard (piano) lessons after school at Heathridge Primary School. If you are interested in your child learning an instrument, the enrolment form is found at www.keyedupmusic.com.au/enrolment-form.

NAPLAN - Student Performance Data

National Assessment Program – Literacy and Numeracy (NAPLAN) Assessments were introduced in 2008 for all students in Australia in Years 3, 5, 7 and 9. The NAPLAN tests assess student knowledge and skill in Numeracy, Reading, Writing, spelling, punctuation and

grammar. The results of the tests provide information for students, parents and school personnel about student achievement which can be used to inform teaching and learning programs. NAPLAN tests provide point-in-time information regarding student progress across Australia in Literacy and Numeracy and are intended to complement teacher judgement and the wide range of formal and informal testing programs that are already used in schools. As with all single assessments, NAPLAN test results are not intended to be



used in isolation. The data is shared at a school board meeting each year and is published publicly in our Annual Report which is located at https://www.det.wa.edu.au/schoolsonline

Nurse

The School Entry Health Assessment (SEHA) will be offered to all children who are of schoolentry age. For those children who did not attend Kindy, the SEHA will be offered in Pre-Primary.

The SEHA aims to detect problems with hearing, vision, oral health, growth, development, and any other health and well-being issues that are of concern to parents or teachers. SEHAs are conducted throughout the school year. Nurses will prioritise assessments after reviewing any concerns noted on the parent consent form and in discussion with class teachers.

Parent Teacher Meetings

It is essential that parents and teachers work together to ensure the development of positive learning outcomes for children, consistent communication is encouraged. Please contact the teacher if you would like a formal interview, via SeeSaw. The teacher will also notify you when an interview is required. Parents are urged to see the class teacher first when seeking information about their child before meeting with the Principal or Associate Principal about a concern.

Parent Helpers

We welcome parents, grandparents and carers of Kindy and Pre-Primary students to participate in our classroom helper rosters. Individual class teachers will notify if and when they require assistance. On arrival, volunteers are required to 'sign in' at the front office and wear a 'visitor' sticker.



Parents & Citizens Association

We have an active P&C at Heathridge Primary School dedicated to raising funds to provide additional activities and equipment for the school. Meetings are held once per term and all parents are welcome to become involved. The P&C also produce a newsletter every term.

Parking

Parking is provided for parents on the surrounding street frontages. Please do not use the school car park as this is for staff parking only. For safety reasons, please do not walk through the staff car park when picking up or dropping off students.

Primary Extension and Challenge [PEAC]

Students in Years 1 to 3 are invited to participate in the Early Years Extension Program. Students in Year 4 are tested through a district-based process to determine their eligibility to attend Primary Extension and Challenge [PEAC] centres in Years 5 and 6. Courses are conducted at various schools in the North Metro area. Places in PEAC courses provide students with opportunities to undertake courses that extend and challenge their thinking. These courses are restricted to invited students. Once enrolled, students have an obligation

to complete the full requirements of the course. Parents are responsible for arranging transport to and from PEAC venues. More PEAC information can be obtained at http://www.northmetropeac.wa.edu.au

Psychologist (school)

Children with learning difficulties or social issues may be referred to the School Psychologist. In all cases, parent permission is obtained first. Both parents and teachers can initiate referrals by contacting the Principal or Associate Principal.

SAER - Students at Educational Risk

Students at Educational Risk are students whose achievement level or rate of progress is below the expected standard for their year level. Parent/teacher interviews are conducted to inform parents of the processes and strategies being set in place. Curriculum Adjustment Plans [CAPs] are used to differentiate the curriculum to suit the individual child's needs. For students who need a modified curriculum, an Individual Education Plan [IEP] is created. For students whose behaviour differs noticeably from past performances and/or that of their peers, an Individual Behaviour Plan [IBP] is developed.

Shoes/Spare Clothes

Your child will need to wear appropriate footwear for safety reasons. Sneakers or sandals are considered to be suitable footwear. Please provide a spare set of clothes in your child's bag including socks and underwear in case of an accident. Please ensure all items are labelled.

Specialised Learning Program – Autism (SLP)

Heathridge Primary School has a Specialised Learning Program for students with Autism (SLP - Autism). We have three classes across the site to cater for students in Kindergarten to Year 6 with Autism Spectrum Disorder. The program targets age-appropriate engagement using evidence-based teaching approaches. For more information about the program, eligibility and enrolments, please contact the Program Coordinator, Bronwyn May.



Swimming Lessons



Interm swimming lessons are held annually for all full-time students over a two-week period. The swimming lessons are available to students in PP to Year 6. Swimming lesson times change each year depending on availability.

Uniforms

The school uniform is available from Uniform Concepts at 5/7 Delage Street, Joondalup. Their opening hours are;

- Mondays, Tuesdays, Wednesdays & Fridays 9am-5pm
- Thursdays 9:00 am-6:00 pm
- Saturdays 9:00 am-1:00 pm

Valuables and Toys

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

What to bring to school

- Drink bottle, labelled and filled with water
- School hat
- Healthy packed lunch NO NUTS!! /Healthy packed morning tea NO NUTS!!
- Large bag/backpack
- Apply sunscreen before coming to school
- Spare set of clothes (Kindy Pre-Primary)
- Library Bag (Kindy Year 6 on Library days only)

Website

The school website is www.heathridgeps.wa.edu.au

The site offers information on enrolment, the SLP program, curriculum, and community programs.

WeCARE breakfast

WeCARE breakfast is held twice a term. Students and their families can enjoy breakfast from 8.10 am to 8.40 am. Dates are on the calendar tab on the school's website.

Heathridge School Creed

We know we are cool, We are from Heathridge Primary School.

We arrive at school neatly dressed To listen, look and learn, And always do our very best.

Respecting our teachers and classmates too, And of course ourselves in all we do.

We have that special Heathridge pride That stays deep down inside.

As free as birds We will 'fly high and see far'.

