



Mundaring
PRIMARY SCHOOL

PARENT INFORMATION

2025



Welcome to

MUNDARING PRIMARY SCHOOL

Welcome to our school. We look forward to a long and happy association as we work together to ensure your child's time at the school is enjoyable and rewarding.

SCHOOL ETHOS

Learning Together-The school operates in partnership with the school community, where parents and friends are encouraged to take as large a part in our operation as their time and interest permits.

MORAL PURPOSE

To provide students with the skills and knowledge to be socially, emotionally and academically successful within a safe, supportive learning environment.

OVERARCHING STATEMENTS

To assist in meeting our School Purpose:

1. Students use language to understand, develop and communicate ideas and information and interact with others.
2. Students select and apply numerical and spatial concepts and techniques.
3. Students recognise when and what information is needed, locate and obtain it from a range of sources.
4. Students select, use and adapt technologies.
5. Students describe and reason about patterns, structures and relationships in order to understand, interpret, justify and make predictions.
6. Students visualise consequences, think laterally, recognise opportunity and potential and are prepared to test options.
7. Students understand and appreciate the physical, biological and technological work and have the knowledge and skills to make decisions in relation to it.
8. Students understand their cultural, geographical and historical contexts and have the knowledge, skills and values necessary for active participation in life in Australia.
9. Students interact with people and cultures other than their own and are equipped to contribute to the global community.
10. Students participate in creative activity of their own and understand and engage with the artistic, cultural and intellectual work of others.
11. Students value and implement practices that promote personal growth and well being.
12. Students are self-motivated and confident in their approach to learning and are able to work individually and collaboratively.
13. Students recognise that everyone has the right to feel valued and be safe, and, in this regard understand their rights and obligations and behave responsibly.

ADMINISTRATION STAFF

Principal:	Mr Kevin Hogg
Deputy Principals:	Ms Joy Hendrie
Manager Corporate Services:	Mrs Dianne Rhodes
School Officer:	Mrs Emma Brown
	Mrs Anne Frame
Library Officer:	Mrs Emma Brown



SCHOOL INFORMATION

Address: 855 Stevens Street
MUNDARING WA 6073
Phone: 9295 9500
Email: Mundaring.PS@education.wa.edu.au
Website: www.mundaringps.wa.edu.au

Our school was opened at this site in 1990 after moving from the original site on Great Eastern Highway. Our school is characterised as being community and environmentally friendly. It has a small country school feel yet is large enough to offer a range of programs and facilities. The parent community have consistently fundraised to purchase resources to support learning programs.

SCHOOL TIMETABLE

Start of school	8:50am		
Period 1	9:00am - 10:00am	Period 3	11:40am - 12:40pm
Period 2	10:00am - 11:00am	Period 4	12:40pm - 1:40pm
Lunch Play	11:00am - 11:25am	Recess	1:40pm - 2:00 pm
Lunch Eat	11:25am - 11:40am	Period 5	2:00pm - 3:00pm

IMPORTANT DATES

Term Dates for 2025

Term 1: Wednesday 5 February - Friday 11 April
Term 2: Tuesday 29 April - Friday 4 July
Term 3: Tuesday 22 July - Friday 26 September
Term 4: Tuesday 14 October - Thursday 16 December

School Development Days for 2024

Term 1: Monday 3 February and Tuesday 4 February
Term 2: Monday 28 April
Term 3: Monday 21 July
Term 4: Monday 13 October and Friday 17 December



ABSENCES FROM SCHOOL

It is compulsory for all students from Pre-Primary to Year 6 to attend school.

Parents can advise the school via email, handwritten note, our App (Updat-ed) or reply to SMS giving the reason and date of absence.

In cases where you are able to give advance notice of absences, particularly if this is to be prolonged, then a note prior to the absence is requested.

We appreciate your cooperation in this regard.

ACCIDENT INSURANCE

The school does not carry an insurance policy against accidents. While there are teachers on duty during recess and lunch breaks, on occasions accidents do occur. Parents may wish to insure their children privately.

ARRIVAL AT SCHOOL

Parents are advised that staff are not available to supervise children arriving before 8.30am or those remaining after school.

Due to possible 'duty-of-care' issues, children should not arrive at school prior to 8.30am. Students on school grounds earlier than 8:30am will be instructed to go to the undercover area.

Parents are asked to endeavour to be punctual when picking up their children after school and to telephone the school office if unavoidably delayed.

We would appreciate your understanding and support with this policy, which is in place for the safety of your children.

ASSEMBLIES

Assemblies are held on Friday afternoons in the undercover area commencing at 2:00pm.



Assemblies are conducted by the children and Student Councillors. Honour Certificates, class items and general school announcements are presented at each assembly.

Notification of the particular class to host an assembly will be made via school communications.

Parents and friends are most welcome to attend. Please ensure your mobile telephone is switched off, or on silent mode, during this activity. Thank you.

BEHAVIOUR MANAGEMENT

Mundaring Primary is in the process of introducing WA Positive Behaviour Support (WAPBS).

This program is based on the belief that behaviour expectations are teachable skills and given the right support staff can support students in developing good behavioural traits.

The program provides schools with:

- A continuum of support to build relationships with students.
- A decision-making framework to help guide the implementation of evidence-based practices to improve student academic, behaviour and social and emotional learning outcomes.
- Explicit teaching strategies to support students in the attainment of acceptable behaviour.

POSITIVE INCENTIVES

PBS Faction Tokens – Students earn Faction Tokens for demonstrating appropriate behaviour. Whole of Faction incentives are given for every 2000 tokens earned per faction. Total to be announced at PBS assemblies.

Magic 3 Tickets - Students Individual Tickets for demonstrating specific behavioural skills. The tickets replace the Buz Awards with one ticket per Teaching Block being drawn at assembly for recognition and a small incentive.

Class based acknowledgments – These are unchanged and include plenty of praise, whole class, and individual incentive systems eg sticker charts, acknowledgement by Admin of good work or good behaviour etc.

PBS Rangers

Students from Years 2 to 6 nominated to represent their year level, with two students from each of those years being selected to participate as a PBS Ranger. These 10 students will assist the implementation of this program by counting and recording tokens, selecting whole of Faction incentives, and other tasks.

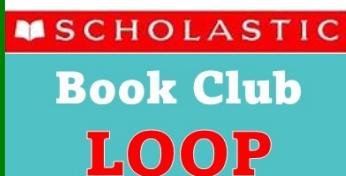


BICYCLES

Parents need to make sure that children know and obey all cycle safety rules before they are allowed to ride to and from school. It is strongly recommended parents of younger children give serious consideration to only allowing them to ride when accompanied by an adult as peripheral vision and hearing is not fully developed until the age of ten.

Bikes and scooters must be walked, not ridden, on school grounds. Children must give way to pedestrians at all times. Helmets must be worn when riding a bike. It is strongly recommended students use a chain and lock to secure their bike or scooter to the racks provided.

BOOK CLUB



The school provides parents with the opportunity to expand their child's home library by conducting a Book Club on a regular basis throughout the year. Brochures are sent home with each child detailing the books available and the price.

All ordering is only available online by going to [scholastic.com.au/LOOP](https://www.scholastic.com.au/LOOP)

BOOKLISTS

These are issued in Term 4 for the following year. We endeavour to keep the cost of booklists to a minimum and, in fact, some items on the list, eg pencil cases, can be carried forward from year to year.

The items on the booklists are essential for day-to-day classroom learning and we ask that all children have these items. Items such as pencils and pens will need to be replaced as required during the year. **Please ensure all items are clearly labelled with your child's name.** We encourage all students to cover their books.


BUSES

The school is supported by a bus service. Details of bus routes and times may be obtained from the school office or by contacting the Transperth InfoLine on 13 62 13.

Parents are reminded to be cautious when using the bus bay in Stevens Street to drop off and pick up students for safety reasons.

CANTEEN

The canteen is situated in the undercover area near the administration block and operates on Tuesdays and Fridays. A wide range of FOCIS approved (Traffic light) food is available including set specials.

Lunch and recess orders can be placed online using  QuickCliq which is the preferred option. Alternatively students can place their order (with money) at the canteen prior to 8:50am.

The order should be written on a lunch bag (available from the canteen) with the child's name and room number clearly marked. Lunches are distributed from the canteen at 11:25am.

Volunteers are required for the preparation of lunches and to serve the children at lunch. Please contact the canteen manager if you are able to help.



CONTRIBUTIONS AND CHARGES

The Voluntary Contribution is determined by the School Council. The Voluntary Contribution at Mundaring Primary School is \$60.00 per child with a maximum of \$180.00 for three or more children. The school offers a 10% Health Care Card discount.

Contributions collected in 2025 will support the development of literacy, numeracy and other resources used by students in the educational program.

COMMUNICATION BETWEEN HOME AND SCHOOL

- The school communicates with parents by way of a variety of publications distributed to the youngest child of the family at the school and via the school Website/App/email/Facebook.
- Parents are encouraged to meet class teachers and conduct informal interviews at mutually convenient times or, request a more formal interview involving the principal or deputy principal if required.
- Teachers use a variety of strategies to improve communication between the home and school including emails, class newsletters, etc.
- Teachers, or a member of the school administration, will request an interview with parents when concerned about a child, eg attendance, achievement, behaviour.

CONCERNS, COMPLAINTS AND COMPLIMENTS

The relationship between the home and the school plays a very important part in a child's education and two-way communication is a critical factor in this partnership. Parents are encouraged to contact the school to discuss any questions, concerns, complaints, suggestions or to provide positive feedback.

Please refer to our Complaints Handling Policy for more details.

EARLY CHILDHOOD CENTRE

The Early Childhood Centre caters for 4 year olds through the kindergarten program and 5 year olds in the pre-primary program.

Kindergarten students attend our centre for five full days per fortnight.

Pre-primary students attend five full days per week.

We use a balance of Explicit Direction Instruction and Play Based Learning to provide children with a carefully planned education program. We work within the Australian Curriculum and the Early Years Learning Framework to develop in each child;

- communication and language skills
- personal, social and emotional development
- physical development including gross and fine motor skills
- Literacy
- mathematics



A child's early years within the educational system are vitally important and will be enhanced if you take an active role in our program. We encourage all parents to come into the class regularly and welcome any contribution you are able to make, eg sharing a hobby, showing a collection, demonstrating your profession, playing a musical instrument, bringing in a special pet, helping in the class.

Communication is vital and comes in the form of emails, class newsletters, class meetings and parent interviews. Teachers are also available for ad hoc meetings when requested.

Collection of Early Childhood Students

Kindergarten and pre-primary children are to be delivered to, and collected from, the Early Childhood classroom door by a responsible adult who is listed at the school office.

Classroom doors open at 8:40 and arriving before the siren allows children time to settle into the day, complete activities with their parents or caregiver and sets them up for the best day possible.

EARLY COLLECTION OF ALL STUDENTS

Parents collecting their children during the school day are required to sign them out at the office. A sign-out slip will be provided to the parent which must then be presented to the teacher prior to the children being released from class.

Parents are requested to avoid early collection during morning recess and lunch periods.

CHILD CUSTODY

The Principal must be kept informed of child custody arrangements. Copies of court orders must be lodged at the school office.

DOGS



Parents are asked to ensure pets do not follow children to school as they tend to become overexcited, presenting a nuisance and a danger.

The Ranger is advised of all dogs on school grounds.

ENROLMENT PROCEDURES

Parents are required to complete an "Application for Enrolment" form for consideration by the Principal. When completing enrolment procedures the following information will be requested:

- Evidence of proof of address, eg telephone account
- Child's birth certificate
- Immunisation record: an 'up to date' AIR statement dated within 2 months of application
- Family Court Orders
- Contact information to be used in emergency situations
- Details of any disability or medical condition

It is vital the school is advised promptly of all changes to enrolment details in writing.

This information is critically important on the rare occasions when an emergency occurs.

EXCURSIONS

Children are not permitted to leave the school grounds on school excursions without the written consent of parents.

The school will provide details of the excursion, its link to the curriculum, the cost of the activity and a permission slip to enable parents to make an informed decision regarding their child's participation.



HATS

The school has a NO HAT, SHADE PLAY POLICY.

This means children's outdoor activities will be confined to the undercover area for recess and lunch if a wide-brimmed hat is not worn. A student's participation in sport sessions and excursions may also be limited if they do not have an appropriate hat..

This is a necessity when we consider how our environment is changing and the high rate of skin cancer in this country.

Hats are available from the Uniform Shop.

Please ensure your child's hat is clearly labelled!

LEAVING SCHOOL GROUNDS

Once children have arrived at school they will not be permitted to leave before the normal dismissal time without parental authority.

Should parents wish their child to go home for lunch, a note to the class teacher is necessary. Where a parent requires a child to go home for lunch each day, one note indicating this at the commencement of the year will suffice. You will understand this policy is in place for the safety of all children.

HOMEWORK

It would be appreciated if parents would take an interest in homework set by teachers. A copy of the Homework Policy is available on our website.

LIBRARY RESOURCE CENTRE



Each class is timetabled to attend the library each week to provide children with the opportunity to borrow books and develop information skills.

Please encourage your child to return their books promptly each week and to use a suitable bag to protect the books. The school will request parents to pay for any books that are lost, damaged or destroyed so that we can purchase replacement books to maintain our collection.

The library is also open at lunch-times during wet weather.

LOST PROPERTY

An enormous quantity of clothing and lunch containers are lost and unclaimed each year. To assist with the return of items to their owners it is strongly advised that all children's property, including clothing, should be **clearly labelled**.

Lost property may be viewed throughout the year by checking the lost property baskets in each teaching block.

All articles are displayed at the end of each term and unclaimed items are donated to the Uniform Shop for sale as second hand items.



LANGUAGES OTHER THAN ENGLISH

Japanese is offered to students. It is an ongoing language program that targets the Japanese language (listening, speaking, reading, viewing and writing) and culture.

MEDICAL MATTERS

Allergies: Anaphylactic Reaction

Allergies occur when a person's immune system reacts to substances in the environment that do not bother most people. The substances are known as allergens. **Anaphylaxis** is the most severe form of allergic reaction and is potentially life-threatening. The amount of an allergen needed to trigger anaphylaxis is variable; in some cases even trace amounts of the allergen can trigger a significant reaction. Some children in this school have an anaphylactic reaction to nuts and nut products, especially peanuts. Some children may also have an anaphylactic reaction to eggs. Their sensitivity is such that they can have a reaction from just touching another child's hands or sharing equipment with others who have been eating peanuts or eggs.

As a part of providing a safe and nurturing environment for all children this school is **Allergy-Aware** and as such requests your cooperation by:

- **Not sending nuts and nut products to school with your child, including Nutella, Peanut Butter, nut based confectionary bars and biscuits**
- **Not sending hard boiled eggs or egg sandwiches to school with your child**
- **Wiping your child's hands and face with a damp cloth if they have eaten these products before school.**
- **Birthday/special occasion foods sent to school can be a risk for these children. Please check with your child's class teacher prior to sending food items to share with other children.**

Parents with a child who has an anaphylactic reaction to allergens are responsible for the provision of accurate, up-to-date health information. An auto-injector, if required, must be provided and kept at school.

Administering Medication

You are requested to contact school administration to complete a Health Care Medication Authorisation Form if your child is required to take medication during school hours.

Long and short-term medication (such as antibiotics) require the parent/carer signature on the form. Long-term medication requests may also require the completion of additional health care documentation.

For medication to be dispensed at school it must be labelled with the child's name, the name of the medication and prescribed dosage. Medications that have been prescribed for another

person, are not clearly labelled or are 'out-of-date' will not be given. The exception to sharing medication is the administering of salbutamol, eg Ventolin™ for asthma in an emergency situation. (*Department of Education - Student Health Care Policy*)

Head Lice

Head lice are tiny insects which live in human hair. The eggs look like grains of salt stuck to the hair and are most often found behind the ears and along the forehead and temples.

If your child 'acquires' head lice do not be alarmed as they are quite common in schools. Head lice can be treated effectively following the hair conditioner treatment recommended by the Health Department of W.A. Alternatively, a recommended insecticide shampoo or lotion can be used. Both treatments must be followed by regular combing and removal of eggs.

Contact the school office for more information on this matter.

Health Conditions

Parents of students with particular medical conditions, eg epilepsy, allergies, asthma will be invited to assist in developing a Health Care Plan for their child. Your child's doctor will be asked to review and authorise the Health Care Plan.

Please advise your child's teacher, or the principal, of any medical condition that may require a plan being developed.

Infectious Diseases

Please note the following details, especially with reference to exclusion periods from school.

Chicken Pox

Transmissions: Airborne or droplet infection; direct contact with fluid from a vesicle of infected person. Once the scabs are dry they are no longer infectious.

Incubation period: 13-17 days.

Period of communicability: From 2 days before rash until all blisters have crusted.

Exclusion: Exclude until at least five days after the eruptions first appear.
Some remaining scabs do not justify exclusion.

Contacts: Any child with an immune deficiency (eg leukaemia); or receiving chemotherapy, should be excluded for their own protection.

Conjunctivitis

Transmission: Direct or indirect contact with secretion from infected eyes.

Incubation period: 1 to 3 days.

Period of communicability: While eye discharge is present.

Exclusions: Exclude until discharge from eyes has ceased.

Contacts: Not excluded.

Glandular Fever

Transmission: Person-to-person contact by saliva, especially by kissing.

Incubation period: 4 to 6 weeks.

Period of communicability: Not known.

Exclusion: Exclude until child is well.

Contacts: Not excluded.

Impetigo – School Sores

Transmission: Direct contact with an infected person.

Incubation period: 1 to 3 days.

Period of communicability: Until sores are healed.

Exclusion: Exclude until treatment has commenced. Sores on exposed surfaces must be covered with a dressing.

Contacts: Not excluded

Measles – Notifiable

Transmission: Airborne or droplet infection; or direct contact with contaminated nose or throat secretions.

Incubation period: 7 to 18 days.

Period of communicability: About 4 to 5 days before rash begins until 4th day after rash appears.

Exclusion: Exclude for at least 4 days after the onset of the rash.

Contacts: Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with first case they may return to school.

Immunisation: Measles/mumps/rubella vaccine: 12 months (MMR) & 18 months (MMRV).

Mumps – Notifiable

Transmission: Airborne or droplet infection; or direct contact with saliva of an infected person.

Incubation period: 12 to 21 days. Usually 18 days.

Period of communicability: From 6 days before to 9 days after the onset of swelling.

Exclusion: Exclude for at least 9 days after onset of symptoms.

Contacts: Do not exclude. Recommended immunisation if not vaccinated.

Immunisation: Measles/mumps/rubella vaccine is recommended at 12 and 18 months.

Ringworm

Transmission: Direct contact with infected person, contaminated articles or animals.

Incubation period: 4 to 14 days.

Period of communicability: As long as lesions are present and viable spores persist on contaminated materials.

Exclusion: Exclude until the day after treatment has commenced.

Contacts: Not excluded.

Rubella (German Measles) – Notifiable

Transmission: Airborne or droplet infection; direct contact with contaminated nose or throat secretions; mother-to-child.

Incubation period: 14 to 23 days. Usually 16 to 18 days.

Period of communicability: From 7 days before to at least 4 days after the onset of rash.

Exclusion: Exclude until at least 4 days after onset of rash.

Contacts: Not excluded.

Immunisation: Measles/mumps/rubella vaccine recommended at 12 and 18 months.

Whooping Cough

Transmission: Airborne or droplet infection, or direct contact with contaminated nose or throat secretions.

Incubation period: 6 to 20 days. Usually 7 to 10 days.

Period of communicability: From onset of catarrhal symptoms to 3 weeks after onset of cough

Exclusion: Exclude for 2 weeks from onset of illness or for 5 days after starting antibiotic treatment

Contacts: Exclude unimmunised household/child care contacts aged less than 7 years for 14 days after the last exposure to infection, or until they have received 5 days of treatment.

Immunisation: Diphtheria/tetanus/pertussis (DTP) at 2, 4, 6, 18 months and 4 years.

Immunisation Status

Parents are requested to provide a copy of the current immunisation record (AIR Statement) for each child on enrolment. Following the school nurse surveillance program parents may be requested to update the immunisation record at the school.

Medical Emergencies

Every effort will be made to contact parents if a medical emergency arises. However, in the case of a medical emergency, children will be treated by staff and, if deemed necessary, an ambulance will be called or they will be taken to a local doctor.

Please ensure that all data pertaining to HEALTH, EMERGENCY CONTACTS, and the name and telephone number of your MEDICAL PRACTITIONER on your child's ENROLMENT FORM is up to date.

Sick Children

The facilities for catering for sick children are limited. If a child becomes sick or is injured every effort is made to render first aid and make them as comfortable as possible. However, parents or emergency contacts are best able to give the attention needed and efforts are made to contact these as soon as possible. Parents are urged to exercise discretion before allowing unwell children to attend school.

MESSAGES

Parents may forward messages to teachers through their child's diary, email, or in note form. Telephone messages to children during the school day should only be requested on an emergency basis.

It is important to ensure all transport arrangements and 'play dates' are organised prior to school. Thank you.



MONEY

It would be appreciated if money for excursions, performances and class activities could be posted in the box in the office or handed to your child's teacher at the commencement of the school day. It is advisable to place the money in a sealed envelope with the CHILD'S NAME, the AMOUNT OF MONEY ENCLOSED and the PURPOSE clearly stated on it.

The school also accepts payments through direct deposit to our account at Bendigo Bank:

BSB - 633 000

A/C NUMBER - 218 903 243

Please ensure your child's **surname** and **room number** are added as a reference for the online payment.

PUBLICATIONS

Various publications are sent home with the youngest member of each family and are also posted on our school website. The school's website address is www.mundaringps.wa.edu.au and contains information on policies, procedures and events happening at the school.

- ◆ Contributions and Charges
- ◆ Dress Code for Students
- ◆ Kiss and Drive
- ◆ Bushfire Safety Information
- ◆ Behaviour Management Procedures
- ◆ Complaints Handling Policy
- ◆ Homework Policy
- ◆ Healthy Food and Drink Procedures
- ◆ Mobile Phone Policy

The MPS app is linked to our website and is used to communicate on a daily basis.

Facebook is used to celebrate our students and school. If you would not like your child's image on Facebook, please let us know and we will not add their image to the page.

It would be appreciated if you could spend time reading/accessing these items as it is our prime means of keeping you informed.

NO SMOKING

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



PARENT INVOLVEMENT

Parents are encouraged to involve themselves in as many school activities as possible.

Parent Help Rosters

Teachers appreciate the assistance of parents with regular class activities and excursions. Contact your child's teacher if you would like to help out in the classroom.

Parents and Citizens Association



The P & C plays a vital role in helping with the education of the students of the school.

In addition to various fundraising enterprises the P & C takes an active interest in school affairs and educational developments which are of interest to all parents and children. It's also a good way to meet other parents.

Advance notice via the website and the P & C Facebook page, is given of meetings which are historically held on the fourth Monday of every school month. Meetings are held in the staff room and commence at 7.30pm. The first meeting will be held in February followed by the Annual General Meeting in March.

All parents are urged to become active members of this association. For parents to have 'voting' rights at P&C meetings, \$1.00 per membership fee is required.

The P & C Auxiliary helps the school in many ways. We encourage parental involvement in the school and P & C fundraising initiatives. You can help by donating articles or your time for stalls and other occasions. Upcoming events are advertised on the school Website/App/P & C Facebook page.

School Board

The School Board is an important decision-making body that includes the principal, school staff, parents and community members.

The function of the School Board is to:

- Take part in
 - establishing and reviewing the school's objectives, priorities and general policy directions;
 - the planning of financial arrangements
 - evaluating the school's performance
- Promoting the school in the community;
- Take part in formulating codes of conduct for the students;
- Determine, in consultation, the school dress code;
- Approve charges, contributions, advertising and sponsorship; and
- Provide advice to the principal on specific issues.

PARKING

The area around our school becomes extremely hazardous especially during the peak afternoon pick up period. This causes concern for parents and can be very distressing for students.

To alleviate some of the pressure the KISS AND DRIVE system was introduced on Painter Crescent in 2004 and has been very successful due to the commitment of the families using it.

A flyer explaining how the Kiss and Drive operates has been included with this booklet for your information.

There are two Disabled Parking bays designated for those with ACROD stickers in the staff car park.

The staff car park **MUST NOT** be used to drop-off or collect students, or as a 'short-cut' to vehicles parked in Painter Crescent as it is extremely dangerous to do so.

Parents are reminded to be cautious when using the bus bay in Stevens Street to drop off and pick up students for safety reasons.



PEAC AND EYE PROGRAMS

The North Metropolitan Education Regional Office conducts extension classes for identified students throughout the year. Classes are taken by teachers especially appointed for the task and provide for a few children from each school in the North Metropolitan Education Region.

The PEAC (Primary Extension and Challenge) program caters for identified Year 5 to 6 students. The EYEP (Early Years Extension Program) caters for identified Year 1 to 4 students.

Parents will be notified in writing if their child is invited to participate in one of the off-site or online courses.

PERFORMING ARTS PROGRAM



♦ **School Music Program**

The school is supported by a Performing Arts (Music) Specialist.

All primary classes attend a music lesson each week which focuses on singing, dancing and rhythm work. The school also has a choir.

♦ **Instrumental Music School Service (IMSS)**

Students in Years 5 and 6 are able to participate in an instrumental music program provided by visiting music specialists.

PRIVATE TUITION

Parents are advised that attendance at school is compulsory and educational programs, delivered by private tutors, cannot occur during school hours except in particular circumstances as determined by the principal. Parents considering private tuition are strongly advised to contact the principal to discuss their child's needs and tuition arrangements as soon as possible.

It is preferred that students who receive programs from private tutors, paid by parents, do so outside of the prescribed hours of instruction.

PROMOTING THE SCHOOL

In order to comply with the Department of Education's Information Privacy and Security Policy the school is requested to gain parental/guardian permission before using visual images of students such as photographs and video outside the school environment.

A letter seeking permission to use images of children or their work will be distributed to all new students when they enrol.

You are, of course, able to withdraw your consent at any time by advising the school in writing.

READING RESOURCES

We are continuing to expand the reading resource collection to ensure the children are exposed to a wide selection of reading materials to enhance their literacy skills.

Parents are asked to ensure books are cared for and returned to school each day as only limited stock is available at each year level in each series. Losses will cause an inconvenience and replacement books are expensive.

The school will request parents to pay for any books that are lost, damaged or destroyed so that we can purchase replacement books to maintain our collection.



REPORTING TO PARENTS

Parents are advised of the teaching program and their child's progress in a number of ways throughout the year including:

- Class Information Sessions – conducted by teachers early in the school year.
- Case Conferences – conducted throughout the year with parents of children identified as being at educational risk.
- Parent-Teacher Interviews – these can be conducted at the request of parents or teachers at any time during the year.
- Student Achievement Reports – these Term 2 and 4 reports provide a summary of a Kindergarten to Year 6 child's achievement, attitude, behaviour and effort.
- National Assessment Program Literacy and Numeracy (NAPLAN) - Year 3 and 5 students participate in this national assessment of numeracy, reading, writing and language conventions.
- On Entry Literacy and Numeracy Assessment - this assessment is administered to all pre-primary children to assist in the early identification of those who may be at risk in critical aspects of literacy and numeracy.




SCHOOL UNIFORM AND DRESS CODE

The school colours are gold and bottle green.

Uniform items may be purchased through the P&C Association at the school Uniform Shop. These items are of good quality, fade resistant, look smart and are easy to clean and maintain. The shirts and jackets display the school logo on the top, front left-hand side.

The Uniform Shop is located in the undercover area next to the canteen.

The shop is open for sales fortnightly on a Wednesday between 3.00 pm and 3.30 pm.

Uniforms may also be ordered online through  QuickClik on the Mundaring Primary School website (www.mundaringps.wa.edu.au).



All students are encouraged to conform to the Dress Code for Students Policy. A copy of the policy is available on the school website.

SCHOOL BUILDINGS

Children must stay away from school buildings out of school hours to avoid being the first suspects in the event of any vandalism occurring.

SCHOOL USE OUT OF HOURS

Like other establishments, the school is not open to the public out of hours unless special arrangements have been made. Local clubs and organisations may obtain permission to use facilities and will be responsible for the behaviour of their members and for maintaining security during the approved times. Please contact the Principal if you wish to use the school out of hours either as a one-off event or on a regular basis.

SCHOOL WATCH

Parents and community members are asked to report any suspicious activity at the school to the School Watch Hotline on 9264 4771, 9264 4632 or 1800 177777.

SCHOOL ZONES

Please be aware of the 40km per hour speed limit on the streets surrounding the school on school days between 7.30am-9.00am and 2.30pm-4.00pm.

SCREENING OF VOLUNTEERS AND PARENTS ASSISTING IN SCHOOLS

The Department of Education Screening Policy includes volunteers and parents assisting with students at school and excursions.

Before volunteering at your child's school parents need to complete a Parent and Child Volunteer Declaration Form available at the office. This form needs to be completed annually if you continue to volunteer.

IN-SCHOOL DANCE PROGRAM

Pre-primary to Year 6 students, as part of the Physical Education Program, will be given the opportunity to take part in a series of dance lessons during the year. This program culminates in an end of program concert which parents are invited to attend.

SPORT

Physical education is part of the school program and as such all children are expected to participate in a range of activities. A parent note or doctor's certificate is required before a child is excused from these lessons.

The school is supported by a Physical Education Specialist. All primary classes attend a physical education lesson each week.

The school participates in many interschool sporting activities throughout the year.



STAFF MEETINGS

These are held regularly throughout the year on Wednesday afternoons. Staff will be unavailable for general enquiries or parent-teacher meetings at this time.

STUDENT LEADERSHIP

In 2024, we reviewed our Student Leadership program to enhance student voice and engagement within our school community.

Beginning in 2025, this revitalised program will be more dynamic and inclusive. It will be led by six Year 6 Student Councillors and will include a Student Representative Council with two elected representatives from each year group, voted in by their classmates.

The Representative Council will meet to discuss issues faced by students at school, and also to coordinate student-facilitated events. Additionally, two Year 6 Faction Captains will guide each faction.

Students will have the opportunity to self-nominate for these roles, with preferential voting determining the successful candidates. We are also introducing additional leadership positions, including Choir Captains, PBS Captains (*Year 6 students*), PBS Rangers (*Year 2 – Year 5 students*), Assembly Captains, and Sustainability Captains.

This program aims to empower our students to take initiative and make a positive contribution to our school community.

STUDENT RECORDS

The school maintains a Student Record File for each child. The files contain enrolment information, copies of student assessments, documentation related to a student's learning needs and special education programs and any medical or specialist information provided to the school. The file serves as a cumulative record of your child's schooling.

SUPPORT SERVICES

Several services are available through the school. These include:

School Chaplain

A school chaplain is available to support students, parents and staff. More information is available in the parent folder or on the school's website.

School Psychologist

A school psychologist is available to assist and advise staff and parents when a concern or problem arises with a child. Parental permission is required before any child can be referred.

Dental Therapy

The School Dental Service provides a free dental service for school children, commencing the year the child turns 5 years. Children are recalled periodically for examination and any necessary treatment, which may include: tooth brushing techniques, care of gums, fluoride application, fissure sealants, restorations in both deciduous and adult teeth, x-rays and extractions.

Each child will have their orthodontic situation assessed at each recall, but in particular, all newly enrolled children, Pre-primary, and Year 3 and 6 students will be screened by the dentist to ascertain any orthodontic problems, and the possible need for a referral. Parents are informed if such treatment is considered advisable.

The School Dental Therapy Service van is located at schools in the Hills area and rotated periodically. Telephone 0429 120614 if you have any enquiries regarding this service.

School Nurse

The school nurse visits the school on a regular basis. A hearing and vision check will be offered to each child during their first year of schooling. If parents or teachers identify concerns in other areas it will be checked by the nurse and referred further if necessary. Other students will be seen on a referral basis. Referral forms are for use after discussing the issue with the class teacher. A copy of the results is given to the parent and teacher.

Health information is available from the school nurse on request. No child will be assessed by the nurse without signed parent consent. The school nurse conducts immunisation surveillance in K, PP and Year 1 and also assists teachers with class health programs and promotion.

After School Care

Mundaring Primary School in partnership with Camp Australia offers vacation and before and after school care. To register and for more information ring 1300 105343.

SWIMMING

In-term swimming classes are conducted annually for Pre-primary to Year 6 students and all are encouraged to attend. There is no charge for instruction. However, a fee is applied to cover the cost of bus transport and pool admission.

TRANSFERRING OUT OF THE SCHOOL

Parents of children changing schools are asked to advise the school as soon as possible so that various records can be collected and library books, as well as reading books, can be recalled. On admission to the new public school in Western Australia, a Transfer Note will be sent informing us of the name of the school and the date of commencement.

Families moving to a private school, interstate or overseas are requested to advise the Principal in writing of the intended new school prior to departure.

VALUABLES

Children are discouraged from bringing expensive toys to school. It is recommended children only bring this type of item to school under special circumstances and with prior arrangements with the class teacher.





CONTACT US

MUNDARING PRIMARY SCHOOL

855 Stevens Street Mundaring WA 6073

E: Mundaring.ps@education.wa.edu.au

T: 9295 9500

W: www.mundaringps.wa.edu.au