PARENT INFORMATION BOOKLET
2026

BUNBURY
PRIMARY SCHOOL

Lovegrove Avenue, BUNBURY, W.A. 6230

Phone: (08) 9796 3050
E-mail: bunbury.ps@education.wa.edu.au
School Website: www.bunburyps.wa.edu.au

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1.0 GENERAL INFORMATION

1.1 SCHOOL CONTACT INFORMATION

Principal:	Louise Cairns
Associate Principals	Adriana Palermo and Franca Dillon
Manager Corporate Services:	Joan Davies
School Officers:	Shona Lever and Megan Bilsby
Address:	2-18 Lovegrove Avenue Bunbury WA 6230
Phone:	9796 3050
School Email:	bunbury.ps@education.wa.edu.au
Website	https://www.bunburyps.wa.edu.au
Canteen:	9796 3068
Regional Education Office:	Southwest Education Office 5th Floor, Bunbury Tower 61 Victoria St BUNBURY WA 6230 Phone: (08) 9791 0300

School Year 2026

Term 1	Wednesday 2nd February – Thursday 2nd April
Term 2	Monday 20th April – Friday 3rd July
Term 3	Monday 20th July – Friday 25th September
Term 4	Monday 12th October – Thursday 17th December

School Development Days

Your child does not attend school on school development days. Staff will be involved with professional learning, school planning, review and school development. School development days for 2026 will be advised.

Public Holidays (that occur during the term)

Labour Day	Monday 2nd March (Term1)
Good Friday	Friday 3rd April (Term 1)
Public holiday for ANZAC Day	Monday 27th April (Term 2)
Western Australia Day	Monday 1st June (Term 2)

1.2 SCHOOL TIMES

Student classroom organisation time	**8.30am – 8.50am**
Start time:	**8.50am**
Recess:	**10.20am – 10.40am**
Lunch:	**12.40pm – 1.20pm**
Finish time:	**3.00pm**

Kindy Session Times

Group 1: Mon and Thurs	8.50am – 3.00pm
Wed	12.20pm – 3.00pm
Group 2: Tues and Fri	8.50am – 3.00pm
Wed	8.50am – 11.30am

1.3 OFFICE HOURS

Office hours are Monday to Friday 8.00am – 4.00pm

1.4 ARRIVAL AT SCHOOL

Classrooms are open at 8.30am for students to get ready for the day. Students who arrive before 8.30am need to sit in the undercover lunch eating area (outside the canteen). This area is supervised from 8.15am - 8.30am, when students go to class. If your child needs to be to be at school before 8.15am, please make use of the OSH Club service as no supervision is provided by the school before this time.

1.5 BICYCLES, SCOOTERS AND SKATEBOARDS

The bike rack area is near the junior wing boundary fence. Students are asked to secure their bike or scooter and helmet with a lock. For safety reasons, skateboards are to be kept under the classroom bench, turned upside down.

1.6 STAFF MEETINGS

Staff meetings are held on several Tuesday and Wednesday afternoons each term. These are held outside of instructional time and these times should be avoided for parent/teacher meetings.

2.0 POLICY & PROCEDURES INFORMATION

2.1 ABOUT OUR SCHOOL

At Bunbury Primary School we recognise the uniqueness of our children and community. We acknowledge the qualities they have that contribute to and enhance our school. We aim to support every child in becoming an independent learner, achieving their academic potential, and developing strong social skills with a positive and caring attitude toward others.

In addition to our classroom teaching and learning programs, we provide support through intervention programs in speech development, English as an Additional Language or Dialect (EALD) and mathematics.

Students are encouraged to participate in a wide range of extracurricular activities, including competitions like the Have Sum Fun mathematics challenge and the Numero Competition, as well as events in sports, writing, visual arts, public speaking, science and technology.

Additionally, the school has specialist teachers in Physical Education, Visual Arts, Performing Arts (Music), Science and Languages.

2.2 SCHOOL BUSINESS PLAN

Bunbury Primary is an *Independent Public School* (IPS) and operates by taking direction from a business plan approved by the School Board. This plan sets out the focus areas and directions the school will concentrate on for the three years of the business plan's cycle.

Each year the school develops operational plans based on performance data, which works toward achieving the targets identified in the business plan.

2.3 SCHOOL ENROLMENTS & LEAVING THE SCHOOL

When enrolling a child, parents need to complete an *Application for Enrolment.* This is a form that provides basic information. If you live in the school's intake area you will also need to provide proof that the address is your primary place of residence. If you are offered a placement in the school, you will then be asked to complete an Enrolment Form. This will require information about the child, as well as the parents. Such things as a birth certificate, immunisation records (from The Australian Childhood Immunisation Register) and any relevant Family Court orders must be sighted by a staff member and a copy kept on the student's file (all information is confidential).

Should any information on the enrolment need changing during the year, please notify the office. This information is needed in an emergency and is for the safety and well-being of your child.

Where a child does not live within the school's intake area, Department of Education (DoE.) policy requires parents to complete an *Application for Enrolment* form. If a placement is offered, the parents then complete an Enrolment Application as outlined above. Should the application be declined, an appeal process is available. Providing incorrect or misleading information during the enrolment process could result in the offer of placement being withdrawn by the school.

Children enrolling from overseas or from interstate schools are generally enrolled in classes appropriate to their age as with children in WA. Copies of any relevant visas may be requested to support the enrolment application.

Parents of children with special learning needs or health conditions will be requested to complete further documentation and/or provide information/medical reports from relevant health care professionals. This may assist with obtaining additional support or resources. (*See Health Care section*)

When leaving the school, parents are requested to notify the school at least a week prior to departure so that transfer documents can be prepared.

2.4 PARENT / TEACHER MEETINGS

Teachers have class meetings at the beginning of each year. Regular contact between teachers and parents is valuable, and parents are encouraged to contact their child's teacher on an informal basis as well as a formal basis. To arrange a meeting, parents should contact the teacher via Seesaw to arrange a suitable time for a meeting.

Parents are encouraged to make use of teacher meetings to discuss their child's progress or any other matter which may be causing concern. A meeting can also be used to celebrate successes. ***Parents/Carers should avoid interrupting a teacher if they are preparing lessons or teaching during the school day.***

The Principal and Associate Principals are available to assist parents with any concerns. Please see the front office or contact the school to make an appointment.

Teachers use Seesaw or the Connect App as an electronic medium for communicating with parents of children in their class.

2.5 BEHAVIOUR MANAGEMENT

POSITIVE BEHAVIOUR SUPPORT (PBS)

The school has established a Positive Behaviour Support (PBS) program in conjunction with the school community. PBS creates a climate in which appropriate behaviour is the norm for all students. It provides school communities with an effective, evidence-based approach to creating positive and engaging school environments and focuses on three levels of intervention: Primary, Secondary and Tertiary prevention and support.

PBS views inappropriate behaviour in the same manner that problems in reading or mathematics are viewed, as a skill deficit. When a skill deficit exists, we must teach the appropriate skills, which allow a unified and positive school climate to develop. This informs everyone that appropriate behaviour is a priority in the school.

School behaviour expectations and agreements are based upon everyone's right to feel safe at school, the need to be considerate of others, and our social responsibilities. The following expectations are observed at our school:

Be Responsible

Be Respectful

Be Caring

Be Your Best

2.6 CRUNCH & SIP

Students at Bunbury Primary School participate in daily Crunch & Sip to provide an opportunity for children to drink water and eat an extra serve of vegetables or fruit to help with learning and concentration in the classroom.

2.7 SPORTING PROGRAMS

SWIMMING

A series of DoE funded lessons are conducted during the year for students in Years PP - 6. Parents are advised of exact dates and times and are asked to pay for bus fare and pool entry. There are Faction and Interschool Swimming Carnivals for Year 4 – 6 students in Term 1. Additional assistance can be obtained for students with special needs.

ATHLETICS

The school faction and interschool athletics carnivals are usually in Term 4. The emphasis is on participation by all children in the faction carnival with selection of the best competitors for the interschool carnival. Students from Years 3 – 6 participate in the interschool carnival.

CROSS COUNTRY

The school cross country event is held toward the end of Term 2 and in conjunction with the Interschool Cross-Country Carnival (held later in the term). All students are encouraged to participate in the school faction event with a selected team competing at the interschool level.

WINTER SPORTS CARNIVAL

The winter sports interschool carnival is usually held in Term 3 and encompasses many of the winter team sports. Teams are made up of Year 5 & 6 students. If there are not enough students to make up teams, then students may be selected from Year 4.

2.8 SPECIALIST PROGRAMS

PHYSICAL EDUCATION

All students from Years 1 – 6 participate in a specialist physical education lesson each week. The DoE requires that students are involved in at least two hours of physical activity (physical education, sport and fitness activities) weekly. Class teachers also conduct other fitness sessions with their class.
Fundamental Movement Skills K – 3 and Fundamental Movement Games Skills form part of the Physical Education program.

MUSIC
Students from Years PP – 6 participate in music lessons each week with the school's music specialist. Students in Years 3 – 6 can join the junior or senior school choirs and upper primary students can also try out for the school Drumming and Marimba group ensemble. If selected, students in Years 5 and 6 can participate in the Instrumental Music Program that is led by peripatetic music teachers based at a high school.

VISUAL ARTS
Students from Years 1 – 6 participate in a visual art lesson each week. Students are given the opportunity to participate in local and state competitions.

SCIENCE
Students from Years 1 – 6 participate in science lessons each week. As part of the program students are provided with the opportunity to also participate in various Science based competitions and challenges

LANGUAGES
Students from Years 1 – 6 participate in languages lessons each week. As part of the program students explore the language as well as the cultural aspects of the country.

2.9 SCHOOL DRESS CODE

The DoE requires each school to have a School Dress Code that is approved by the School Board. The school expectation is that all students follow the Dress Code. This can only happen if parents support the Dress Code which is intended to make dressing for school a little easier and give students a sense of belonging to our school.

See Appendix A

2.10 STUDENT MOBILE PHONES AND SMART DEVICES

Whilst a child is at school, there is no need for them to be able to communicate electronically with anyone outside the school (or in the school). For this reason, mobile phones need to be handed into the school office at the start of the school day and collected at the end of the day for safe-keeping and to avoid distractions. Smart watches must be on 'school mode' or 'airplane mode' to prevent sending or receiving calls or messages during the day.

2.11 SCHOOL CAR PARK

The school does not provide parking facilities for parents as there is street parking available around the school. Parents are asked to use care, courtesy and consideration when parking (and driving) around the school as it can become very congested. Parking on verges is prohibited, and the Shire Ranger can issue fines.

The staff car park is in front of the school, off Lovegrove Avenue. **Parents are not to park in the staff carpark or use it as a 'Kiss and Drop' area.** Parking here creates inconvenience for staff and is a serious safety risk to children.

A designated 'Kiss and Drop' area has been implemented in Reading Street (the cul-de-sac that runs parallel with the west side of the school). This area is for set down and pick up before and after school.
Students are supervised by Administration staff during after school pick up times.

2.12 SCHOOL ATTENDANCE AND ABSENCES

Attending school is a legal requirement. Patterns of punctuality and regular school attendance are developed at an early age. Make sure your child's pattern of attendance is regular.

Pre-primary is the first year of compulsory schooling. Children who turn 5 years old before 30th June are required to be enrolled in Pre-primary.

Parents/Carers are asked to inform the school on the first day of any absence by giving a reason for the absence and a likely date of return. Please inform the school through the following options (only one of the options is required):

- Contacting the school via telephone: 9796 3050
- Using the Connect app available for mobile phones
- Calling in at the school office and completing a note
- Speaking with your child's teacher
- Sending a note to the teacher or the school office
- Via e-mail: Bunbury.PS@education.wa.edu.au
- Providing a medical certificate or doctor's note

Parents/carers are responsible for ensuring their child:

- Attends school regularly
- Arrives at school on time each day
- Is well rested and ready to learn
- Is picked up from school on time or knows how they are getting home
- Wears school uniform
- Is only absent with reasonable cause and the school is informed on each occasion

Bunbury Primary School takes school attendance and punctuality very seriously. Ensuring your child attends school regularly, punctually and is collected on time is an important part of our home/school partnership.

Attendance is recorded in half days. The school attendance register is marked at the beginning of each school session both morning and afternoon. Reasons for absences are recorded. Unexplained absences are followed up with a letter to parents to find out the reason for the absence. Parents/carers are contacted if their child is frequently late.

A statement of your child's attendance is recorded on your child's reports. DoE considers regular attendance to be between 90-100%. Regular school attendance is a legal requirement. Where there is a continuing attendance concern, the school may seek assistance from the DoE School Attendance Officer, who will discuss with you your child's attendance concerns.

Please note: Parents are required by the DoE's Student Attendance policy, to contact the school <u>within 3 days</u> of their child's absence.

To put a context around why good attendance is important for your child, the following statistical data may assist. The table below illustrates how absences can translate over 7 years of schooling from PP to Year 6. There are, on average, 192 days of school each year:

Attendance		***Absences***			
Attendance Level	***Attendance Rate***	***Days/Term***	***Days/Year***	***Over 7 Years of school***	***School Time missed***
Regular: 90-100%	***90%***	***5***	***20***	***140***	***72% of 1 school year***
Risk Indicated: 80-89%	***80%***	***10***	***40***	***280***	***1.5 years***
Moderate Risk: 60-79%	***70%***	***15***	***60***	***420***	***2.2 years***
Severe Risk: 0-59%	***60%***	***20***	***80***	***560***	***2.9 years***

REASONABLE CAUSES FOR NON-ATTENDANCE

Absences can be authorised when your child:

- Has an infectious disease
- Is ill or injured
- Has a medical or dental appointment (please try to schedule these outside school hours)
- Is prevented from attending by an unavoidable cause or family circumstance

Some knowledge of family circumstances helps us to better understand your child and any changes in their attendance or behaviour. This will enable us to support your child and their learning.

2.13 FAMILY HOLIDAYS

The DoE discourages parents from taking children out of school during the term for family holidays. However, we understand that sometimes holidays during the term are unavoidable. We appreciate advance notice of planned absences. A discussion with the principal and/or classroom teacher allows us to plan together to minimise the effect of the absence of your child. Teachers are under no obligation to provide learning activities to children who are absent due to a family holiday. We encourage families to instead make use of our digital subscriptions to Mathletics and Reading Eggs, and to write a journal documenting their holiday. Please remember that every day away from learning programs can impact on your child's achievement, progress and social skills development.

2.14 ARRIVING LATE TO SCHOOL

If arriving after 8.50am, students or their carer are required to check into the office and collect a Late Card before going to class. This card must be handed to the classroom teacher.

If children arrive late to class on a regular basis, it can affect their attitude to learning as well as their work. It disrupts the rest of the class and often upsets the child who has to join in after lessons have started.

Students who arrive after 8:50am are marked as arriving late. Students who regularly arrive late are monitored by the school. Parents/carers are contacted if their child is regularly arriving late. This is to seek parent/carer support in improving the arrival time of their child.

Consistent poor school attendance can affect your child's educational progress as they may fall behind in their learning.

2.15 LEAVING SCHOOL GROUNDS DURING SCHOOL HOURS

If students arrive or leave during the school day, Parents and carers are asked to inform their child's teacher and the office if, or when, students need to leave the school. This is part of our duty of care and to ensure the safety of students. It is recommended that wherever possible; parents schedule medical and dental appointments outside of school hours. Parents or carers are required to sign their child in or out on the iPad at the school office.

2.16 REPORTING TO PARENTS GUIDELINES

Students are issued with a formal report at the end of each semester (Term 2 and Term 4).

A whole school '*Celebration of Learning'* parent open night is held towards the end of Term 3 each year. This provides family members with an opportunity to view and celebrate the work students have been completing throughout the year.

2.17 HOMEWORK GUIDELINES

Our school has Homework Guidelines that have been approved by the School Board.

See Appendix B.

3.0 COMMUNICATION PROCEDURES

3.1 NEWSLETTERS

The newsletter is distributed through Seesaw and the Connect App. The newsletter keeps families up to date on the latest school happenings, as well as providing information from the P&C, community groups and local sports clubs. We would love to celebrate your child's achievements outside of school. Please contact the school via email or telephone to give us details (including a photo if you have one).

Additional information is sent home, when necessary, via Seesaw and Connect. It would be appreciated if you regularly check these Apps to stay informed about school events and important information.

3.2 TERM PLANNER

Each term the school provides parents with a planner of events for the coming term. These are updated (via the newsletter, Seesaw and Connect) as changes or additions occur. The planner is also on the school website.

3.3 ENTERING THE SCHOOL GROUNDS

All persons visiting the school must enter through the school office where they are required to sign in. Visitor stickers are issued and need to be worn so staff members know that the person is allowed on-site. Even parents who are just dropping something off for their child need to enter via the school office.

3.4 ASSEMBLIES

Assemblies are held on Friday mornings on a regular basis commencing at 8.55am. Assemblies are listed on the term planner. Parents and friends are welcome to attend the school assemblies.

3.5 CONTACTING HOME WHEN CHILDREN BECOME ILL AT SCHOOL

Students who become unwell during the day will need to be picked up from school. The school will contact the parents or carers in this event and the student will be in the front office to be collected and signed out.

3.6 LOST PROPERTY

To reduce the amount of lost property at school, all clothing, water bottles, hats and lunch boxes should be clearly labelled with your child's name. There is a lost property box in the front office should your child be missing any of their belongings. Parents and children are welcome to check this box when trying to locate missing items.

4.0 HEALTH CARE

4.1 SUN SAFE GUIDELINES

As a means of protecting children from sunburn and skin cancer, there is a "*No Hat, No Play in the Sun"* policy all year round. Children must wear bucket or broad brim hats all-year-round when in the sun (visors and caps are not sun-safe hats). Children without hats will not be able to participate in outdoor physical education and sport and will be asked to move to a shaded area at recess and lunch. School hats are always available for purchase through the front office.

4.2 MEDICATION & CRITICAL ALLERGY MANAGEMENT

The following information outlines our key strategies in managing high risk medical conditions and severe allergies, and minimising levels of risk:

Health Care Summary Forms
Parents are required to complete the relevant *Heath Care Summary Form* detailing a child's medical condition and the procedures required to manage the condition whilst at school. In some cases, parents will be requested to provide information from the doctor or specialist to support the child's health care plan.

Short and Long Term Illness, Medical Conditions & Administration of Medicines
Parents will need to notify the school of any medications which their child needs to take during the school day and complete the relevant administration of medication authorisation forms, for short or long term illness or medical conditions, at the front office. Parents will also need to notify the school if there are any changes to the student's medical records. Students should not keep over the counter or prescription medications in their school bag or be responsible for self-administering medication. The Health Care Plan is shared with the teachers and staff who have contact with the student to assist with our duty of care and appropriate medical intervention procedures when required.

Severe Allergies
Bunbury Primary School follows the Best Practice Guidelines for anaphylaxis prevention and management in Schools by having an allergy aware approach. Being allergy aware means implementing a range of measures to minimise the chance of a student being exposed to a known allergen. These measures include:

- Knowing which students are at risk of anaphylaxis.
- Knowing what allergies you need to manage in your school community.
- Engaging with parents of students at risk of anaphylaxis to identify appropriate risk minimisation strategies for their child.
- Completing a risk management plan for the school. This includes ensuring anaphylaxis risk and management is considered in management plans for all off-site activities including camps and other programs.
- Implementing appropriate strategies to minimise the risks identified. Some risk minimisation strategies include hand washing, procedures at meal and snack times to ensure that children with allergies get the right food, supervision of children at meal and snack times, and not sharing food and drinks or drink bottles.
- Ensuring all relevant staff have undergone anaphylaxis training including hands on practice with adrenaline injector trainer devices.
- Ensuring all staff and volunteers responsible for preparing and serving food have undertaken All about Allergens for Schools online training. If volunteers have not been trained, they should not have the responsibility for preparing meals and serving food to children with food allergies.
- Communicating with your school community about how your school manages the risk of anaphylaxis and how they can help support the school's approach.
- Communicating with parents of students with food allergies about any school activities that involve food.
- Informing students about allergies and how they can help to keep their friends and peers safe. This includes educating students to not share food with students with food allergy and washing their hands after they eat.

4.3 HEAD LICE GUIDELINES

Schools have a responsibility to ensure head lice is not spread throughout the school. If the school suspects a child has head lice, it may exclude the child from attending school until treatment has commenced. Your child may return to school when all live head lice have been removed.
Visit the Department of Health website, Healthy WA, to find out about treating head lice.

4.4 COMMUNICABLE DISEASES - EXCLUSION FROM SCHOOL

With infectious diseases it is often necessary for children to be excluded from school for a period of time. Please let us know about any relevant infectious diseases that may affect your child or other family members over the year. In the case of reportable infectious outbreak, parents will be notified as per Health Department Policy. Current Health Department policy requires schools to temporarily exclude children who have not been immunised against measles in the case of an outbreak.

Exclusion Information about Infectious Diseases

Infectious Disease	Guidelines for Exclusion
Measles	Exclude for 4 days after the onset of the rash, in consultation with public health unit staff.
Whooping Cough (Pertussis)	Exclude for 2 weeks from the onset of illness or for 5 days after starting antibiotic treatment.
Head Lice	There is no requirement to keep children home from school or childcare if effective treatment begins before the next day of school or childcare.
Ringworm	Exclude until the day after commencing antifungal treatment.
School Sores (Impetigo)	Exclude for 24 hours after antibiotic treatment commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing.
Chicken Pox	Exclude until blisters have dried and formed crusts, usually 5 days.
Conjunctivitis	Exclude until the discharge from the eyes has ceased.
Gastroenteritis	Exclude until symptoms have ceased for at least 24 hours.
Influenza and RSV	Exclude until acute symptoms (fever, sore throat, runny nose) have resolved.
COVID-19	Exclude and advise to stay at home for at least 5 days and until acute symptoms (e.g. fever, sore throat, runny nose) have resolved.

5.0 MONEY MATTERS

5.1 CONTRIBUTIONS AND CHARGES

The Education Act (1999) allows schools to charge parents for some services and to ask that they make a voluntary contribution toward meeting the cost of other aspects of providing the school's educational programme. These costs fall into three categories:

Section 99 (**Voluntary School Contributions**)
Section 100 (**Optional Charges**)
Section 108 (**Items for Personal Use**).

Schools are required to provide this information to parents in the December prior to the contributions and charges coming into effect. The schedule of contributions and charges must be approved by the School Board prior to being distributed to parents.

It is incumbent upon the school to provide parents with a clear indication as to the level of financial commitment that they may be expected to make for their child to fully participate in the learning programme that will be offered by the school.

5.2 COLLECTION OF MONEY AND PERMISSION SLIPS

Please return all permission slips to the front office and if payments are required, our preferred method is via direct deposit. Remember to include your child's name and the purpose for the payment in the description. The school's electronic banking details are:

BSB: **066-040**
Account: **199 047 52**

Alternatively, EFTPOS is available in the front office or payments can be made over the phone.

5.3 CLASSROOM REQUIREMENTS

The DoE provides funds for resources such as paper, exercise books, art and craft stocks, teaching supplies, reading books, power, water, postage, rubbish removal and furniture replacement.

A Personal Items List, showing the requirements for each year level, is distributed to each child at the end of the year (for the commencement of the new school year). New students to the school can obtain a list from the office throughout the year. On occasions, parents may also be asked to provide specific textbooks or resources which form part of the class programs. Some personal items are consumable and will require replacement during the school year.

6.0 SCHOOL SERVICES

6.1 BEFORE AND AFTER SCHOOL CARE

An out of school hours care program is run in our covered assembly area. The service is provided by OSH Club and operates from 7.00am to 8.30am and 3.00pm to 6.00pm. Information about the service is available from the school office. Charges are kept to a minimum and can be subsidised.

6.2 LIBRARY

All children must have a library bag before they can borrow books. A book can be on loan for a week. Games and reference books are available for use in the library only.

Parent assistance in the library is always welcomed and appreciated. There are many jobs parents can help with, from helping to cover books, to setting up displays and processing books. Books can also be taken home to cover.

Library books are available to borrow for students in Pre-primary through to Year 6.

6.3 SCHOOL PYSCHOLOGIST SERVICE

A School Psychologist is based at the school on a part time basis. The Department's School Psychology Service provides specialist support to students and staff of public schools in the areas of psychological assessment, diagnosis, intervention and consultation services. Referrals to the School Psychologist can be made on a need's basis in consultation with your child's classroom teacher and the school administration.

6.4 CHAPLAIN

The School Chaplain plays a key role in supporting the general well-being of students by providing pastoral care across all year levels. Working alongside students in classrooms and around the school, the Chaplain also helps build strong connections between the school, families and the wider community. While the Chaplain's support is generally offered in group and whole-school settings, short-term individual support (up to 10 weeks) may be arranged through referral by the Student Services team.

6.5 SCHOOL NURSE

The school nurse visits the school at different times during the year to conduct:

- Health assessments on all Pre-primary students and Year 1s not seen in Pre-primary.
- An immunisation programme for all 5-year-olds
- Health education and health promotion activities.
- Vision screening for all Year 6 students.
- Hearing and vision assessments on kindergarten students and individual children as requested by parents.

6.6 COMMUNITY HEALTH SERVICES

Child Development Services are available through Hudson Road Child Health Clinic to support students who may benefit from further development in speech therapy, occupational therapy and physiotherapy (including fine and gross motor skills, auditory processing and sensory skills). Where a referral would be seen as beneficial to a child, the classroom teacher or Student Services Associate Principal will meet with the parent or carer to complete relevant paperwork to submit a referral. Parents can also refer their child by completing the forms available at www.childhealth.health.wa.gov.au.

Triple P Parenting courses are offered throughout the year by Community Health Centres. Information will be distributed to parents as it is received.

6.7 DENTAL CLINIC

The government provides a free school dental service for its schools. Our school receives this service through the Dental Clinic (9721 1497) based at South Bunbury Primary School. A registration form and information sheet are sent home for all new admissions. Appointments are set up by the dental therapist and sent home to parents via their child. It is the parent's responsibility to take their child to the appointment and return them to school. Should you wish to change an appointment time you must do this through the dental clinic. Please sign your child out via the iPad in the front office if attending during school hours.

6.8 CANTEEN INFORMATION

A canteen is in operation at the school Tuesday through to Friday and is located near the lunch undercover area. Parents can order morning recess and lunch for their child by making an account at www.QuickCliq.com.au, and placing an order by 8:45am. There is a canteen menu available on QuickCliq and on the school website. Primary children collect their recess orders directly from the canteen and lunches are delivered to the classroom at lunch time.

7.0 COMMUNITY ENGAGEMENT

7.1 P&C ASSOCIATION

All parents are eligible to join the P&C Association (Parents & Citizens Association). Membership costs $1.00 per year per person and can be paid to the treasurer prior to the commencement of any meeting.
The aims of the P&C are to:

- Provide input to school policy.
- Raise money to provide materials and resources for the children.
- Provide a forum for parents and staff.

Parents are requested to support the P&C for their children's benefit. Meetings are held twice per term at 7.00pm on a Wednesday. Our P&C asks all families to contribute to their Dollars for Scholars project to purchase educational materials and resources for the school. Support for special projects (such as play equipment, shade cover, grounds development, etc.) comes from money gained through the P and C's fund raising.

To ensure that the P&C can continue to support the school and the students, they request that each family make an annual voluntary contribution of $50, $75 or $100 per family. Payments by instalments are welcome.

7.2 SCHOOL BOARD

The school operates with a School Board that consists of the Principal, a P&C representative, teachers, parent representatives and a community member where the board sees this as appropriate.

Meetings are held each term and provide an opportunity for parents to become more closely involved in planning and school decision-making. The board plays an important role in contributing to good school governance so that school resources are used efficiently, and community expectations and the school's priorities reflect the needs of students.

7.3 PARENT INVOLVEMENT

Class teachers will often request the support of parents and carers with various classroom activities throughout the year. If you have any special skills, interests, talents or ideas that might enrich class learning programs during the year, please share them with the class teacher or school staff. Parents are very welcome to attend excursions and whole school events, such as Athletics carnivals and the Winter Carnival. Please let your child's class teacher know if you are available to assist.

8.0 MISCELLANEOUS

8.1 WORKING WITH CHILDREN CHECK (WWCC)

It is a legal requirement that any person who is working with children, or likely to encounter children on a school site, has completed the *Parent and child volunteer declaration form* and has a valid Working with Children (WWC) Check card. A WWC Card does not apply to parents who are helping at the school that their child attends or to volunteers under 18 years of age. However, a *Parent and child volunteer declaration form* must still be completed. The need for a WWC Card does apply to grandparents and other extended family members, as well as parents involved in overnight camps and anyone on the school site in a paid capacity, even if they are also a parent.

8.2 SCHOOL PROPERTY

All books, games, sports equipment etc. remain the property of the school. Please encourage your child to treat them with respect as damaged or lost items must be replaced. We would also appreciate the return of any equipment that may have come home by accident. Supplies of such goods can deplete rapidly and are not easily replaced. Your support would be greatly appreciated.

8.3 BIRTHDAYS

Birthdays are a special occasion for children, and many enjoy celebrating at school. If you'd like to bring in treats, please inform the classroom teacher ahead of time. They can provide information about class size and any allergies. To ensure safety and ease of sharing, birthday treats should be pre-portioned or individually wrapped.

8.4 REGIONAL STUDENT PROGRAMS FOR TALENTED STUDENTS

PEAC Program
The Bunbury Regional Education Office operates an academic Primary Extension and Academic Challenge (PEAC) program for students in Years 5 and 6 who are academically gifted. Students are selected by sitting assessments in Year 4. A Year 4 enrichment program also operates within the Bunbury area.

Instrumental Music Program
Students are given an opportunity to be assessed in Year 4 for the school Year 5 and 6 Instrumental music programs. The program operates within the school and offers trumpet, flute, trombone and clarinet tuition. Students can continue the program into High School.