



# Parent Information Book

**Wembley Downs Primary School**



**39 Bournemouth Crescent, Wembley Downs**

**Phone 9222 9300**

**Email [wembleydowns.ps@education.wa.edu.au](mailto:wembleydowns.ps@education.wa.edu.au)**



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## OUR MANTRA

Every student, every classroom, every day.



## OUR VALUES

Care  
Respect  
Challenge

### CONTACT DETAILS

Wembley Downs Primary School

North Metropolitan Regional Education Office

Department of Education & Training

Education Security

Scarborough Police

### Telephone

9222 9300

9406 7300

9264 4111

9264 4771

9441 6400

### OPENING TIMES

- **School Office:** Monday to Friday 8.00am - 4.00pm
- **Uniform shop:** First Friday of each month 8.40am - 9.00am
- **Canteen:** Wednesday & Friday 8.40am - 1.30pm

## FOREWORD

Welcome to our school, Wembley Downs Primary School. I am honoured to be the Principal of such a wonderful school community, where we create an environment of Care ~ Respect ~ Challenge.

Our School Vision:

Wembley Downs is a school where respect is a central element of our culture. It is the cornerstone of relationships between staff, students, parents and the wider school community. Respectful behaviour extends to relationships between staff and those taking on leadership roles and they are supported by all. Communication at all levels and in all circumstances is open, honest, supportive and constructive. The school communicates with the community and parents with a consistent, easy-to-use process.

Our school community is united, cohesive, engaged and happy. We are a school and community learning together.

At Wembley Downs we strive for excellence in teaching practice and innovation where possible. There is time and opportunity for teachers to work collaboratively. The school community is engaged, committed and takes an active responsibility in student learning. There is a whole-school approach addressing and supporting mental health. Teachers engage students in learning by using a balance of explicit teaching, cooperative and play-based learning, and independent work opportunities. Student achievement is acknowledged and celebrated at all year levels every day. There is a whole-school assessment schedule that identifies student needs, guides future planning and allows teachers to monitor progress. We employ differentiation to support the diverse needs and abilities of students. We recognise and celebrate this diversity.

Staff at our school are supported and well resourced. There are well developed systems in place for teachers and parents who have SAER students in their care. Support is available, including access to remediation programs, for teachers with students at risk in the area of literacy. Professional development enables staff to understand students with different learning needs and utilise resources to support all learners. The allocation of resources and manpower is decided by consideration of the needs of teachers and students, and prioritised accordingly.

Our school is a welcoming and safe place for all. Both the interior and exterior environments are inviting, interesting and stimulating. Our learning environments enhance student learning, particularly through flexible learning spaces and utilisation of digital resources. As our students are preparing for life in an increasingly digital world, our school promotes a cross-curricular STEAM approach, supported by up-to-date technology and fully trained, confident staff.

We are committed to providing opportunities and support for shared leadership at Wembley Downs. Leadership opportunities, mentoring and professional development are encouraged and provided to all staff in line with the identified needs of the school. Prospective leaders have a clearly defined role and purpose and are given extra time as required. They are positive role models in the community.

Our school culture fosters unity and cohesion. As a result, we have high staff morale. Wembley Downs Primary School's decision-making processes value and respect the opinions of all staff. There is the opportunity to discuss general business during staff meetings.

Our Values and Beliefs:

- **We value and respect each other.**
- **We make everyone feel safe.**
- **We take pride in everything we do.**
- **We work together and challenge ourselves to make a positive difference.**
- **We support the mental and physical well-being of our school community.**

Our vision, values and beliefs underpin all our work which is outlined in our Business Plan 2021-2023. I look forward to reviewing this plan in consultation with the school community, as well as preparing the next Business Plan.

The objective of this 2021-2023 Business Plan is to consolidate and build on the work commenced in the 2018-2020 Business Plan. Following a successful independent review of the school and using school performance data, the focus areas for this business plan are:

1. Inspirational Teaching & Learning;
2. Communication & Relationships;
3. Leadership & Capacity Building;
4. Quality Learning Environment; and
5. Student Achievement.

The 2019 Independent School Review highlighted the strong progress that the school made across the life of the previous Business Plan. The review also identified pathways for sustaining our current success and areas to focus on for continued improvements.

Every student, every classroom, every day, sets clear aspirations for every student and focuses on strengthening support for improved teaching and learning.

This plan sets out the school's strategic direction and includes Department of Education requirements that are articulated in the Department of Education's key documents and plans:

1. Strategic directions for public schools 2020–2024;
2. Building on strength, 'Future directions for the Western Australian public school system';
3. Annual 'Focus' Documents.

Our next school review for is scheduled for Term 3 in 2023.

I am pleased to announce our Future Focus:

In the process of determining our future direction, the school leadership team, school staff and School Board have reviewed data and considered formal and informal feedback that sought a wide range of views on many areas of school operations. That data highlights our strengths and points the way towards our opportunities for improvement.

The key themes that have emerged through these processes are:

1. the desire for the continued collaboration between the school and community members and,
2. the strengthening of the learning environment that builds on improving teacher capacity and capability and the academic and non-academic outcomes for our students

We put the students at the centre of everything we do.

I look forward to working with all members of our community and wish you all the best.

*Anne Christodoulou*

Principal

## GENERAL INFORMATION



## THE SCHOOL DAY

Children should arrive 10 minutes before school commences to prepare for the school day. It is essential that students are punctual to class as this develops good work habits and gives your child a positive start to the school day. Supervision of students arriving earlier than 8.30am cannot be guaranteed. Classes are open at 8.40am. Students arriving before 8.40am are to sit quietly outside the library until they are released by the duty teacher.

Siren	8.50am
Morning Recess	11.00am – 11.20am
Lunch	1.20pm – 2.00pm
Dismissal	3.00pm

## School Development Days

Students **do not attend** school on these days, as staff are involved in a day of professional learning. These dates are listed below and are on the school website's calendar.



## **TERM DATES 2024**

**Term 1** – Wed 31 January to Thur 28 March

**Term 2** – Mon 15 April to Fri 28 June

**Staff Development Day Monday 15 April**

**Staff Development Day Friday 31 May**

**Term 3** - Mon 15 July to Fri 20 September

**Term 4** - Mon 7 October to Thur 12 December

**Staff Development Day Mon 7 October**

### **First Day of School 2024 – Wednesday 31 January**

Class lists, with room numbers, will be placed on the school noticeboard near the gates and emailed out to families the Friday before school commences.

Parents of Kindergarten and Pre-primary children are asked to accompany their child to the appropriate classroom before the commencement of the school day (8.50am). Once your child has settled it is advisable to leave the classroom allowing your child the opportunity to mix with other children.

### **Set Down and Pick Up Arrangements**

In the interest of safety, parents are requested to park on Bushey Road or Bournemouth Crescent between 8.00am – 9.00am and 3.00pm – 4.00pm.

The designated areas 'Visitors Car Park' and 'Staff Car Park' are **NOT to be used by parents for drop off or pick up for safety reasons.**

### **Absences**

In the interest of student safety, parents are requested to contact the school office before 8.50am to advise if a student is to be absent on the day. You can sms on **0438 286 646**. When a student is marked absent unexplained, parents will receive a txt message. If parents, choose not to notify the school then a note explaining the absence must be sent to the class teacher on the first day that students return to school.

Extended family vacations during the term are discouraged: these generally disrupt student learning and may impact on skill development and concept acquisition. It is recommended that family vacations are taken during the school holidays. This sends a positive message that education and school are valued. Should a vacation during term be unavoidable, permission needs to be sought from the Principal via email [wembleydowns.ps@education.wa.edu.au](mailto:wembleydowns.ps@education.wa.edu.au)

### **Late Arrivals**

If students arrive after 8.50am, please report to the school office to sign in on the iPad before taking a Sign in/out card and going to the classroom.

### **Medical Leave**

If a student falls ill after arriving at school, parents will be contacted by office staff to collect their child. It is important that contact details and emergency contact details are kept up to date.

### **Leaving the School Grounds**

Children must remain on the school grounds during the day. Any parent or guardian wishing to collect their child before the end of the school day must sign them out on the iPad in the school office. A leave pass is then taken and handed to the classroom teacher before the student is released from the classroom.

### **Early Arrivals**

Supervision of students arriving earlier than 8.30am cannot be guaranteed.

### **School Canteen (Kookaburra Café)**

The school canteen operates Wednesday and Friday and relies on the help of parents. You can order online with School 24 at [www.school24.com.au](http://www.school24.com.au).

- Create an account using the **school registration ID 25315963**
- Then you can login with your username and password and place an order.

Alternatively, children can order and pay for lunches before school.

Lunches are delivered to the classrooms at 1.20pm.

Please make sure you assign your child's classroom number yearly/annually.



## **Uniform Shop**

The Uniform Shop will physically open on the 1st Friday of the month from 8.40am - 9am. Online orders placed through <http://www.school24.com.au/> are delivered to classrooms every Tuesday morning. Please order before 7am to ensure delivery.

## **Excursions**

Excursions are generally linked to classroom programs and are of an educational nature. Most of these involve a cost to parents. Students must wear the school uniform. Payment is required before the excursion for participation.

## **FACILITIES**

Established in 1959, the school is nestled in a sheltered valley with extensive playgrounds and playing fields. The school is surrounded by mature tuart trees and medium to low native shrubs providing a sanctuary for local fauna. A feature of the school grounds is the purpose-built playgrounds with equipment suitable for different age groups. A boundary fence provides additional security for students, staff and buildings.

The Kindergarten and Pre-primary Centres are well equipped with numerous resources and equipment to challenge the enquiring mind.

Most buildings have reverse cycle air-conditioning. If not, evaporative for cooling and gas for heating which provides a comfortable learning environment during the chilly winter months.

A modern Library with the latest iPads and a selection of the finest fiction and non-fiction books. Every classroom is fitted with an TV's, providing classroom teachers with an abundance of interactive resources to stimulate and inspire student learning.

A partially enclosed undercover area with a raised stage area is used as a lunch area for students in winter, for whole-school assemblies and special performances.

The Arts curriculum is well supported by a fully equipped Music and Arts Centre; the facility is used for daily music lessons and weekly choir and string orchestra rehearsals. The Art Room is stocked with a full selection of materials to supplement the classroom art program.

The school has a kitchen garden equipped with garden beds for students to grow fruit and vegetables, overseen by the Year 6 teachers and classes.

An on-site after-school care facility provides working parents with the convenience of before and after school care.

## **SCHOOL PROGRAMS**

Wembley Downs is acknowledged as a school that achieves high academic standards complemented by support, extension and challenging programs focussing on the development of knowledge, skill and values.

The breadth and depth of academic and non-academic school programs support the development of the whole child.

The following specialist and co-curricular programs support the fundamental learning areas of literacy and numeracy and promote students to achieve their personal best by developing a sense of personal pride in self, school, the environment and society.

**Music** – A qualified Music Teacher delivers a classroom music program that is of a very high standard. Classes participate in a weekly one-hour lesson featuring music making through voice, composition and percussion instruments.

**Choir** – A choir consisting of students from Years 3 to 6 performs at a variety of school functions and the annual Luita Street District Fair. The choir rehearses once per week.

**Instrumental Scholarship** – The Department of Education provides grouped music lessons free of charge to selected students in violin, cello, trumpet, trombone, guitar and double bass. The point of entry for each instrument is as follows:



- Starting in Year 3 – violin
- Starting in Year 4 – cello
- Starting in Year 5 – trumpet, trombone, guitar and double bass

As students become proficient in their instrument they will be invited to play in the school's Year 5/6 orchestral ensemble which perform during the year. It is a requirement of music scholarship students that they be a member of an ensemble and the school choir. The Wembley Downs String Ensemble and Choir comprising of scholarship students practice once per week and perform publicly at school and community events.

**Health Education** – A focus on mindfulness, relaxation, zones of regulation and positive behaviour support strategies.

**Languages** – Japanese instruction is accessed by all students from Years 3 to 6. Japanese is the language of choice and is delivered by a qualified LOTE teacher. A number of cross-cultural activities are organised throughout the year.

**Physical Education and Sport** – Daily fitness, dancing, swimming lessons and weekly sport sessions conducted by a physical education teacher and external providers form part of the physical education program. The school competes in interschool swimming, athletics and team games throughout the year.

**Science** – A specialist teacher in this field teaches our Pre-Primary through to Year 6 classes.

**Sporting Schools** – The school is federally funded to run programs to build student fitness and sports skills. Selected students are provided with the opportunities each term to participate in programs run by qualified sports coaches. This year the focus has been on bicycle education.

**Technology** – Technologies (Digital and Design) form an integral part of the curriculum and classroom instruction. Students have access to digital cameras, printers, scanners, multimedia projector, TV's, desktop computers, K – 5 iPads and Year 6 laptop computers.

- The school is networked with up to 100 computers; each classroom has a desktop computer, a printer and a TV.

- All students have access to the internet within prescribed guidelines ensuring access to illegal and/or inappropriate sites are denied.
- Staff has access to the “Notebooks for Teachers” (NFT) program. The NFT program supports teachers in their own professional tasks including lesson planning, work sheet design, reporting and assessment.

**Library** – The school library is equipped with the latest award-winning novels and children’s literature and a wide selection of non-fiction materials which support research.



**Waste Wise and Water Wise** – The school’s Waste Wise and Water Wise accredited programs support sustainability values. Staff and students are encouraged to take responsibility for the waste they produce and to find ways of minimising waste through recycling or reusing.

**CRUNCH ‘N’ SIP** – Wembley Downs is accredited as a Crunch ‘N’ Sip school. The program supports students to eat healthy fruit and/or vegetable snacks and to drink water. Students are encouraged to bring to school a selection of chopped or sliced fruit/vegetables.

## **STUDENT SERVICES**

### **Pastoral Care**

Underpinned by the core values, we work together to provide quality teaching programs and a safe and supportive learning environment for every student. In our planning we consider

the development of the whole child and work side by side with parents and educational agencies to ensure best practice.

We are a Positive Behaviour Support school and use the restorative practice approach as advocated by the Department of Education.

### **Classroom Programs – Students at Educational Risk (SAER)**

Opportunities for academic support or enrichment are available for students with specific learning needs. Classroom teachers work closely with the Deputy Principal, School Psychologist, Chaplain and parents to cater for student learning needs.

A comprehensive program catering for students at educational risk operates across the school. We provide individual education or individual behaviour programs, specialist small-group instruction in literacy and numeracy, and source support for classroom teachers through various agencies to assist in the planning of specific student programs.

The school provides a literacy support program and enrichment opportunities for gifted or academically talented students including classroom extension programs, extension maths, Primary Extensions and Challenge (PEAC), Challenge Groups and Instrumental Music.

### **Awards**

Our behaviour management policy has a focus on rewarding positive classroom and playground behaviour.

Merit Certificates are given out by the classroom teachers recognising good behaviour and/or good work ethic.

A Citizenship Award is presented each term to a student from each class who displays the school's values of Care, Respect and Challenge.

### **Wembley Downs Primary School Expected Behaviours are:**

- Be Respectful
- Be Responsible
- Be Your Best
- Be Caring and Safe

Our expected behaviours help us to achieve the school vision:

- We value and respect each other
- We make everyone feel safe
- We take pride in everything we do
- We work together and challenge ourselves to make a positive difference
- We support the mental and physical well-being of our school community

Positive Behaviour Support (PBS) is a positive school-wide approach to behaviour management. It builds on and integrates a range of existing strategies to improve behaviour, learning and safety. It's a proactive approach whereby expected behaviours are explicitly taught, allowing students to make better choices. 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 skill. PBS is an evidence based approach which focuses on early intervention and emphasises self-discipline.

The purpose of PBS is to support the school vision and encourage ownership from the whole school community to develop:

- A positive, respectful culture, which supports a safe learning community;
- A common, shared language to encourage expected behaviour, that is explicitly taught and monitored;
- Clear expectations and a consistent approach to support achievable goals valued by the wider community; and
- Citizens who are equipped to make positive and confident choices now and in the future.

### **Chaplain Service**

The school community has engaged the services of a School Chaplain through Youthcare. The school chaplain is in a strong position to support the well-being, values of families, parents or students from our school. Referral to the chaplain service can be arranged on the request by parents to the classroom teacher or Principal.



## **School Psychology Service**

Our School Psychologist is available to offer support to the school for children who are experiencing learning, social or emotional problems. Children can be referred to the psychologist by teachers or parents. However, this is done in consultation with the classroom teacher and the school Deputy.

## **School Nurse**

A school nurse is allocated to the school and conducts regular health checks of students in Kindergarten and Pre-primary. The school nurse is available to support students with specific health issues or to advise parents with any concerns. Please contact the school to make an appointment.

## **School Dental Service**

A dental service is provided to all students from Kindergarten to Year 6. Parents will be contacted throughout the year to arrange check-ups. The dental service is located at Deanmore Primary School, 21 Deanmore Road, Karrinyup. Telephone number 9245 2664.



## **Before and After School Care Facilities**

A before and after school care program is provided on the school site through the Mulberry Tree Childcare Group. Participating students are delivered or collected from the school grounds by Mulberry Tree staff and accompanied to the school's under-croft area. The program runs from 7.00am to 8.30am and 3.30pm to 6.00pm each weekday. A school

holiday care program also runs each Terms 1, 2, 3 and Christmas holidays, however this is sometimes dependent on numbers enrolled.

## **POLICY AND PROCEDURES**

### **School Uniform**

Wembley Downs Primary School believes a school dress code:

- Creates a positive and vibrant image within the school;
- Enables our students to be comfortable and physically active;
- Ensures students are safely dressed for all school activities; and
- Encourages equity among families and students.

Our dress code policy helps us to take pride in our school.

Be Respectful	Be Responsible	Be Caring	Be Your Best
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Our school uniform:

- Is consistent throughout the school;
- Embraces red as the primary color;
- Is sun smart; and
- Can be purchased from the School Uniform Shop;

*(Please note: parents having financial difficulty regarding the purchase of a uniform may contact the school administration for assistance).*

### **School Uniform Detail:**

- Red polo shirt with collar, black insert, white piping & School logo
- Plain black unisex shorts and track pants
- Plain black skort,
- Red jacket with black insert, with School logo / Red fleece jacket
- Red broad brimmed hat (Year K - 6)

- Faction polo shirts may be worn on specified days (see Faction Shirts section)

**Optional Items (interchangeable with Uniform Detail above):**

- A year 6 leaver’s shirt designed in the reverse colours of the school polo shirt
- A Red & white check dress with black trim is available for girls.

**General Requirements**

**Hair**

- Long hair should be tied back for comfort and hygiene
- Fringes need to be above eye level, or secured away from eyes

**Footwear**

- Sports shoes - joggers or sneakers
- Flat soled shoes or sandals with back straps

**Make-Up / Jewellery**

- No make-up including nail polish unless for a school activity
- No jewellery other than watches, plain small sleepers or studs
- Religious emblems on chains must be worn inside the shirt for safety reasons
- Body piercings are not considered appropriate or safe

**Hats and Sun Protection**

- No Hat, Play in the Shade rule applies all year. Students without hats will be restricted to the veranda during recess and lunch breaks.
- Sunscreen is available in each class, and teachers will encourage students to apply this before recess and lunch breaks, and prior to sport.

<p><b>School Factions</b></p> <p><b>Challenger – Blue</b></p> <p><b>Endeavour – Yellow</b></p> <p><b>Success – Green</b></p>	<p>Faction polo shirts may only be worn for faction activities, such as swimming and athletics carnivals (training and event days). Teachers will advise where faction shirts can be worn. (Faction shirts are not required for weekly Physical Education or Inter-school sporting activities.)</p>
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## **Excursions**

For reasons of identification and safety, all students are required to wear full school uniform when leaving school grounds on excursions, or organized activities.

## **Practical Guidance**

- All uniform items including school and sports clothing, bags, hats, library and chair bags are available from the school uniform shop.
- Second hand clothing may be purchased from the school uniform shop when available.
- All items to be named.
- The Principal makes the final decision on appropriate dress.

## **Adherence to Policy**

Students not following the dress code:

- Will receive counselling from a designated staff member on the benefits of a dress code;
- Will receive assistance/support to obtain suitable clothing if necessary;
- May be denied the opportunity to represent their school at official school activities; and
- Parents will be notified if a child is inappropriately dressed.



At any time, a parent or child feels that they are unable to adhere to this policy, they will need to contact the school principal to discuss their concerns.

All uniform requirements are available from the school uniform shop located near the school's administration. The shop is physically open on the first Friday of the month from 8.40am to 9.00am. Order forms can be obtained from the office during school hours or from the school website. Alternatively you can place an order online [www.school24.net.au](http://www.school24.net.au) (school id 25315963). Orders are delivered to classrooms.

The uniform shop will be open prior to school commencing, dates to be advised. This service is only for **NEW** families. Families already attending Wembley Downs Primary School are requested to order prior to the end of the previous year. The uniform shop will not be open first day of Term 1.

Please ensure all items of clothing are clearly marked with your child's name. **Lost property** is located in the uniform shop. Unnamed uniform items will be recycled back into second-hand stock.

## **Homework**

Parents should encourage students to get into a routine and set a specific time during the evening when homework can be completed.

Homework is set nightly from Monday to Thursday to revise, practice skills or to complete unfinished work that has been covered during the day. On some occasions research assignments may require students to undertake some homework during the weekend. If homework is not set it is expected that all students undertake some personal reading and complete activities from the web-based Mathematics- Mathseeds program. There are always spelling lists to revise or tables to be learnt to improve instant recall of facts.

A minimum of 20 minutes and a maximum of 45 minutes of homework is to be expected. The Homework Policy is made available through the school website.

In the junior years it is expected that 10 minutes is spent reading out aloud to parents/carers and time is taken to discuss the what, when, where, why and how of the story read. Simple addition or subtraction facts can also be revised orally.

Students who have been awarded a music scholarship, as a part of the Instrumental Music Program, are expected to practice their instrument on a regular basis at least five times per week. It is advisable that a set time is allocated for this, beginning with 10 minutes and building to 25 minutes per day. It is recommended that a parent support their child through the early years by being present for the practice session. Parents are asked to read the Practice Journal to know what needs to be practised and to make comment about any problems their child may be experiencing.

## **COMMUNICATION AND PARENT INVOLVEMENT**

### **Parents & Citizens Association**

The P&C Association meets twice a term in the staffroom at 7.30pm. This group provides a forum for parents to be involved in many aspects of the school and its function, as well as providing significant financial support to all students through fundraising ventures. Canteen, Fundraising and Uniform Shop sub-committees provide further avenues for parent involvement.

### **School Board**

The School Board comprises of parent representatives, staff members and the Principal. The Board meets twice a term and is part of the school improvement and accountability work. The Board makes decisions of school uniforms, sponsorship and voluntary fees charged.

### **Classroom Assistance**

Parents are encouraged to play an active role in their child's education by assisting in classroom activities and excursions.

### **Parent Representatives**

A classroom representative is appointed at the start of the school year to liaise between the classroom teacher and parent group.

### **Assemblies**

We have year level assemblies and these are hosted by the students of these classes. Please refer to the school planner for dates.

## **Newsletters**

The newsletter link will be sent three times a term and is a means by which the school communicates with its community and provides a vehicle for celebrating success and informing parents of events as they occur during the school term. The link will be sent via Connect on Tuesdays on the 2<sup>nd</sup>, 6<sup>th</sup> and 10<sup>th</sup> week of each term. In keeping with our WASTE WISE policy and to maintain the WASTE WISE accreditation the school circulates newsletters via Connect.

## **COMMUNITY USE OF SCHOOL FACILITIES**

The school facilities are available for use by community groups and educational services providers. An expression of interest outlining the service providers' requirements is forwarded to the school Principal and agreed to by the School Board. In most cases a fee for use of facilities will be negotiated with the school Principal.

Various sporting activities happen before and after school.

Please see the school website for the latest information.

## **VOLUNTARY FEES, CONTRIBUTIONS AND CHARGES**

Financial support provided by parents has always played a significant role in enabling the provision of resources that extend the school's capacity to add value to the students' learning experience.

The contribution and charges schedule is made available to all families and outlines all the extra charges that may be incurred by families during the school year; this is endorsed by the School Board on an annual basis.

The parent voluntary contribution for the academic year is set at \$60 per student from Kindergarten to Year 6.

Payments may be made by Direct Deposit, details as follows.

**Bank:** Commonwealth Bank

**Account Name:** Wembley Downs Primary School

**BSB:** 066161      **Account Number:** 10035840.

## **Term Accounts**

Statements are sent to all families to allow parents to pay in full for a Term's excursions/incursions etc. Accounts are sent home with your child via the classroom.

### **P&C Contribution**

To reduce the amount of fundraising required through the year, the P&C requests a contribution of **\$80.00** per child to be paid at the beginning of the school year, to a maximum of \$200.00 per family (*i.e. if you have 3 or more children, the third child will be \$40.00 and the fourth child no charge*)

### **Booklists**

The school will determine the items to be supplied for the following year. Parents may purchase these items from a supplier of their choice but are encouraged to order through the school's provider prior to the end of the school year.

Booklists are uploaded to the school website.

### **Forms**

Forms that must be completed by all parents and returned to the school office include:

- Confidential Declaration form; this is required before any parent can be allowed to participate in classroom programs, field trips etc.
- Excursions - Student Permission; this form is collected in the office ('white permission slip box') and is taken on field trips by the classroom teacher.

## **HEALTH AND SAFETY ISSUES**

### **Infectious Diseases**

Parents are asked not to send sick children to school to avoid the transmittal of germs. Parents will be contacted and asked to make other arrangements for their children if this happens.

Certain contagious illnesses and infestations require children to be excluded from school until all signs of illness/infestation are gone. This applies particularly to head lice, chicken



pox, measles, mumps, ringworm and impetigo (school sores). It is the responsibility of parents to treat these diseases. Help and advice can be obtained from the school.

### **Mobile Phones for Students**

Although it is becoming an accepted practice for parents to provide their primary school aged children with a mobile telephone, the school does not encourage students to bring their mobile phones to school. The school does not take any responsibility for the loss or damage to mobile telephones. Students who bring a mobile device to school should hand it in to the teacher upon arrival at school.

Students are able to use the school telephone to contact parents or carers any time during the day if necessary.

### **Bicycles**

The wearing of protective helmets is compulsory by law. Students who ride their bicycles to school should wear the appropriate safety helmet and observe the road rules. Once a student has reached the school they must dismount their bicycle and walk their cycle into the school grounds. The bike racks are located back and side of Art & Music Rooms and are locked during the day. A sturdy chain or lock is advisable. Under no circumstances should students ride through the school's car park.

### **Skateboarding**

In the interest of student safety, students should not ride their skateboard to and from school. Students should be discouraged from bringing skateboards to school. Scooters are acceptable.

### **Supervised Crosswalk**

Children crossing Weaponess Road must use the crosswalk attended by a crosswalk attendant. A traffic island is situated on Hale Road near Bournemouth Crescent for children to cross Hale Road.

### **Smoking**

Our school is a smoke-free zone. Parents are asked to comply by refraining from smoking on the school site.

## **Dogs**

In the interest of children's health and safety, dogs are **NOT** permitted on the school site at any-time. "An authorised person at a government school may order a person who appears to have the charge of, or be responsible for, an animal that is on the school's premises to remove the animal from the premises." (Department of Education - Regulation 77).

## **Parking**

Parents are asked to park on the roads surrounding the school when collecting or dropping off children. **THE SCHOOL CAR PARKS ARE NOT FOR PARENT PARKING. Parking bays are for staff and visitors only.**

***Parking in these areas may incur a fine for the City of Stirling Ranger.***

## **SCHOOL INTAKE AREA**

The map below defines the intake area of the school. Parents are urged to consider the features of Wembley Downs Primary School when choosing a school for their children. Families outside the area can lodge an out of boundary application with the school.



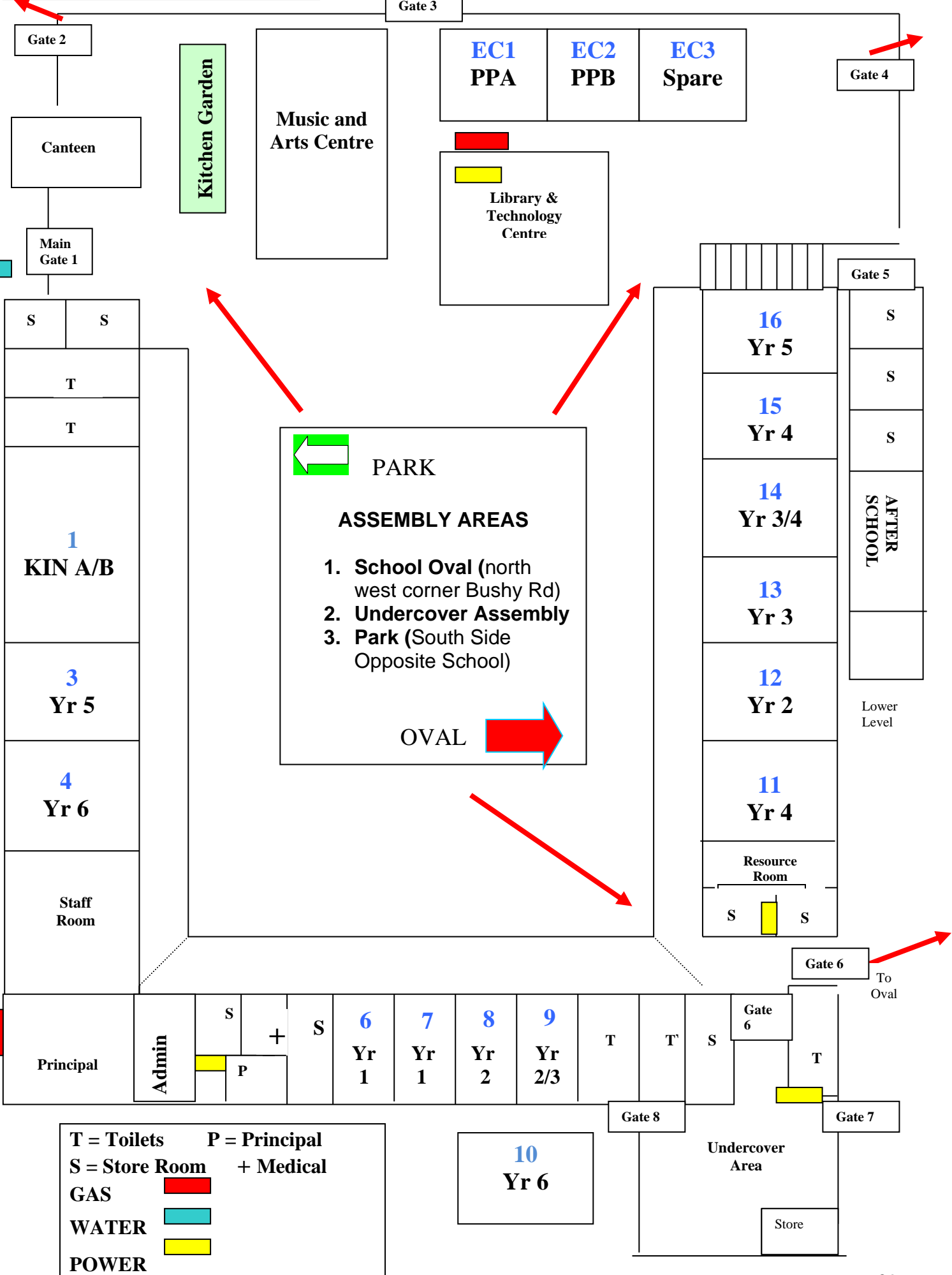
The following defines the local-intake area of this school:

From the Indian Ocean east along the extension of Ventnor Street west of West Coast Highway and along Ventnor Street to Corbett Street, south along Corbett Street to Sonia Street, east along Sonia Street to Weaponess Road, south along Weaponess Road to Doric Street, east along Doric Street to Cornelian Street, south along Cornelian Street to Bower Street, east along Bower Street to Shearn Crescent, southeast along Shearn Crescent to Queenscliffe Road, south along Queenscliffe Road to Williamstown Road, southwest from the junction of Queenscliffe Road and Williamstown Road to the northern point of the northsouth alignment of Unwin Avenue, south and southeast along Unwin Avenue to Maisie Crescent, southwest, west and northwest along Maisie Crescent to Glenelg Avenue southwest along Glenelg Avenue to Brix Street, northwest along Brix Street to Quorn Street, southwest along Quorn Street to Weaponess Road and from Weaponess Road west along Ken Street to Buxton Road, north along Buxton Road to Tandarra Place, in a generally westerly direction along Tandarra Place to Brompton Road, north along Brompton Road to Hale Road, and west along Hale Road and extension to the Indian Ocean.

The boundary streets of Ventnor Street, Sonia Street, Doric Street and Bower Street (both sides in all cases), and the boundary parts of Weaponess Road, Cornelian Street and Unwin Avenue (both sides in all cases) and Hale Road (north side only) are included in the area for the Wembley Downs Primary School. The boundary streets of Tandarra Place, Ken Street and Quorn Street (both sides in each case), and the boundary parts of Brompton Road, Buxton Road, Brix Street, Glenelg Avenue, Maisie Crescent, Queenscliffe Road, Shearn Crescent and Corbett Street (both sides in each case) are excluded from the area of Wembley Downs Primary School.

For more information please click [here](#).

# Emergency Exit Plan



S S

T

T

**1**  
KIN A/B

**3**  
Yr 5

**4**  
Yr 6

Staff Room

Gate 3

**EC1**  
PPA

**EC2**  
PPB

**EC3**  
Spare

Library & Technology Centre

**PARK**

**ASSEMBLY AREAS**

- School Oval** (north west corner Bushy Rd)
- Undercover Assembly**
- Park** (South Side Opposite School)

**OVAL**

Gate 5

S

S

S

**16**  
Yr 5

**15**  
Yr 4

**14**  
Yr 3/4

**13**  
Yr 3

**12**  
Yr 2

**11**  
Yr 4

Resource Room

S P S

AFTER SCHOOL

Lower Level

Principal

Admin

S

P

+

S

**6**  
Yr 1

**7**  
Yr 1

**8**  
Yr 2

**9**  
Yr 2/3

T

T

S


Gate 6


T


Gate 6 To Oval

**T = Toilets**      **P = Principal**

**S = Store Room**    **+ = Medical**

**GAS**              

**WATER**           

**POWER**           

**NORTH** 