

Glengarry Primary School



Information Handbook 2025

Glengarry Primary School

Doveridge Drive, Duncraig WA 6023

Telephone: 9378 5678

E-mail: Glengarry.ps@education.wa.edu.au

Website: www.glengarry.wa.edu.au

ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the traditional owners of the land on which we work and live, the Wadjuk people of the Noongar nation, and pay our respects to Elders both past and present.

Contents

ADMINISTRATION	4
SCHOOL HOURS	4
PARENTS AND CITIZENS ASSOCIATION	4
SCHOOL BOARD	4
SCHOOL CHARGES 2025	5
STUDENT REQUIREMENTS	5
1:1 TECHNOLOGY PROGRAM	6
UPDATING STUDENT INFORMATION	7
COMMUNICATION	7
CONNECT	8
STUDENT MEDICAL INFORMATION	8
ILLNESS AT SCHOOL	8
NEWSLETTER	9
UNIFORM AND CLOTHING FOR PRE-PRIMARY TO YEAR 6	9
LOST PROPERTY	10
PLAYGROUP – ZIG ZAGS	10
KINDERGARTEN AND PRE-PRIMARY – General Information	10
Kindergarten	10
Pre-Primary	11
PARENT TEACHER MEETINGS	12
ASSEMBLIES	12
PARKING	13
DOGS ON SCHOOL GROUNDS	13
LIBRARY	13
TEACHING AND LEARNING	13
Music Program	13
Physical and Health Education Program	13
Sport	14
In-term swimming lessons	14
Health	14
Houses	14

Challenge Groups	14
Language Other Than English (LOTE)	15
Students At Educational Risk – (SAER)	15
Reading Support Program	15
Primary Extension and Challenge – (PEAC)	15
STUDENT LEADERSHIP	15
STUDENT REPORTS	15
PARENT/TEACHER INFORMATION SESSIONS	15
EXCURSIONS/INCURSIONS	16
PASTORAL CARE POLICY	16
LUNCH RULES	16
RIDING BIKES TO SCHOOLS	16
SAFETY ISSUES	16
VALUABLES	16
MOBILE TELEPHONES	16
WELLBEING OFFICER	16
SCHOOL PSYCHOLOGIST	16
SCHOOL NURSE	17
SCHOOL DENTAL SERVICE	17
TLC (SPEECH PATHOLOGIST)	17
AFTER SCHOOL CARE	17
CODE OF CONDUCT	18
PASTORAL CARE PROCEDURES - E-BREACH PROCESS (Year 1 – Year 6)	19
PASTORAL CARE PROCEDURES – (Pre-Primary to Year 3)	20
PASTORAL CARE PROCEDURES – (Year 4 to Year 6)	21
SCHOOL CREED	23
SCHOOL SONG	23
ALLERGY AWARE POLICY	24
UNIFORM POLICY	25

ADMINISTRATION

Glengarry Primary School
25 Doveridge Drive
Duncraig WA 6023

Phone: (08) 9378 5678

Email: glengarry.ps@education.wa.edu.au

Principal

Associate Principal
Associate Principal

School Officer

Manager Corporate Services

Mr Peter Meston

Mrs Hannah Murdock
Mrs Catherine Rudd

Mrs Kelly Ciccarone (Mon-Fri)
Mrs Gillian Watson (Thur)
Miss Angela Marchetti

TERM DATES 2025

Semester 1

Term 1 Wed 5 February - Fri 11 April

Break Sat 12 April - Sun 27 April

Term 2 Mon 28 April - Fri 4 July

Break Sat 5 July - Sun 20 July

Semester 2

Term 3 Mon 21 July - Fri 26 September

Break Sat 27 September - Sun 12 October

Term 4 Mon 13 October - Thu 18 December

2025 SCHOOL DEVELOPMENT DAYS

(Students do not attend these days)

Term 2 – Friday 30th May

Term 3 – Monday 21st July

Term 4 – Monday 27th October

(Dates are subject to change)

SCHOOL HOURS

Commence	8.50 am
Morning Recess	10.30 am – 10.50 am
Lunch	12.20 pm – 1.00 pm
Finish	3.00 pm (Kindergarten 2:50pm)



PARENTS AND CITIZENS ASSOCIATION

All parents are entitled to become members of the Parents and Citizens Association and are welcome to attend meetings. Meetings are usually held at the school Library on the Monday of weeks 3 and 8 of each term. The Annual General Meeting is normally conducted during February. Dates are advertised in the fortnightly newsletter.



The P&C have a most important role to play in school affairs and parents are urged to give the association their support. If you feel that you would be able to represent your child's class at P&C Meetings and organise a few social activities for parents, please email the P&C President at president.glengarrypandc@gmail.com and/or attend the first P&C Meeting of the year.

Active parents involved in an active P&C, interacting with a committed staff, provide a dynamic school environment.

SCHOOL BOARD

This group is the accountability and policy endorsing group of the school. It also provides input from the community in school planning. The group meets at least once a term and is elected annually from the school community. It is made up of five community members, three staff members and the Principal.



SCHOOL CHARGES 2025

Charges listed reflect a maximum amount as far as can be estimated at this stage. Charges may be less.

Description	K	PP	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
In-term swimming					\$80			
Incursions					\$100			
Excursions – class					\$110			
Excursions – sport				\$50			\$105	
Music Excursions (choir/band)							\$50	
IMSS Instrument Hire							\$110	
Books							\$50	
Instrumental Music Resources							\$60	
PEAC / EYE (if applicable)				\$10		\$50	\$60 - \$300	
Year 6 Leavers Activities (inc. camp)								\$430
Graduation Excursion								\$60
Graduation T-Shirt								\$50
Year 5 Leadership Program (inc. Excursion)							\$80	
Personal Items Lists	\$55	\$120			\$150			
Add. Learning Support Apps					\$20	\$20	\$20	\$20
1 to 1 Technology (iPad)					\$912	\$912	\$912	\$912
1 to 1 Technology note: a one-off purchase of a device is desired for all Year 4-6 students. Those students in Year 3 identified as being placed in a multi-aged 3/4 class will also be invited to participate and purchase a device.								
Please be advised that charges listed reflect a maximum amount as far as can be estimated at this stage. Charges may be less; for example the following applied in 2024 Pre-Primary to Year 4 Swimming: \$ 52 Year 5 & 6 Swimming: \$ 35 Families will be informed of pending expenses required when each activity takes place.								

STUDENT REQUIREMENTS

Although the Department of Education supplies some books and materials for children, stationery items and personal needs are the responsibility of parents. Your child will be given a list of requirements for the year. Please ensure that **all items are marked** with your child's name. Our school's current supplier is Champion who provide a commission on all sales.

Items *for Personal Use*:

The charge for **personal use items** (stationery lists) will vary from student to student and includes:

- ☐ Items that all students use in daily lessons – e.g. stationery items, calculator etc.
- ☐ Consumable books for personal use – e.g. scrapbook, spelling book.
- ☐ Other requirements - art shirt, tissues, diary, and library bag etc.
- ☐ Keyboard and Stylus Pen

Most classes require an art shirt, which can be an old shirt or blouse, preferably long sleeved. Some suppliers have a commercially made art shirt that can be purchased. Some items will need to be renewed at times – pencils wear out quickly – so please keep an eye on your child's materials and replace them when necessary.

MONEY COLLECTION

A direct deposit is our preferred method of payment for all excursions and incursions throughout the year. For those who choose cash transactions, please place cash in a school money envelope readily available in the office, and deposit in the labelled box located in the office before school. It's requested that the correct amount be enclosed as change isn't available. Please note that all funds are banked early in the afternoon, and for security reasons, no money is retained on school premises overnight.

ENROLMENT AND ATTENDANCE

The Department of Education is keen to offer families a choice of government schools and applications will be approved wherever possible. Glengarry Primary School has a strict catchment area and all applications for enrolment will initially be based on the applicant's address. Applications from families outside our catchment area that are unsuccessful may lodge an appeal through District Office.

Where there are more applications than places available at the school in Kindergarten, selection will be made in accordance with the Department's Enrolment Policy. *If your child is attending Kindergarten at Glengarry Primary School, this does not guarantee enrolment for subsequent years.*

The Enrolment Policy can be accessed from the Education Department's website.

The following documentation is required for enrolment:

- ★ *Birth Certificate (or Extract of Birth or Passport and Visa Sub Class and Visa Grant number)*
- ★ *Immunisation History Statement (this can be obtained from Medicare, or printed directly off the MyGov website)*
- ★ *Proof of Residence e.g., Electricity or Gas Bill*

ABSENCES

Under the Department of Education regulations, the only acceptable reasons for absence from school are illness or associated appointments.

If your child is not attending school, please phone the office on 9378 5678 first thing in the morning or email the school absentees email on Glengarry.PS.Absentees@education.wa.edu.au. If you need to take your child out during school hours for an appointment, please sign them out at the office before collecting from the classroom (this includes Kindergarten students). The Principal **does not** have the authority to approve absences for family holidays etc. Absences of this nature remain the responsibility of the parent. Where this does occur, however, we would appreciate prior notice in writing.



TRANSFERS

When children transfer from one school to another, a new Enrolment Form must be filled out at the new school. Birth Certificate and Immunisation Records need to be sighted at the new school, at the time of enrolment. The admitting school advises the previous school when admission is effected, however, where possible parents are asked to notify both schools in advance. The child's workbooks and personal effects should be collected and taken to the new school, but items such as reading books and library books, which belong to the previous school, should remain at that school.

1:1 TECHNOLOGY PROGRAM

A 1:1 Technology Program was established at Glengarry Primary School in 2022. Our vision for integrating a 1:1 Technology Program is to enhance learning using readily available technology, allowing access to devices and catering for flexible learning opportunities. This program is for students in Years 4 to 6, with parents of children who are in a multi-age Year 3/4 class also asked to provide a device for their child. In developing this program, we strive to see an improved connection with home environments, readily available access for students to content and flexible learning opportunities.

UPDATING STUDENT INFORMATION

The information that parents provide on the Enrolment Form is important in helping us to look after your child, and should be kept up to date. In particular, we need to know:

- change of address, telephone number (either mobile, work or home)
- change of parent's work arrangements, schedules, etc
- any medical condition or allergies that your child may have
- active court orders

*It is essential that parents inform the school office **in writing** of any change to student details. The school records will be updated with these changes and then passed on to the classroom teacher.*



CANTEEN SERVICE

Duncraig Senior High School is providing our school with a canteen service every week on a Monday (days are subject to change). This is an online system managed through Flexischools which allows parents, students and staff to place orders from home, work or school at any time. Orders are sent directly to the Duncraig Senior High School canteen and the staff there will prepare the food and safely deliver the orders in time for lunch. Getting online is easy and only takes a few minutes to register.

ONLINE ORDERING

- Available 24/7
- Convenient for parents
- Removes paper orders and cash
- FREE registration

Online ordering is more convenient, providing a 24/7 payment and ordering system that can be accessed from home, work or a mobile device.

No more fumbling around for coins in the morning or sending kids to school with excess cash, online orders are faster and more accurate giving parents peace of mind that their order and payment is received accurately at the school.

Registration is free and only takes a few minutes.

EASY, ONLINE REGISTRATION

- Go to www.flexischools.com.au
- Click REGISTER NOW
- Enter your email
- You will be emailed a link to an online form - follow the link
- Choose a username and password and complete the form
- Add each student and their class
- Top-up the account - VISA or Mastercard preferred.

Place lunch orders from your iPhone or iPad! Find us in the App Store.

flexischools

You will need to place your order each day online by 8.30am to ensure delivery.

You can also order in advance!

COMMUNICATION

When considering the number of students, parents, teachers and other groups which are involved in the smooth running of a school, it is unavoidable that at some time misunderstandings will occur. It is difficult to let parents know everything that is happening at school, but we do try. For that reason, it is essential that parents listen to what their children tell them.

If you are concerned about something that has been happening at school, in or out of the classroom, contact your child's teacher as soon as possible, who may refer the matter to members of the Administration team. Early discussion can usually prevent major problems developing.

If you wish to discuss your child's progress at any time, please approach the teacher concerned and arrange a mutually convenient time for an interview.

Community members: please note, classrooms should not be accessed without the teacher being present.

CONNECT

As part of the teaching and learning program, your child/ren's school will provide you with an account for **Connect**. Connect is a secure online environment that has been developed by the Department of Education (Western Australia) and provides parents with a way to engage with your child's learning easily and safely online. Your child's school report will also be sent via Connect.

We recommend you change your password during your first login to something more personal and secure. A link to **Change Password** can be found in **Quicklinks** on the Connect homepage. If you ever forget your password, you can reset it by clicking on the **Forgot Your Password** link on the Department's login screen.

By logging in to Connect you are agreeing to the appropriate use of the Department's Online Services. Inappropriate use of Connect can result in action that may include suspension or termination of your account.

If you have any queries regarding Connect, your Connect account or the information provided in Connect for your child/ren, please contact the school directly.

If you have more than one child, you may find the type of information in Connect for each child is different depending on age level, teacher and school. Some of the things you can do in Connect include:

- Click on the 'Class Notices' tab to view notices created by your child's teachers. Notices will also be emailed directly to your nominated email address and can be accessed on smart phones and mobile devices anywhere, anytime;
- Access 'My Children' to find specific information related to your children, including weekly attendance; and
- Access 'Classes' to view class information, including an event calendar, class resources and links, as well as class activities.

STUDENT MEDICAL INFORMATION

To keep all students safe, Glengarry Primary School needs up-to-date medical information. All parents must complete a Student Health Care summary on enrolment and let the school know immediately if any information changes.



Where severe medical conditions exist (such as anaphylaxis or other allergies), please notify the school immediately. The school will work with you to ensure that your child has a Medical Action Plan (MAP) that reflects the advice given by your medical professional. We will also ensure that all medication and equipment (such as epi-pens and inhalers) are stored in a safe but readily accessible location. It is the parents' responsibility to check expiry dates and replace medication kept at school.

If the child has any medication that needs to be administered at school, parents must complete an 'Authorisation of Medication' form. This is available from the school website or from the office on request. All medication brought to school must be clearly labelled with the student's name, medication name and strength with instructions from the prescribing doctor.

ILLNESS AT SCHOOL

PLEASE DO NOT SEND YOUR CHILD TO SCHOOL IF THEY ARE SICK

One child with the flu can quickly infect an entire community.

Sometimes children are sent to school even though they are not feeling well. This is a most unsatisfactory practice, and the child is not able to stand up to the rigours of a day's work. It usually necessitates the school contacting the parent to come and collect a sick and distressed child. If your child complains of illness, it is better to keep them home and monitor them throughout the day. If unsure of their condition, take them to a doctor.

INFECTIOUS DISEASES

Children suffering from infectious diseases are to be excluded from school under Public Health Department Regulations.

- Chicken pox
- Measles
- Mumps
- Rubella (German Measles)
- Scarlet Fever
- Skin conditions – impetigo, scabies, ringworm
- Swine Flu
- Whooping Cough



Children with these ailments are to remain home until effective medical treatment has been carried out. It is the responsibility of the parent to notify the school if their child contracts any of the above conditions.

Please phone the school to find out details of exclusion. The Department of Education supports the Department of Health in ensuring that children entering school are fully immunised. Children who are not fully immunised have a high risk of contracting serious infectious diseases. Children commencing school should already have received their measles and mumps injections and their booster immunisation against diphtheria and polio. It is most important that your child has these booster immunisations before commencing school

PEDICULOSIS – (Head Lice and/or Nits)

Parents are responsible for checking for head lice. If a child is detected with head lice parents will be contacted for immediate treatment.



It is advisable to check the child's hair each time it is washed. Children with lice must be treated to ensure all lice and eggs are removed. Please notify the school if you find head lice and contact your local pharmacy for the appropriate treatment advice. The child should be excluded from school until the treatment is effective.

Long hair: It is school policy that long hair be tied back.

NEWSLETTER

A newsletter will be issued electronically to the parent/guardian of each family fortnightly. The newsletter provides a vital communication link between school and home.

A school Term Planner is published in the newsletter at the beginning of each term, detailing assembly days, newsletters, meeting dates and general information.



UNIFORM AND CLOTHING FOR PRE-PRIMARY TO YEAR 6

Through the "Uniform Policy" (ratified by the School Board, *refer appendix*) Glengarry Primary School encourages and strongly supports wearing of school uniform. The uniforms are a sensible, practical and an attractive means of clothing children. Uniforms also develop a school identity and help the children become part of that identity.

All uniform items are available from LOWES –Warwick. Please go to the store or order online at www.lowes.com.au, click on the Uniforms tab and search for Glengarry Primary School. Parents and students will be informed of the school Uniform Policy at the time of enrolment, when any grounds for exemption should be raised.

Glengarry P&C runs a second hand uniform store that is available by appointment. To keep up to date with what is in stock, please join the Facebook group 'Glengarry Uniforms WA Buy Swap Sell Free', alternatively you can email glengarryuniforms@gmail.com.

Acceptance of enrolment at this school assumes an agreement that the enrolling student will dress within the guidelines of the Uniform Policy.

LOST PROPERTY

Parents are asked to **MARK ALL PERSONAL ITEMS** with the child's name. If the item has a name, it can be more easily returned to the owner. Returning unmarked items of clothing is extremely difficult.

Lost, unmarked items are kept until the end of each term in a "Lost Property Box" located in the Makuru Block wet area. ALL unclaimed uniform items are forwarded to the Uniform Committee for sale as second hand items. Parents and children are welcome to search the box for lost articles.

PLAYGROUP – ZIG ZAGS

Our school operates a playgroup primarily for children who will be attending Glengarry Primary School in subsequent years. If you would like your child to attend the Playgroup at Glengarry PS, please contact Zig Zags directly on 0435 405 091 or email playgroup@zigzagsoshc.com.au. The Playgroup will operate between 9am and 11am one day per week.

KINDERGARTEN AND PRE-PRIMARY – General Information

OUR PHILOSOPHY

Our programs are based on developmental learning. Children will reach their learning potential through the cognitive, creative, social/emotional, language and physical domains. The curriculum supports the development of the whole child and will be child-centred and play based, with emphasis on developing a positive self-concept, which is vital to establishing positive attitudes towards learning.

Kindergarten



The Kindergarten programme will be operating with two groups in 2025. To ensure each child is given the opportunity for a smooth induction to the Kindergarten programme, we will be having a gradual intake. Children attend the first few sessions of the year as a smaller group for a few hours and build up to attending for the whole day and being part of the whole class group.

Following School Board discussion and approval, children will attend Kindergarten

***All day Mondays and Thursdays OR all day Tuesdays and Fridays
and alternate Wednesdays***

Full day Kindergarten day commences at **8:50 am** and concludes at **2:50 pm** in time for parents to collect children from other classes. Please remember to allow time for walking from your parked car into Kindergarten and be on time for the beginning of the Kindergarten morning activities and the end of the day collection. Kindergarten aged children may resist being hurried in the morning and may also quickly become anxious if parents are late at pick-up time.

N.B. Teachers attend a staff meeting on Wednesdays before school and therefore, the doors will be opened at 8.50am on this day for the whole school including Kindergarten and Pre-Primary classes

Requirements for Kindergarten

1. **Food – We are an allergy-aware school.** Please send a separate named small snack box of fruit/vegetables/cheese for morning tea and a separate named packed **lunchbox box with an icepack** every day. Please avoid any food containing nuts or traces of nuts as we have children in the school with severe allergies. Occasionally on a Friday the P&C have a special ("*Fab Food*") optional lunch order for Kindergarten to Year 6.
2. **School Bag – For Kindergarten**, please provide your child with a **large strong fabric bag** with strong handles, measuring 45 x 45 cm approx. This shopping bag style bag allows for children to pack and unpack their belongings hat/jumper/lunchbox/library book/change of clothes/water bottle independently during the day.
3. **Library Bag** – Kindergarten children are allowed to borrow a library book and will require a library bag. This must be at least 40cm X 40cm and **clearly named**. Children are encouraged to take special care with books they take home and to return them the following library session.

4. **Hat** - Children need to bring a broad brimmed/bucket style hat, **clearly named** to school every day. We encourage them to wear their hat each day and a **"No Hat - No Play"** policy does apply in Term 1 and 4.
5. **Hand Towel** – Each child is required to bring a hand towel, **clearly named** with a **loop** for hanging. This towel will be sent home with your child each week for laundering. Some parents choose to embroider their child's name on their towel as an individual towel is required for Pre-Primary also.
6. **Stationery List** – This will be sent to you in term 4 for specific needs. Please read the Kindergarten Personal Items List on the Stationery List, for additional items that need to be provided at the beginning of the year.
7. **Pillows** - Kindergarten children have a short relaxation time following the lunch break. In the first week of Kindergarten, children will decorate their own pillows. Pillows from Kindergarten will move up to the Pre-Primary classes to support this transition.
8. **Toileting** - We ask that your child be toilet trained and use the toilet independently, by the time they enter Kindergarten. Occasionally the odd accident does occur, please ensure that your child has a change of clothes on a daily basis. See the Department of Health website for tips on toilet training [Toilet training \(health.wa.gov.au\)](http://health.wa.gov.au).

Clothing and Footwear for Kindergarten

For Kindergarten, the Kindergarten T-shirt or comfortable sun-safe play clothes are encouraged so your child feels free to explore. Your child will get dirty at times and this is an indication that they have been busy learning. (Note: Paint can be removed with soap and **cold water** – hot water “cooks” it in)

For Kindergarten a spare set of clothing always needs to be left inside their bag as accidents do occur (food, play & other). Children need a **clearly named jumper** (appropriate to the season).

Please ensure that **footwear is comfortable and easy to remove and replace**, for example: sandals, shoes with **Velcro**. It is strongly recommended that **laced footwear be avoided** until your child can manage the laces themselves.

Collecting your child from Kindergarten

Parents are requested to collect children **promptly**. Please advise us in writing if anyone other than the parent is to collect your child on a long-term basis. All classes have a parent communication book inside the classroom for you to write in if your child is going home with another parent, grandparent etc. If you need to collect your child early from school, you will need to complete a **Leave Pass** at the office before collecting them. The yellow section is given to the classroom teacher, and the white slip is kept by the parent.

Safety

Parents are responsible for children **before** and **after** school. Playground equipment is not to be used before school. Unsupervised children are **not** permitted to climb on equipment after school.

Parent Helper Rosters

Parent partnerships are a vital element in the Early Childhood Education Program. A Parent/Helper roster will be displayed on the classroom notice board early in the term. Parent Help Roster provides a memorable opportunity for you to join in with the class activities.

Pre-Primary

Pre-primary operates Monday to Friday from 8:45 am to 3:00 pm. The Pre-primary Red group and Pre-primary Blue group opens their doors at 8:45am each morning to allow you to get organised and settle your child in for the day. There is **no gradual start for Pre-Primary**. If you arrive before 8:45 am please wait with your child in the Boola Djen (undercover) area until the siren goes. If you arrive after the siren, please collect a late pass from the office to give to your teacher. Parents are responsible for children **before** and **after** school. Playground equipment is not to be used before school. Unsupervised children are **not** permitted to climb on equipment after school.

Clothing and Footwear

Please provide a spare set of clothes in your child's bag in case of accidents. All clothing including hats need to be clearly labelled with your child's name.

Please ensure that footwear is comfortable and suitable for running and climbing. Velcro shoes are recommended until your child can tie their own laces.

Collecting your Child

Parents are requested to collect their children **promptly**. Please advise us in writing if anyone other than the parent is to collect your child on a long-term basis. All classes have a parent communication book for you to write in if your child is going home with another adult. If you need to collect your child from school early, please collect a **Leave Pass** at the office before coming to the classroom.

Pre-Primary Requirements

- **School Bag** – Please bring a bag/back pack which is large enough to comfortably hold an A4 folder, lunchbox box, water bottle and spare clothes.
- **Food** – **We are an allergy aware school**. Children will need an individual fruit snack for morning tea.
- **Library Bag** – Please send a named library bag to ensure borrowed books are kept safe.
- **Hat** - Children need a broad brimmed hat, **clearly named** at school every day. We encourage children to wear their hat every day. A **"No Hat - No Play"** policy does apply in Term 1 and 4.
- **Hand Towel** – Please provide a small named hand towel which will be sent home each week for washing.
- **Stationery List** – This is circulated in term 4 for specific needs. Please read the Pre-Primary Personal Items List (the second part of the Stationery List) for additional items that need to be provided at the beginning of the year.



GENERAL INFORMATION

PARENT TEACHER MEETINGS

A parent/teacher meeting will be held during the first few weeks of school. Additional meetings can be organised by the parent or teacher if necessary. **If you have any concerns or questions, PLEASE don't hesitate to ask.**

It is important for parents and teachers to communicate about your child's progress. Remember it is important to let teachers know of any issues that may affect your child at school.



We consider communication between the school and home to be very important. We will keep you informed using parent notes, newsletters and Connect. We have access to a Health Nurse, School Psychologist and other professionals who may be able to help you if you have a concern.

Remember that our priority is the happiness of your child. Should anything happen at home to upset your child in any way (eg: interrupted sleep), we would appreciate it if you could let us know.

We encourage positive communication that will ultimately benefit your child. If we have any concerns about your child or their progress, we will inform you as the need arises.

ASSEMBLIES

Assemblies are held three times a term on a Friday morning in the Ngala Maya area from 8.50 am and last for approximately 45 minutes. Each class hosts at least one assembly per year and the newsletter advises in advance who will be conducting the week's assembly. The assembly is a time to acknowledge and recognise successes, including presentation of awards (merit certificates etc) – families will be notified in advance of this.

When ready, the Kindergarten children will attend these assemblies. This is an ideal opportunity for the children to familiarise themselves with primary school routines within the larger school community.

PARKING

Only those drivers with disabilities, parents of children with disabilities, day-care or after-school carers collecting children, are permitted to park in both the Kindergarten and **Staff Car Park**. This may seem a little harsh but there have been some near misses between children and cars in the past. Thank you in anticipation of your cooperation.

DOGS ON SCHOOL GROUNDS

Dogs are not permitted on school grounds unless authorised by the Principal. This rule also applies out of school hours and on weekends.

If you see someone with their dog on the grounds feel free to remind them of this regulation, which has been made to ensure the safety of children.

If you are walking your dog to school, please arrange to meet your child / children by the boundary.

LIBRARY

The school purchases materials for the library through its budget allocation, and any additional funding comes from the P&C Association. All children from Kindergarten to Year 6 access the library at least once a week for lessons and/or book borrowing. Library bags are available through Lowes.

TEACHING AND LEARNING

During your time at Glengarry Primary School, your children may be involved in the following activities, supplemented with support from home.

Music Program

Glengarry Primary School provides a dedicated Music program for its students. The program provides all children in Years 1-6 with general music instruction each week and also provides instrumental music tuition on flute, clarinet and brass instruments to selected students via the Instrumental Music School Services (IMSS).

In the delivery of our Music program, students access traditional and emerging technologies including music software. Students experiment with sound in the early years and progress to performing and composing as they develop their skills and understanding of music from different eras and around the world.

After school tuition on keyboard and guitar is offered by Keyed Up Music. Students who learn an instrument, either through IMSS or outside school, can join the Glengarry PS Band. We have a Recorder Ensemble for advanced players to extend their skills.

Glengarry Primary School has two school choirs which perform several times a year both at and out of school. Performances and class items are also developed from time to time for special occasions and assemblies. An optional *Glee Club* provides the opportunity for senior students to practise and perform contemporary music.

The special instrumental program (conducted via the Instrumental Music School Services), which runs in conjunction with our general program, is offered to year 5 & 6 students who demonstrate high musical aptitude and ability.

Note:

1. *School timetables will not be altered for instrumental music students. Lessons are in school time and students involved in lessons are going to miss classroom time. Students are responsible to catch up on work missed.*
2. *Consolidation – Students will need to practise regularly at home.*
3. *Children are to remain in the program until the end of Primary School. PEAC students ensure that their PEAC choices do not clash with their IMSS lesson time.*

Instruments can be hired from the Department of Education through the school for the first year of tuition. We are limited to tuition groups of no more than five students. All lessons offered are free of tuition charge.

Physical and Health Education Program

Our Physical Education specialist takes lessons for children, from Years 1 to 6, one hour per week. Pre-primary children participate in a Perceptual Motor Program, supported by parents, once a week. Fundamental movement skills and fitness are progressively built on over the years. Physical literacy is developed through practical examples during class.

Goal setting and building a movement repertoire, together with team challenges help grow confidence, persistence and resilience. These concepts are used to teach that sport is more than a way to keep physically fit.

Sport

As well as a weekly Physical Education session, Years 1 to 6 meet for an hour a week, to mix with peers from other classes and apply skills to games.

We run carnivals to focus on specific sports and these rely heavily on the whole community working together. The House Swimming Carnival encourages maximum participation and includes some fun events this is usually held in term 1 for years 4 to 6. Weekly interschool winter games being football, soccer, netball & volleyball, culminate in a Lightning Carnival, run in Term 2 for Years 5 to 6.

A House Cross-country carnival event is held in Term 2 for Years 1 to 6 with successful students in Years 3 to 6 attending an Interschool event.

Athletics track and field training culminates in a House Carnival for Years P to 6 and an Interschool Carnival in Term 3 for Years 1 to 6. The House Carnival is run as a tabloid, with all children in teams.

In-term swimming lessons

Students from Pre-primary to Year 4 participate in ten, 45 minute swimming lessons through the Department of Education at Craigie Leisure Centre during school hours. Years 5 and 6 children have beach swimming and safety lessons at Sorrento Beach.

Health

Glengarry students learn the importance of a healthy mind, body and environment. Teachers follow a program, which covers integrated topics, pertinent to current society. As detailed in the West Australian Curriculum, social and personal competencies are taught in all subjects. Health knowledge, self-management and inter-personal skills are taught at the point of need as well as explicitly.

Our whole school focus on the Zones of Regulation help students to acknowledge their emotions and give strategies to keep them in an optimal state for learning and engaging with peers. We pride ourselves on educating children to build strong character through our 'You Can Do It' program in our early years and our eight whole school values of Resilience, Responsibility, Persistence Respect, Cooperation, Confidence, Compassion and Integrity. We hope the students will take these values on into their lives and out into the community to create a positive, safe and happy place to live.

Houses

The purpose of having a House system is to bond sectors of the school and give an increased sense of belonging. Children are placed in one of four Houses – Yonga (Gold), Maali (Red), Kwila (Blue) and Kaarda (Green). Children from family groups will be placed in the same house where possible. Teachers from different year levels are assigned to a house. House Captains are selected at the end of each year 5 and their leadership is highly valued as they assist with carnivals, class equipment, woolas and running their own lunchtime activities.

Woolas are earned for positive behaviour and achievements in and out of class. Woolas are tallied for each assembly and the winning house is rewarded. Two House activities are run each term where children gather in the houses and share an activity with their buddies that focus on the current whole school value.

Challenge Groups

We have a Senior and Junior Challenge group for children who are selected, through assessment, to extend their thinking. The goals change yearly however, always include: building a thinking toolkit, developing high-level problem solving skills and co-operative strategies, applying the above activities and knowledge acquired to real-life situations.

Language Other Than English (LOTE)

Students from years 3 to 6 learn French from a specialist teacher for 60 minutes each week.

Students At Educational Risk – (SAER)

To provide support for students who may be at risk of not achieving the major learning outcomes of schooling to levels which enable them to achieve their potential.

Reading Support Program

This school has reading support programs for Junior and Senior students to assist those who are having some difficulty with their reading. The program provides children with an adult volunteer who listens to children read.

Invitations to be a member of the team will be issued early in the year. A declaration that helpers are free of any police convictions is requested before joining the program.



Primary Extension and Challenge – (PEAC)

Children may be offered places in PEAC programmes. The EYE (Early Year Extension) is from Year 1 to Year 4 and PEAC is for Year 5 and Year 6. Years 1-4 is via teacher nomination and all Year 4 students undertake a test for possible inclusion in future PEAC programmes.

STUDENT LEADERSHIP

A Student Council, consisting of Year 6 students are elected each year. These students represent the wider student body, support various programs in the school and generally act as ambassadors for Glengarry Primary School.



STUDENT REPORTS

Reporting student progress is taken very seriously at Glengarry Primary School. To this end a cyclic approach is implemented to allow for different styles of reporting and the opportunity for ongoing interviews via appointment as required. The summative reports are sent out electronically.

For 2025 the following reporting processes will apply:

- **Term 1:** Parent / Teacher meetings – Interviews
- **Term 2:** Interim Report
- **Term 3:** Parent / Teacher interviews (by request)
- **Term 4:** Summative Report



PARENT/TEACHER INFORMATION SESSIONS

Each class teacher will hold a parent information meeting during the first four weeks of the new school year to establish a base for future contact between parent and teacher. Parents are requested to arrange interviews with the teacher whenever they perceive the need in relation to their child's progress.

EXCURSIONS/INCURSIONS

Students are provided with the opportunity to participate in activities in and outside the school to supplement and support class and school programmes. Parents will be advised and permission sought on any occasion that students leave the school grounds.



PASTORAL CARE POLICY

The Department of Education clearly outlines procedures for Behaviour Management in schools (BMIS) within the Education Act (1999) and supporting documents. Glengarry Primary School has a Pastoral Care (BMIS) Policy in place, based on clearly defined expectations.

At Glengarry Primary School, we believe that you, the parents, want us to ensure that your children work to maximise their ability, have the opportunity to work in a safe and caring environment, obey rules that are seen as necessary and treat others with respect and courtesy. In return children should be entitled to expect the same treatment from others. Children are constantly encouraged to be independent and practise self-discipline. Where necessary, procedures are followed to encourage appropriate behaviour.

LUNCH RULES

For the first ten minutes of the lunch break, children must sit in their designated lunch area and eat their lunch, under the supervision of the duty teacher. If children are to leave the school grounds during the lunch period, the school must be notified beforehand in writing and they must be accompanied by an adult. Each class is supplied with sporting equipment for use at breaks – children should **not** bring personal equipment or toys to school.

RIDING BIKES TO SCHOOLS

The Police Department Bike-Ed Unit recommends that **a child be ten years of age** before being permitted to ride a bicycle to school. Glengarry Primary School supports this recommendation because of the number of busy roads in the area, and experience has shown that children under the age of ten rarely have sufficient bike control, knowledge of road rules and “safety sense” to not be at risk. The school also encourages the wearing of bicycle helmets as required by law. Your support of this action will be appreciated.

SAFETY ISSUES

- No child may walk through car parks or on Private Property.
- Children are not to leave school unless their class teacher has received a note and are accompanied by an adult.

VALUABLES

Please avoid sending/bringing anything of value (jewellery, toys etc) to school unless the class teacher is first notified. Valuables can go missing if not carefully monitored.

MOBILE TELEPHONES

The use of mobile telephones is becoming an unnecessary problem in schools with theft and inappropriate use increasing. Mobile telephones are deemed not to be appropriate at this school. However, if it is considered absolutely necessary a consent form as per the Mobile Phone policy must be signed. All mobile phones must be kept in bags and switched off between 8:50am and 3:00pm.

WELLBEING OFFICER

The school is extremely fortunate to access a Wellbeing Officer for two days a week coordinated by Scripture Union. The role of the Wellbeing Officer is to support students who may need someone to talk to individually.

SCHOOL PSYCHOLOGIST

The school has regular contact with a Psychologist. The Psychologist’s role is to assist children having academic, behaviour or emotional problems. Such children will have been referred by the class teacher, but consultation with parents will have taken place before any testing commences.

SCHOOL NURSE

A trained nursing sister visits the school periodically to carry out routine medical checks and special checks where children are referred by teachers. Parents may also request a special check if they are concerned about any area of their child's health.



SCHOOL DENTAL SERVICE

Our students will be directed to the onsite Dental Unit Centre located at Marmion Primary School.

Dental Unit Centre,
Marmion Primary School
Cliverton Court
Marmion WA 6020



TLC (SPEECH PATHOLOGIST)

TLC – WA Joondalup - Melaine Morrow
10 Elcar Lane, Joondalup WA 6027
Ph: (08) 9301 1154/9301 1153
Email: reception@tlc-wa.com.au



Note: TLC operates sessions at Glengarry Primary School each week via appointment.

AFTER SCHOOL CARE

Our current provider is Zig Zags OSHC



zigZags
OUTSIDE SCHOOL HOURS CARE

**Before & After School
Vacation Care**

📞 0421 369 516 🌐 zigzagsoshc.com.au



CODE OF CONDUCT

<p>Staff have the RIGHT to:</p> <ul style="list-style-type: none"> • respect, courtesy and honesty • teach in a safe, secure and clean environment • teach in a purposeful and non-disruptive environment • cooperation and support from parents • be heard. 	<p>Staff have the RESPONSIBILITY to:</p> <ul style="list-style-type: none"> • model respectful, courteous and honest behaviour • ensure that the school environment is kept neat, tidy and secure • establish positive relationships with students • ensure good organisation and planning • report student progress to parents • perform duties with integrity, honesty and impartiality • respect the dignity of individuals and act in a fair, courteous manner.
<p>Students have the RIGHT to:</p> <ul style="list-style-type: none"> • learn without being disrupted by others • access appropriate curriculum and teaching strategies • be heard • be treated courteously and have their possessions respected by others • work in a safe environment • feel proud of their school. 	<p>Students have RESPONSIBILITY to:</p> <ul style="list-style-type: none"> • listen and respond to instructions • be prepared for all lessons • be honest, respectful and use appropriate manners • consider the rights of others • care for own property and only use others with permission • follow school rules closely e.g. not run on paths, keeping hands and feet to self • stay within school boundaries and play in designated areas • eat in designated areas e.g. lunch outside rooms and canteen purchases in undercover area • put all rubbish in the bin • wear appropriate clothing i.e. school uniform, suitable footwear • protect all school property including gardens.
<p>Parents have the RIGHT to:</p> <ul style="list-style-type: none"> • be informed of course and curriculum material, behaviour management procedures, and decisions affecting their child's health and welfare • be informed of their child's progress • access a meaningful and adequate education for their child • be heard in an appropriate forum on matters related to the rights of their child to an appropriate education. 	<p>Parents have the RESPONSIBILITY to:</p> <ul style="list-style-type: none"> • ensure their child attends school • ensure the physical and emotional conditions of their child is at an optimum for effective learning • ensure their child is provided with appropriate materials to make effective use of the learning environment • support the school in providing a meaningful and adequate education for their children • comply with school policy and procedures to ensure an effective learning environment is provided • support the school in applying the school rules and behaviour management policy in respect of their child • make an appointment if they need a formal interview with the teacher or principal • respect the dignity of individuals and act in a fair, courteous manner.



PASTORAL CARE PROCEDURES - E-BREACH PROCESS (Year 1 – Year 6)

Where students do not follow school or class rules, teachers will use the following steps for E-Breaches (implemented over a period of 5 days):

1. First E-Breach: Lose iPad for remainder of the day. Record on PCR.
2. Second E-Breach: Lose iPad for the day, thirty minutes detention and teacher to notify parent via E-Breach Form.
3. Third E-Breach: Lose iPad for the day, member of leadership team to contact



Children not following consequences or demonstrating extreme behaviour, will be fast-tracked to Administration.



The consequences of being sent to Administration include parent notification, loss of good standing, in-school suspension and/or suspension.




Classroom teachers to track how many E-Breaches have occurred.




PASTORAL CARE PROCEDURES – (Pre-Primary to Year 3)

Where students do not follow school or class rules, teachers will use the following steps:

1. Positive Redirection *(not recorded on Pastoral Care Record)*
2. Note on Pastoral Care Record:
 - a. Explicit Verbal Reminder
 - b. Five minutes' time out in class
 - c. Reflection sheet completed in library
(at lunch or at home if after 1 pm)
 - d. Administration

 Children not following consequences or demonstrating extreme behaviour, such as verbal or physical abuse, will be fast-tracked to Administration.

 The consequences of being sent to Administration include parent notification, loss of good standing, in-school suspension and/or suspension.

Those children demonstrating expected behaviour may receive:

- | | |
|--|---|
| <input checked="" type="checkbox"/> In-class rewards | <input checked="" type="checkbox"/> "You Can Do It" Certificate |
| <input checked="" type="checkbox"/> Praise (teacher/ Principal) | <input checked="" type="checkbox"/> Merit Certificate |
| <input checked="" type="checkbox"/> SCATER (Super Cool
Awesome Time Extra Recess) | <input checked="" type="checkbox"/> House Tokens |



PASTORAL CARE PROCEDURES – (Year 4 to Year 6)

Where students do not follow school or class rules, teachers will use the following steps:

1. Positive Redirection *(not recorded on Pastoral Care Record)*
2. Note on Pastoral Care Record:
 - a. Explicit Verbal Reminder
 - b. Ten minutes time out in class
 - c. Reflection sheet completed in library
(at lunch or at home if after 1 pm)
 - d. Administration

P Children not following consequences or demonstrating extreme behaviour, such as verbal or physical abuse, will be fast-tracked to Administration.

P The consequences of being sent to Administration include parent notification, loss of good standing, in-school suspension and/or suspension.

Those children demonstrating expected behaviour may receive:

- | | |
|--|---|
| <input checked="" type="checkbox"/> In-class rewards | <input checked="" type="checkbox"/> "You Can Do It" Certificate |
| <input checked="" type="checkbox"/> Praise (teacher/ Principal) | <input checked="" type="checkbox"/> Merit Certificate |
| <input checked="" type="checkbox"/> SCATER (Super Cool
Awesome Time Extra Recess) | <input checked="" type="checkbox"/> House Tokens |



Glengarry Primary School has in place a set of core values that underpin our school motto *We Care*. Our staff are committed to creating a positive, safe and happy environment for all students. Our values are unique to our school, as they have been developed by staff, in consultation with students and parents.

- **Respect:** 'Respecting others rights to learn'. Respect is to show courtesy, politeness, and consider others.
- **Compassion:** 'Using kind words and give compliments to others'. Compassion is showing consideration and care for others and their feelings.
- **Integrity:** 'Being able to say I made a mistake'. Integrity is displaying sincerity and honesty.
- **Responsibility:** 'Remembering your commitments and showing up on time'. Responsibility is being dependable and making the right decisions.
- **Resilience:** 'Bouncing back when something upsets me'. Resilience is recovering quickly from difficulty.
- **Persistence:** 'Having another go if I make a mistake'. Persistence is being determined and never giving up.
- **Cooperation:** 'Working together'. Cooperation is working well with others.
- **Confidence:** 'Raising my hand to answer a questions'. Confidence is being sure of your own abilities.

SCHOOL CREED

Let us strive for excellence,

In our attitude to school and home,

Let us be like a family

Be respected and learn to respect others

For our school is a loving place

Where all are equal.

SCHOOL SONG

Glengarry you're a mean machine
You work to make us great
Teachers, parents, students all and everyone's our mate

Glengarry is the best school, we're glad to say it's so
We proudly claim that we belong and let the whole world know
We take responsibility for our own learning here
And anyone can join in and do well without fear

Chorus

Glengarry helps us realise that we are all unique
We recognise successes, celebrate them every week
We work together as a team and show that we all care
Not just for one another but the community we share

Chorus

We look toward the future
We'll be up there with the best
Glengarry is the best school.....in the West



ALLERGY AWARE POLICY

Due to the increasing number of students with allergies we are seeking to promote allergy awareness in our school community.

This is particularly relevant to any student who has had an anaphylactic reaction to an allergen. Anaphylaxis is a life threatening reaction which can cause death within minutes of commencing. In some instances, there may be a delayed severe reaction. Anaphylactic reactions are frequently caused by nuts but may also be caused by a variety of other foods including eggs, dairy products and bee stings.

Glengarry Primary School aims to promote **Allergy Awareness** throughout the school community.

The School will:

- ❖ Provide information to the school community
- ❖ Provide training in the use of the EpiPen for all staff
- ❖ Collaboratively develop a Medical Action Plan with parents of allergic students
- ❖ Provide newsletter articles regarding allergy awareness every term
- ❖ Discuss allergy aware policy and procedures at parent meetings

All Teachers will:

- ❖ Establish class rules on
 - not sharing food
 - washing hands before **and** after eating
 - cleaning up food spillages
- ❖ Teachers will provide class talks on allergy awareness



Teachers of students with allergies will:

- ❖ Monitor any food in the classroom eg: cooking, birthday treats provided by parents or class parties
- ❖ Plan to ensure relief staff are aware of students with allergies, their Medical Action Plan and the location of their EpiPen
- ❖ Plan for excursions/sporting activities ensuring access to the Medical Action Plan and the EpiPen

Parents of students with allergies will:

- ❖ Provide accurate and current information and collaboratively plan the Medical Action Plan for their child with the school staff
- ❖ Ensure that the EpiPen and /or medication provided:
 - Is clearly labelled with the child's name, year and room number together with dosage if applicable
 - Has a current "use by date"
- ❖ Sign off on the Medical Action Plan
- ❖ Liaise with providers of non-school based activities such as Active After School Club and discos to ensure their child's safety



UNIFORM POLICY

RATIONAL

The School Board of Glengarry Primary School has established a dress code for all students attending the school.

The School Board believes that a school dress code:

- assists in building a school identity;
- assists in building school and team spirit;
- encourages equity among students;
- is a contributing factor in school discipline.

Dress Code Requirements for Pre-primary to Year 6

Summer	Winter	Sport wear
Tartan pleated skirt for normal wear Navy mid-thigh length shorts or skort	Navy track pant, navy tights or navy full-length leggings Navy mid-thigh length shorts or skort	Polo shirts in House colours can be worn on Fridays.
Red polo shirt Tartan dress	Red polo shirt Tartan dress Navy zip jacket or rugby style navy jumper	Navy sport shorts
Navy with red piping bucket hat		Navy with red piping bucket hat
Sneakers, fully enclosed shoes or sandals	Sneakers or fully enclosed shoes	Sneakers or fully enclosed shoes

Note: the school (P&C) supply a shirt for interschool sporting activities and students wear the school sport shorts. The red polo shirt will be worn for official events e.g. excursions, school photos.

- All items of clothing will be available through **LOWES** at Warwick Shopping Centre www.lowes.com.au with the school receiving commission on all sales.
- Second-hand clothes may be purchased through the P&C when available;
- Families experiencing financial difficulties regarding the purchase of items of clothing as stipulated in the dress code should contact the school Principal.

Modifications to the dress code

- The school dress code may be modified for some students on health or religious grounds. This may only occur through consultation with the Principal or designated staff member.
- Students not following the dress code will: -
 - discuss the issue with a member of the school's leadership team.
 - receive assistance/support in obtaining suitable clothing, if necessary; and
 - receive a pass for an agreed length of time for dress modification.
- Students not following the dress code may be denied the opportunity to represent their school at school activities (during and out of school hours), which include music, excursions, sporting and social events.
- As approved by the School Board, Year 6 students may wear a "Graduation Shirt". This option will maintain the integrity of the school Dress Code, i.e., be school colours and contain the school logo.

Breach process

- In order to support students and families, a "Uniform Policy Breach" notification (attached) will be issued for an instance where a student does not adhere to the dress code.
- Only a classroom teacher can issue the breach form.
- Teachers will monitor total number of breach forms issued to determine further action with a member of the leadership team.

General

- Kindergarten children wear suitable play clothing and have the option to purchase a Glengarry T-shirt from LOWES at Warwick Shopping Centre www.lowes.com.au.
- No hat, no play rule will be enforced in Terms 1 & 4 while encouraged in Terms 2 & 3 for all year levels.
- If earrings are worn, they must be sleepers/studs only. Obtrusive / excessive jewellery is not acceptable, and students will be asked to remove items.
- Body adornments restricted to ears only.
- Hair needs to be tied back once shoulder length for all students. Hair should be kept neat and tidy with no colouring.
- Skirts & shorts need to be no shorter than mid-thigh.
- All items must be labelled with the child's name.
- Children are encouraged to wear shirts with school logos.
- The Panel (Principal, staff member, parent) is the final arbiter on what constitutes appropriate or inappropriate dress.
- Children who are wearing smart watches must ensure they are switched to aeroplane/school mode during school hours and are not capable of taking photos or videos. (See *Digital Device Policy*).
- On special days, students will be permitted to wear appropriate dress based on prior notification, e.g., pyjama day, crazy sock day, tutu day etc.

Inappropriate dress for school

- Extremes of fashion in terms of dress, footwear, adornments or hairstyles.
- Tops (shorts / jumpers) with slogans, brands or multi-coloured designs.
- Large jackets/coats (e.g. bulky jackets) are not to be worn in class.
- Board shorts / cargo pants other than the designated school cargo shorts.
- Nail polish and/or make up is not appropriate.
- Head wear / hair accessories to be of a minimal nature.



