

# Millars Well Primary School Handbook



**Millars Well**  
PRIMARY SCHOOL  
Friendship and Achievement

Independent Public School

## School Vision: **Together**

Together, everyone experiences Friendship & Achievement.

Millars Well Primary School is a collaborative, safe, vibrant school focusing on values, literacy and numeracy.

All students are empowered to realise their full potential as happy, independent, responsible members of our rapidly changing society.

In achieving this vision, parents are partners in the education of their children.

The Millars Well Primary School community welcomes all new parents and families who will be associated with our friendly school.

Millars Well Primary School was opened on 13<sup>th</sup> July 1981 with forty-nine students. The school was the third primary school to be built in Karratha and the Principal at the time was Mr Bob Pollard.

The school was named after Frank Miller, a well sinker who spent a lot of time in the area during the days of cattle droving. One such well is nearby, with the name of the well given to the suburb where it is located.

Millars Well's school vision reflects the school's commitment to values, excellence, respect, inclusivity and diversity, access and participation.

Our school motto is "Friendship and Achievement" and we endeavour to reflect this in our social/emotional and academic learning programs. We take pride in our motto, our openness to new ideas and new people, our quality learning opportunities and our care for our students.

Our school song also mirrors these values. Emphasis is placed upon understanding values and ethics and applying them to learning and social interactions.

The staff at Millars Well Primary School are committed to providing a safe, happy environment for students, where they can develop a lifelong love of learning.

The teachers at Millars Well Primary School are dedicated professionals and believe every learner can be successful and reach their potential. Teachers access regular professional development, are heavily involved in collaborative teaching teams and are constantly exploring better ways to help your child learn.

The school uses inclusive practices to cater for the diverse range of cognitive, physical and behavioural differences in the students. The school is inclusive, catering for children with a variety of disabilities and cultures. There is a strong focus on developing students' self-concept through values education, social skills training and assigning students with responsibilities.

# Handbook

## Key Information

### Millars Well Primary School

45 Gawthorne Drive  
Millars Well WA 6714  
Phone: (08) 9187 6900  
Email: millarswell.ps@education.wa.edu.au  
Website: millarswellps.wa.edu.au  
Facebook: Millars Well Primary School

**Principal:** Fiona Byrne

**Deputy Principals:** Jodi Austin, Steven Maxwell & Holly Miles

**Manager Corporate Services:** Tammy Brown

**School Officers:** Kelly Newbold & Paris Johnstone-Brennan

## 2026 Term Dates

TERM	COMMENCES	ENDS
1	Monday 02 February	Thursday 02 April
2	Monday 20 April	Friday 03 July
3	Monday 20 July	Friday 25 September
4	Monday 12 October	Thursday 17 December

## Public Holidays

Labour Day	Monday 02 March
Good Friday	Friday 03 April
Easter Monday	Monday 06 April
ANZAC Day	Monday 27 April
WA Day	Monday 01 June
FeNaCING	Monday 03 August

## School Development Days – students do not attend

Term 1: Thursday 29 and Tuesday 30 January  
Term 2: Monday 20 April  
Term 3: Monday 20 July  
Term 4: Monday 12 October and Friday 18 December

## SCHOOL HOURS






8:20 am	Commence School
10:20 am	Morning Recess
10:50 am	End of Recess
12:50 pm	Lunch
1:20 pm	Class Commence
2:30 pm	School Closes

Your child, for his / her safety, should not come to school before 8.00am. On arrival to school students must wait in the undercover area until classes are opened at 8.10am.

Parents are reminded that school lessons commence promptly at 8:20 am. We ask for your assistance in ensuring children arrive on time and come prepared for their lessons. If a child is late arriving or absent for the day, a note of explanation is required.

Parents collecting children are respectfully asked to do so promptly at 2:30 pm. We ask families to be off school grounds by 2.45 pm.

## The Millars Well Way

 <b>Millars Well Primary School Positive Behaviour Matrix</b>			
	Everywhere, all the time	Learning time	Break time
 <b>Respect</b>	We respond appropriately when spoken to We consider each other's and our own personal space We use appropriate language in a friendly tone We look after school and personal items We wait patiently for our turn to talk or join in	We use whole-body listening We stop, look and listen at teacher signal We allow others to focus on their work We have appropriate voice levels in class	We make sure everyone gets a turn when playing games We follow duty teacher instructions We stay seated in the eating area until released We use sports and other school equipment correctly
 <b>Care</b>	We solve our problems with a calm tone and kind words We offer others help when they need it We consider others' feelings We value differences We check in with others to see if they are ok	We cooperate with our class members We give encouraging feedback We join in and help the group We walk carefully and quietly within learning spaces	We consider others when playing games We tell a teacher if we see somebody hurt We play by the rules of the game We leave living things alone
 <b>Responsibility</b>	We follow staff instructions We follow routines and procedures We talk to staff when we want or need help We report unsafe situations to staff members straight away We walk our bikes and scooters on school grounds	We focus on the task at hand We get ready to work quickly and quietly with the equipment we need We work towards our goals We ask permission to leave the learning space We keep ourselves and others safe online	We walk on the concrete around the school buildings We play noncontact games at school We wear appropriate shoes and school hats We pick up rubbish and put it in the correct bin We ask permission to enter the classroom
 <b>Excellence</b>	We wear our uniform with pride We aim to be our best self We celebrate success and effort We give everything at school a go We use strategies to help manage our emotions	We learn from our mistakes to help us grow We use our time effectively We embrace challenges We always do our best	We are honest with ourselves and our peers during games We encourage and support others We are always good sports
Together, everyone experiences friendship and achievement			

## School Song

Children in Karratha have a special primary school.  
 Where friendship and achievement are our goals,  
 Where understanding teachers work with children hand in hand  
 And proudly we wear maroon and gold.

Millars Well (**Millars Well**) Millars Well (**Millars Well**)  
 Where friendship and achievement are our goals.  
 Millars Well (**Millars Well**) Millars Well (**Millars Well**)  
 A place where happy children learn and grow.

As we graduate and travel further in our lives,  
 We'll carry special thoughts along our way,  
 And what we well remember is our early childhood years,  
 And how we've helped each other all the way.

Millars Well (**Millars Well**) Millars Well (**Millars Well**)  
 Where friendship and achievement are our goals.  
 Millars Well (**Millars Well**) Millars Well (**Millars Well**)  
 A place where happy children learn and grow.  
 A place where happy children learn and grow.

## General Information

### Absences

Under Section 25 of the School Education Act 1999, parents are required to notify the Principal of the reason for their child's absence as soon as possible or within three days of the first day of absence. The Principal may also request a certificate from a medical practitioner to support the reason for absence.

### Accidents

If your child is injured or becomes ill during school hours, all care and attention will be given and you will be contacted. Minor injuries or illness during the day are attended to at school and children then return to their class. In an extreme emergency, the school will seek outside medical assistance.

If you have a change of address or telephone number it is important to inform the school, so there won't be delays in contacting you.

### Allergies

Some students in our school have severe and potentially life-threatening allergic reactions to various allergens.

As a school we promote allergy awareness based on the recommended guidelines from The Australasian Society of Clinical Immunology and Allergy (ASCIA). Banning particular foods and declaring schools to be 'nut-free' are not recommended by ASCIA as it is not possible to guarantee such positions. It is recommended that schools develop strategies to promote allergy awareness. Staff



are trained in the recognition and management of acute allergic reactions as well as planning for unexpected reactions whilst implementing practical strategies to reduce the risk of accidental exposure to known allergic triggers.

It is important that accurate information is obtained from parents and carers and we thank you for your understanding and cooperation in assisting us to provide a safe environment for all children.

### Animals at School

Animals are not permitted on school grounds unless arrangements have been made with the Principal.

This includes walking dogs through school grounds at drop off and end of the school day. This is for the health and safety of all school community members.

### Assemblies

Assemblies are held fortnightly on Wednesdays at 8.30am in the under-cover area. All classes have an opportunity to host an assembly. Parents are most welcome to attend. Details of assembly dates are advised through newsletters and term planners.

### Bikes and Scooters

Children who ride a bike or scooter to school are required to wear a helmet. Bikes and scooters are to be placed in the bike racks and must be secured with a chain. Bikes and scooters are not to be ridden on school grounds. EScooters are not permitted to be used or stored on school grounds.

### Book Fairs

The school runs one Book Fair during the year where good quality books can be purchased at reasonable prices. The date is advertised through the school newsletter.

## Bus Service

TransKarratha provides bus transport for students to and from school. Students require a SmartRider to travel. For more information, contact 13 62 13 or visit the Transperth website: [transperth.wa.gov.au](http://transperth.wa.gov.au).

## Canteen

Our canteen is organised and run by the P & C Association and is reliant on volunteers. The canteen is open 4 days a week – closed on Mondays. Lunch orders can be ordered by completing an order bag obtained from the canteen or by registering and ordering online at [www.quickcliq.com.au](http://www.quickcliq.com.au).

The canteen menu and price list is distributed at different times throughout the year to reflect seasonal variations. If you would like to volunteer, please talk to the Canteen Manager or call 9187 6907.

## Collecting Students during School Hours

All parents collecting students from school during school hours are required to sign students out using the Passtab system at the front office. An Early Release card will be provided which must be given to the teacher before students are released from class.

## Concerns / Complaints

Effective communication is the key to building a positive relationship between home and school and plays an important part in the education of your child. You should feel confident that we will listen and respond to your concerns and effectively manage and resolve complaints.

Issues may arise during your child's schooling and these are more productively resolved if you raise them with the school directly, as early as possible. Please start with your child's teacher. For some matters, it may be appropriate to talk directly to a deputy principal or principal.

Contact the school to arrange an appointment or if you prefer, email, phone or write a letter. You may be asked to put your concerns in writing if you need to tell us about multiple or complex issues.

### Talk to your school's Principal if:

- you were not able to achieve a satisfactory outcome with the teacher or staff member
- the matter is about the conduct of a teacher or staff member
- the matter is about something impacting your child's education

### Talk to your school's Education Regional Office if:

- you believe that your concern was not resolved by the school
- the matter is about the conduct of the Principal

Information regarding concerns and complaints can be found on the Department of Education website – [Complaints - Department of Education](#)

## Confidential Declaration

All parents who assist in classrooms or other activities within the school need to complete a Confidential Declaration annually to comply with the Department of Education's policy. The completed forms will be treated with the utmost confidentiality at all times. These forms are available at the office.

## Contact Details

Parents are requested to ensure that their family contact details are kept up to date at all times. Please advise the front office if your address, telephone number, mobile number, emergency contacts, or custody arrangements change so that your details can be updated.

## Contributions and Charges

The Millars Well School Board has ratified the schedule of contributions and charges and approved the cost per child of \$60.

The term "contribution" refers to a voluntary sum of money requested from parents to help meet the costs of materials, services and facilities provided in the delivery of the school's educational program. The School Education Act permits schools to levy a contribution to a maximum of \$60 for each child from Kindergarten to Year Six.

The term "charges" refers to costs that may be incurred in the extension of the school's educational program. Participation can be voluntary but the charge becomes compulsory when the student chooses to participate. The amount indicated for each item is the upper limit and totals will not be exceeded for any additional school activity during the year.

## Court Orders

Where Court Orders exist for your child or children, please advise the school office, and provide relevant documentation to avoid any confusion.

## Cyclones

Tropical Cyclones are a seasonally occurring natural hazard which extends from the beginning of November through to the end of April each year.

The school cyclone procedure is available on the school website: [Cyclone Information – Millars Well Primary School](#)

If the school is to close, this is broadcasted via the following local radio stations between 6.15am and 7.45am.

- ABC Radio (Official Broadcast)
  - Spirit Radio (Unofficial Broadcast)
- The frequency of the updates will depend on the type of cyclone alert.

## Dress Code

Students take pride in wearing our school uniform. The acceptance of the dress code is assumed upon enrolment at Millars Well Primary School.

Parents and the school work in a partnership to promote and foster positive self-image of the individual and school identity.

Adherence to the dress code;

- Fosters a sense of community
- Encourages equity amongst students
- Ensures students are dressed safely for school
- Enhances the public image of the school
- Protect students from UV radiation

Please visit our school website for details of our uniform policy

Students who, for religious or health reasons, may wish to apply for an exemption or modification to the school dress code are required to make an appointment with the Principal.



## Enrolments

Millars Well Primary is a Local-intake school and has a designated geographical area from which enrolments are taken. An eligible child whose place of residence is within that area is guaranteed enrolment in the compulsory years of schooling- Pre-primary to Year 6.

You will be asked to show your child's Birth Certificate (original or certified copy) or birth extract or equivalent identity documents; an Australian Immunisation Register (AIR) Immunisation History Statement, no more than two months old; usual place of residence: for example utilities account, lease agreement of at least three months, proof of ownership of property, statutory declaration, copies of any Family Court or other court orders, and Visa details (if applicable) - Principals may accept a maximum of 3 documents as evidence of residential address.

An application for enrolment must be completed and once accepted, an Enrolment Form will be required to be completed and submitted to the school prior to your child attending.

## Excursions / Incursions

Students will have the opportunity to participate in some excursions/incursions throughout the year. The cost for these is kept to a minimum and information will be sent home when these arise. Every care is taken to keep the costs to a minimum.

Teachers use excursions/incursions to support and consolidate their teaching programs and these activities require funding by parents. Under the Department of Education's Excursion Policy, a Medical / Consent form is required to be completed each year by a child's parent or guardian.

Students are not permitted to attend an excursion without these forms being completed. Parents are reminded that students are required to be in full uniform as specified by the school.

## Factions

Children are placed in factions upon enrolment at the school and remain in the same faction during their time at school. We endeavour to place all family members within the same faction.

Faction names are:

**DELAMBRE DRAGONS**

**LEGENDRE LIGHTNING**

**MALUS MAGIC**

**ROSEMARY REBELS**

## Footwear

It is most important that children wear proper footwear to school for health and safety reasons. Appropriate forms of footwear are shoes, sneakers and buckle-on sandals that can be worn for sporting activities. Loose footwear such as thongs or crocs are not to be worn.

## Hats / Sun Smart Policy



## In line with recommendations from the Cancer Council of Western Australia, our school has adopted a 'no hat, play in the shade' policy.

This means that for sport and physical education, children must wear the school broad brimmed hat. Caps are not to be worn at school.

During lunch and recess breaks, children without hats will be directed to play in the undercover areas or library. This is for the protection of your child.

## Head Lice

Head lice are tiny insect parasites that live on the human head, feeding on the scalp several times a day. Head lice reproduce by laying their eggs (nits) on the hair shaft close to the scalp. They are not dangerous, don't carry diseases and are not a sign of poor hygiene.

Head lice are spread by head-to-head contact with another person who has head lice (e.g. when doing group work at school or playing).

Under the School Education Act 1999, the Principal may exclude a child with head lice from school until treatment has commenced.

Parents are notified when a child has been identified to have head lice. Treatment must be commenced and all live head lice removed before the child is permitted to return to school. There is no immunity to head lice. Children with long hair should wear it tied back when at school.

## Health care needs

For students with health care needs, the Principal will request parents to complete one or more of the Department's standardised student health care plans or provide an alternative plan from their child's medical practitioner. These forms are available at the front office. Parents are required to provide any medications necessary for their child's need.

## Illness

The best place for an ill child is at home or with a carer. If your child has symptoms such as vomiting, eye, ear or nose discharge, please keep them home until they are well rather than putting others at risk of infection. Please do not send them to school for at least 24 hours after symptoms have finished.

It is possible that at some time during your child's education he / she will contract one of the common diseases of childhood. Parents are asked to note the exclusion periods for diseases, as the danger of spreading the infection is prominent not only whilst the child is suffering from early symptoms, but they can still retain infection in their bodies or clothing after symptoms fade.

# Handbook

For some common medical conditions, the Health Department provides information on recommended exclusion periods:

CONDITION	EXCLUSION	EXCLUSION OF CONTACTS
Chicken pox	Exclude until all vesicles have crusted.	Refer any immunosuppressed children (e.g. leukemia patients) to their doctor. Do not exclude other contacts.
Conjunctivitis	Exclude until discharge from eyes has ceased	Do not exclude.
Diarrhoea	Exclude until diarrhoea has ceased.	Do not exclude.
Hand, Foot and Mouth disease	Exclude until vesicles have crusted.	Do not exclude.
Hepatitis A	Exclude until 14 days after onset of illness or 7 days after jaundice appears.	Do not exclude. Contact management will be coordinated by Department of Health staff.
Herpes simplex "Cold Sores"	Young children unable to comply with good oral hygiene practices should be excluded if lesions are uncovered and weeping.	Do not exclude.
Impetigo	Exclude until day after antibiotic treatment has commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing.	Do not exclude.
Measles	Exclude for 4 days after the onset of rash.	Do not exclude vaccinated or previously infected contacts. All other contacts should be excluded until 14 days after the onset of the rash in the last case. If susceptible contacts are vaccinated within 72 hours of their first contact with the first case they may return to school following vaccination. Contact management will be coordinated by Department of Health staff.
Meningococcal infection	Exclude for 24 hours after antibiotic treatment commenced.	Do not exclude. Contact management will be coordinated by Department of Health staff.
Molluscum contagiosum	Do not exclude.	Do not exclude.
Mumps	Exclude for 9 days after onset of symptoms.	Do not exclude.
Parvovirus (B19 erythema infectiosum, fifth disease)	Exclude until well.	Pregnant women who have been exposed to parvovirus B19 should consult their doctor.
Ringworm, scabies, pediculosis (lice), trachoma	Exclude for 24 hours after treatment has commenced.	Do not exclude.
Rubella (German measles)	Exclude for 4 days after onset of rash.	Do not exclude. Refer pregnant contacts to their doctor.
Streptococcal infection (including scarlet fever)	Exclude for 24 hours after antibiotic treatment has commenced.	Do not exclude.
Whooping cough	Exclude for 21 days from the onset of cough or for 5 days after starting antibiotic treatment.	Contact management will be coordinated by Department of Health staff.
Worms (intestinal)	Exclude until diarrhoea has ceased.	Do not exclude.

## In Term Swimming

Children in Years PP - 6 are offered swimming lessons which is held during school time. These lessons are part of the school curriculum. No tuition fees are charged for these lessons, however, bus transport and pool admission charges are paid by parents.

Dates and associated costs will be advised through the school newsletter and permission forms as soon as details are finalised.

## Insurance Cover & Students

To avoid any misunderstandings regarding school children and insurance cover, your attention is drawn to the following:

- The Department of Education does not insure children against injury at school or when on an excursion, camp, visit, etc. This is the responsibility of the parent.
- The Department of Education does have public liability insurance cover that covers their liability in cases of accidents caused through defects in school buildings, equipment, or playgrounds, or through negligence on the part of an employee of the Department.
- When travelling on school excursions, camps, swimming etc., students are covered by normal third-party insurance.
- Bus companies carry an additional public liability policy, but again it only covers negligence on the part of the company.

## Kindergarten

While Kindergarten is not compulsory in Western Australia, attendance is highly recommended for your child to build important social and emotional skills that help throughout their school life.

Learning programs are based on children's interests with a focus on social, emotional, pre literacy, pre numeracy and physical development.

### Transition

Helping your child transition from home to school, and ensuring they have a positive first experience, is important. A child's first experience shapes the way they think about school in the future.

### Attendance

Kindergarten students attend 15 hours a week from the start of the school year.

If a family feels that the full 15 hours may not suit their child at the start of the school year, a transitioning period can be negotiated. In most cases, the first two weeks of the school year will be sufficient, however individual children may require more time, negotiated on a case-by-case basis.



Developing the habit of going to school every day is vitally important so your child does not miss out on important skills and content.

It is really important to arrive at Kindergarten on time so your child has time to settle in and is relaxed and happy before class starts. The classroom doors open at 8:10am and the program begins at 8.20am.

**Duty of care** provisions require children are brought to the door of the Kindergarten by an adult. If you arrive after the school day has started, you need to sign in as late at the front office.

At the end of the day, you must collect your child from the classroom. If another adult is picking them up, you must advise the school in advance, so the teacher knows who to expect.

### Recess and Lunch

For their morning break, children have fruit and a drink of water. They need a water bottle to use at school and one piece of fruit to share each day. If you have no fruit, things such as tomatoes, cheese, sultanas, celery or other vegetables can be sent along.

If your child is allergic to any food, please notify staff.



It is important for you to continue to be involved in your child's learning once school starts.

### Parent Participation

We hope that you will take an active interest in your child's classroom activities. All parents (mums, dads and grandparents) are invited to come along to the school to observe the program and participate in it. Whilst we welcome and encourage you to help in our school, all helpers are to observe strict confidentiality and respect the rights of other students. A parent roster will be put up at the beginning of each term and we hope that you will come and join us!

### Lost property

Lost property is kept in a box in the front office. Children and parents may check the box before and after school each day for misplaced items. Items with names are returned to owners if possible. Parents are requested to clearly label ALL property with the child's full name.

### Medication

Where possible, student medication should be administered by the parent/guardian at home in times other than school hours. Some students may need to access medication during school hours for medical conditions.

The school has a separate policy for the administration of medication to students, which includes asthma inhalers and other drugs and medicines. These are managed carefully to ensure the safety of all children.

If students require medication during school times a form must be completed and signed by the parent and given to the person administering the medicines, generally the classroom teacher or office staff.

Parents are required to notify the school of children with special medical conditions, including health information pertaining to the management of anaphylaxis and asthma.

Emergency Action Plans must be completed and signed by your general practitioner, and these must be kept updated. Parents are responsible for replacing expired and used EpiPens / medications.

### Mobile Phones

We understand the need for some students to have mobile phones with them at school e.g. for security reasons walking to and from school. The school policy is that **all student mobile phones need to be handed to the front office** at the beginning of the day. Under no circumstances should mobile phones be brought into class by students. Students can collect the phone at the end of the school day.

### Parents & Citizens Association

The Parents and Citizens Association (P&C) has a valuable role to play in the school. The objectives of the P&C Association are to foster community interest in education; promote the closer liaison between the school and the community and assist in the provision of school amenities.

Parents are invited to attend P&C meetings with times and venue advertised in the newsletter and the Millars Well P and C Community Facebook page. A membership fee of \$1.00 per family annually is payable and new parents should feel welcome to attend help and / or participate in any way they feel comfortable.

## Parent Communication

At Millars Well Primary parents are kept informed through various mediums.

Seesaw is our main communication platform and parents will be given a QR code for access on enrolment. This allows two-way communication between the class teacher and families. Notices from either the administration or classroom teachers are posted from time to time through Seesaw.

The latest newsletter (includes information from the Principal and P&C) is posted on Seesaw and is also uploaded on the school website.

Reminders about important events may be sent via SMS and posted on the Millars Well Primary School Facebook page.

## Parent / Teacher Interviews

Parents are encouraged to visit the school to discuss with the class teacher any problems or concerns they may have regarding their child.

Parents will appreciate though, that unscheduled visits to talk to staff before daily lessons may hinder lesson preparation.

To help provide the best learning conditions for all students please ensure that interviews and discussions are by appointment only. Please phone the front office on 9187 6900 or message the teacher via Seesaw to co-ordinate a meeting.

## Parking

Parking on the school grounds is very restricted and parents dropping off and picking up students are requested to take great care and to observe all traffic laws. For safety reasons please endeavour to keep all entry and exits clear and remain with your car in the student drop off/collection zone.

For the safety of students, parents are not to use the staff parking area to drop off or collect students.

Everyone's cooperation is needed to ensure the safety of all children.

## Personal Items

Students should not leave money or valuables in their school bags, desks etc., Money should be handed to the classroom teacher for safekeeping. Children should NOT bring valuables to school as we cannot guarantee safety for these articles. Parents are also requested to discourage students from bringing toys to school for the same reason except on "News" day.

## Physical Education

The Department of Education requires all primary aged students are engaged in two hours of physical activity each week.

Physical activity is undertaken on a regular basis by all students and if a child cannot participate (on medical grounds) then a note must be provided.

Movement and game skills are taught and it is important that all children are suitably attired including the school broad brimmed hat and wearing appropriate footwear on these occasions.

A drink bottle with water is also recommended for hydration purposes.



## Reporting to Parents

Reporting to parents occurs throughout the year PP to Year 6:

### Term Two

Semester One Report.

### Term Four

Semester Two Report.

Kindergarten Portfolios showing student development across various learning areas are sent home to parents.

## School Support Services

Good health is vital to school progress and our students' health needs are supported by a team of qualified professionals. This includes:

### School Dental

The Government of Western Australia provides a School Dental Service to all children from the year they turn 5 until the age of 17. The local dental therapy centre is on site at Karratha Primary School and enrolment forms are forwarded to parents upon enrolment in school.

Appointment notes are sent home with students and parents are responsible for transport.

The Dental Therapy Centre is at Karratha Primary School, 40 Turner Way, Bulgarra (closed school holidays). Contact 9143 1666.

### School Health Nurse

A School Health Nurse visits the school throughout the year providing the following:



A full health assessment on all Kindy / PP children. This includes visual and hearing assessment.

PP – Year 6 Modified Health Appraisal if not previously performed. Regular Reviews. Teacher / Parent Referrals.

Health promotion and health education within the school and community.

### School Psychologist

School Psychologist service is free and available upon referral. This service provides specialist psychological assessment, intervention and consultation services for schools. Support is provided in the main areas of behaviour, learning, and mental health and wellbeing. Support for schools is provided at the individual child, group and whole of school level.

Talk with your child's teacher or the principal if you believe support from a school psychologist may be of assistance. School psychologists will consult with you and the school staff who are working with your child. They can also provide assessment services and links to other services.

## School Premises

Children should only be on the school grounds out of school hours if they are under the direct supervision of a teacher or another adult who has been given approval to use the school by the Principal.

The assistance of parents is requested in helping to stop vandalism and theft at the school. If you see any suspicious behaviour in or around the school outside of school hours, please contact Police 131 444.

## Transferring Schools

Parents are asked to notify the school one week prior to departure when children are likely to transfer, so that Department obligations are met. A forwarding address is required so that any items left behind may be posted. Student records are forwarded within Western Australia upon notification from the new school of your child's enrolment.

Students are to take all their personal belongings with them. Please ensure that any resources belonging to school are left at the school i.e. library books, class readers.

## Working with Children Check

All staff are required by law to have a current Working with Children Check along with contractors onsite. Parents attending school camps are also required to have one, these can be obtained from the post office.

Friendship and Achievement



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