



## Parent Handbook

2026

*Respect • Excel • Aspire • Learn*



## ABOUT US

Wilson Primary School ('Wilson PS' or 'the school') is situated in the peaceful suburb of Wilson, ten kilometres south of Perth City. The school catchment is bordered by Manning Road, Albany Highway, and the beautiful scenic areas of the Canning River. However, this is a notional boundary and if places are available then students from outside this boundary are considered for placement. Property values in the area are on the rise and many members of the local community are involved in professional occupations, attend Curtin University or are self-employed. The school is set in very attractive surroundings with many trees, natural shade and extremely well-maintained gardens.

Wilson PS commenced operations in 1963. In the 2000's the school population peaked at over 350 students but reduced when Year 7 students were no longer enrolled in Primary School. Currently, the student population is fairly stable at a little over 290 students, which includes our Kindergarten and Pre-Primary programs. Our ideal size and placement in the centre of our community contribute to the strong family feeling and atmosphere, which is highly valued by the students and their families. In addition to the Kindergarten and Pre-Primary buildings there is a music room and LOTE (Indonesian) learning area in use. There are also areas for art, instrumental music lessons and a variety of other activities. The school also prides a well-resourced library.

The school's educational program focuses strongly on the implementation of the Western Australian Curriculum, Early Years Learning Framework and National Quality Standards. In the classrooms, literacy support is provided to all students through targeted support via our newly adopted Targeted English Intervention Program. Wilson Primary has adopted MiniLit. MiniLit is an evidence-based, explicit, and effective early literacy intervention program for teaching reading skills to children in Year 1 or 2.

Wilson PS also runs a phonics program 'Letters and Sounds' that is held each morning for Pre Primary to Year 2.

The school offers the following specialist programs in 2026:

- Physical Education
- Music
- Art
- Indonesian

Wilson PS has traditionally had a varied Physical Education ('PE') and Sports program, with students competing in a variety of disciplines including Football, Netball, Soccer, Basketball and Cross Country, and other sports in the PE program, in addition to the usual Swimming and Athletics programs. These programs are supplemented by SEDA College WA students who provide small

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group coaching. We also have an Active After School program that is very popular with students and placements are at a premium. Specialised play areas are provided for children across the school where they get to use a variety of games, building materials and resources during recess and lunch time to enable children to be stimulated and catered for during their recreational breaks. These common school resources are cared for, maintained, set up and packed away by the students, which fosters ownership and management skills and community spirit.

In addition, there is an ongoing focus on the environment with our Water-Wise and Waste-Wise programs. These will be expanded further with an inquiry focus on sustainable environment studies. The school now has a substantial solar system which has greatly reduced our utilities costs. Sustainability is a key focus of the school with the staff and students making good use of our newly established environmental studies learning area that includes facilities for recycling, composting, and maintaining flower beds and frog ponds.

All students are becoming more conversant with technologies and at Wilson we are involved in expanding the available technologies for learning for all students. Classrooms are equipped with interactive whiteboards, with Years 4-6 supported by school owned 1:1 laptop program. Students in the lower grades have access to laptops and iPads on a rotational roster.

There is traditionally strong community involvement at Wilson PS. The Parents and Citizens ('P&C') Association meet each term to make and prepare items for events. The members help with school-based activities such as athletics carnivals and run their own events for students during the year. These fundraising activities supplement or finance school development projects or help purchase resources. The P&C also runs the Canteen, which offers three days a week, and a Uniform Shop to meet the school needs.

The students at Wilson Primary School wear their school uniform with pride as it represents the caring school community, the sporting, musical and academic achievement throughout the student body. This is a school with proud traditions, with an eye to the future and our place in the West Australian community and in the global community.

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## OUR SCHOOL YEAR

### Term Dates 2026

Semester 1		STUDENTS	PUPIL FREE DAY
Term 1	Monday 2 <sup>nd</sup> February - Thursday 2 <sup>nd</sup> April		Thursday 29 <sup>th</sup> Jan and Friday 30 <sup>th</sup> Jan
Break	Friday 3 <sup>rd</sup> April - Sunday 19 <sup>th</sup> April		
Term 2	Monday 20 <sup>th</sup> April - Friday 3 <sup>rd</sup> July		Friday 29 <sup>th</sup> May 2026
Break	Saturday 4 <sup>th</sup> July - Sunday 19 <sup>th</sup> July		
Semester 2			
Term 3	Monday 20 <sup>th</sup> July - Friday 25 <sup>th</sup> September		Monday 20 <sup>th</sup> July
Break	Saturday 26 <sup>th</sup> September - Sunday 11 <sup>th</sup> October		
Term 4	Monday 12 <sup>th</sup> October - Thursday 17 <sup>th</sup> December		Monday 12 <sup>th</sup> October and Friday 18 <sup>th</sup> December

### School Events

Harmony Day                      NAIDOC Week                      Edu-Dance  
 Faction Sports Day              Swimming Lessons                      Book Week  
 PBS Reward Day                  Class/LOTE/Arts Assemblies              Graduation Activities  
 Interschool Sports Carnivals – Summer, Winter, Cross-Country, Interschool Athletics

## OUR SCHOOL DAY

### Hours of Instruction

8:30am              Children begin to arrive at school  
 8:40am              Classrooms open  
 8:50am              School commences  
 10:40am              Recess  
 11:00am              Class resume  
 12:45pm              Lunch  
 1:20pm              End of lunch  
 3:00pm              End of school day

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## **Assembly**

Assemblies are scheduled on Fridays throughout the year, commencing at 9.00am (Please check the school calendar for the dates of when they will be held). Classes take turns in running the assembly. The students and staff welcome parent and community attendance according to the Department of Health recommendations.

Assembly Format:            Starting time: 9.00am  
    Finishing time: Between 9.20 and 9.45am

The program is as follows:

- Class item
- Student awards – Class Awards, Values Rewards
- Library and student council report
- National Anthem

## **Attendance and Punctuality**

Regular attendance is vital for academic and social success at school. Everyday counts. Every absence makes a difference. Under the Education Act, parents are required to send their children to school on every day that the school is open unless they are unwell, or the Principal is provided with an acceptable reason for the absence. Shopping trips, birthdays and outings are not acceptable reasons. Parents are obliged to indicate the reason for their child/ren's absence from school. This needs to be in written form and handed to the classroom teacher on their return to school. There is a reward day each term for students with excellent attendance.

Classrooms are open at 8:40am. Every effort will be made to have the classrooms open by 8.45am. As school does not officially start until 8.50am, there is still plenty of time for children to get settled before the school day commences. Children who arrive prior to 8.40am are required to sit quietly on the junior stage and wait to be dismissed to class. Children are to be collected at 3pm. All families are encouraged to leave the school grounds by 3.30pm, unless involved in an afterschool activity.

Punctuality plays a most vital part in your child's education. The early part of the day is the most important time for efficient learning. All students arriving late must report to the office and obtain a Late Note. Late arrivals are recorded on the Education Department's School Attendance Register.

### ***Students Leaving the School Grounds***

For the safety of all children, it is important that **any person coming to the school, outside of pick up and drop off times, reports to the school office before going to their child's classroom or any other location on the school site.**

When a child is being collected from the classroom, the parent/care giver must go to the Office and fill in a Leave Pass and hand the white copy to the class teacher.

All other visitors must sign in at the Office. This enables us to monitor who is on the school grounds and assists us in our 'duty of care'. It would be appreciated if parents ensure whilst they are on the school grounds that they model expected behaviours. For example: walking their bike through the school.

Parents making other arrangements for young children (e.g. a friend collecting their child) need to inform the school through a note or phone call on 9376 8650. This assists us in our 'duty of care' and reducing the risk of children becoming distressed.

### ***Extended Absences***

Please note the following information if you are planning to take a vacation during a school term.

***If your child is away from school, the principal MUST be notified IN WRITING***

The Code "K - **Unauthorised Vacation**" will be entered on the Attendance Register to identify students whose parents have taken them on an in-term holiday.

If the absence extends beyond the notified number of days, and no acceptable reason is provided, the additional absences will be recorded with an X (Unacceptable reason).

## EARLY YEARS PROGRAM

### KINDERGARTEN

Students attend kindergarten for 15 hours a week, 2 days and 3 days every second week. Most students have no difficulties when their parent leaves them at kindergarten. For those few students who experience anxiety there are a few simple steps to remember:

- Always discuss Kindergarten in a positive and encouraging way at home.
- If your child is crying it is best to explain that you will be back at home time, kiss them goodbye and leave promptly. We are very experienced at calming upset children and they usually calm within minutes of parents leaving.

**Remember that a calm and confident parent helps to create a calm and confident child.**

Learning programs are based on children's interests with a focus on social, emotional, pre literacy, pre numeracy and physical development. As your child's first teacher, the role you play is vital. The early years of school build on the experiences your child has at home and sets the foundation for all their future learning.

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#### WHAT WILL MY CHILD LEARN?

In a carefully planned learning environment, your child experiences many different learning activities. The social and emotional development of your child is a very important part of planned learning. Teachers plan activities and encourage children to be involved so they become successful learners, team players, good problem solvers and creative thinkers who enjoy challenges.

Another focus in kindergarten is on language and literacy. Your child develops an early understanding of letters, sounds and rhyming words; as well as how pictures can tell stories, how written words can be read, and how spoken sounds can be written down. Learning about maths and numeracy is also a key part of kindergarten. Your child learns about early counting, quantifying small collections, regularity, sorting and classifying, shape and position and measurement using play-based techniques and strategies.

Developing the habit of going to school every day is vital so your child does not miss out on important ideas and skills they need for future learning. Did you know?

- missing half a day of school each week equates to one month of missed learning per year
- the attendance habits set by your child when they first start school continue throughout their school life

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- if your child missed half a day of school each week between Pre-primary and Year 10, they would miss almost one full year of learning
- learning is cumulative – if your child misses a day, it is harder for them to catch up.

You can help by arriving and collecting your child on time; making sure they get nutritious meals and enough sleep. When bringing your child to kindergarten you must accompany them into the grounds and ensure they are left in the charge of the teacher. Please wait outside the classroom until the door is opened.

## PRE-PRIMARY PROGRAM

Pre-primary education reinforces and extends the learning which was initially established in the child's home and later in kindergarten. Every child should have the freedom to explore and develop as an individual. A carefully planned Program will help a child to develop physically, socially, emotionally and intellectually through group and individual experiences.

The following areas of learning are focused on during the child's pre-primary year.

- Social and emotional development
- Physical Development – fine and gross motor skills
- Cognitive Development – Literacy, Numeracy and General Knowledge
- Creativity

***If your child has additional needs, please make an appointment to discuss these needs with their class teacher.***

### Daily Program

The first session will address literacy. This session will begin with letter/sound activities followed by a task to reinforce the skill being taught. This session may also include oral language, writing, listening, reading and comprehension skills. Currently 'Letters and Sounds' and Talk for Writing/Reading, Prodigy Maths and Primary Science are whole school academic programs.

The second session will address numeracy. This session will begin with mental maths. The focus concept will then be demonstrated and modelled, followed by an activity to enable the children to put the skill/concept into practice. Parents can reinforce lessons by using Prodigy maths online at home.

The afternoon session will address skills through creative tasks and structured play. The table tasks will be linked to literacy, numeracy and the general knowledge topic of focus.

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The Program is carefully planned, and for each child to receive the full benefit, it is important that your child attends regularly. Your encouragement and support in this area would be greatly appreciated.

Remember, your child's Pre-primary experience will be even more rewarding if you take an active role in his/her school day. Your many talents and abilities certainly have a place here – so please feel free to join in. A parent duty roster is offered for parents to attend with their child throughout the year.

**Please Note: Children and their siblings are not permitted to use the playground before or after school.**

## YEARS ONE and TWO

These are the final two years of the Early Years Learning Program. All Learning Areas will be incorporated into the daily timetable. As always, the day will start with Literacy and Numeracy blocks. This is the most beneficial and important time of the day for any learning, so it is vitally important that children are at school for the start of the school day.

Early Years students in the Primary School setting are involved in all activities that are undertaken by the whole school. These activities may involve such things as Literacy-based day trips, fund-raising days, assemblies, concerts and many varied celebration days.

## YEARS THREE, FOUR, FIVE and SIX

As your child progresses through Primary School, they need to develop the confidence and work ethic required to stand them in good stead for their future education. As always, your support is greatly appreciated by the staff and students. Ways in which you can help include volunteering to help in the classroom – reading, cooking, covering books, making charts, lots of things! – coaching sporting teams, helping at sports carnivals or on special days. There is a myriad of opportunities for you to be involved in your child's education. All educational programs across the school are aligned to the Western Australian/Australian Curriculum.

## Parent/Teacher Interviews

The school is very keen, in the interest of students, for a close liaison between parents and teachers. Parents are encouraged to discuss the progress of their child with their teacher/s at any time in the year – please don't think you need to wait for a problem to develop before contacting the school. Please telephone 9376 8650 to arrange a convenient interview time with your child/ren's teacher.

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## POLICY AND GUIDELINES

### **Communication**

Communication between school and home is of the utmost importance. It helps to meet student's needs. Come and tell us things we should know and come and ask us things you need to know. Confident and regular communication between home and school will ensure the best outcomes for your child. Please use the Compass app to notify the school of student absences. A link to the Compass app will be sent to you on enrolment. Our school website <https://wilsonprimaryschool.wa.edu.au/> provides the community with information about the school, enrolment forms, news and updates.

### **Reporting**

Student reports (Kindergarten to Year 6) are emailed at the end of Semester 1 and Semester 2. Students in Year 3 and Year 5 will also be issued their NAPLAN results at the end of Semester 2. You may be aware that when enrolling your child in secondary school or another school, the new school will often request a copy of a child's report. For this reason, it is very important that student reports are kept in a safe place. It is not always practical to print a new report.

### **Dress Code**

Parents may purchase the school uniform from the P&C run Uniform Shop. It is an expectation that students will wear the school uniform at Wilson Primary School.

The school uniform includes:

- Sky Blue school polo shirt
- Blue shorts
- Blue skort
- School Dress
- Blue school jumper, Polar Fleece/Zip jacket
- Blue Track/Cargo pants
- Shoes/sandals – Suitable footwear the child can put on independently would be greatly appreciated. Sneakers, sandals, leather shoes are all acceptable. No thongs, clogs, 'ugg' boots or high heels.
- Hats – Please mark with child's name and it is kept at the school.  
We have a "No School Hat – No play in the Sun" policy that is implemented for the entire year.
- Hair – Hair past the student's shoulder should be tied up for safety purposes

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## **Sport Uniforms**

Children will be placed in one of the three factions upon their enrolment. Siblings will be kept together in the same faction.

Our Factions are: **Red** **Yellow** **Blue**

Faction Teams:

- Boys - Blue shorts
- Girls - Blue skirt or blue shorts
- Appropriate footwear

Interschool Teams:

- Blue school t-shirt
- Boys - Blue shorts
- Girls - Blue Skirt or blue shorts
- Appropriate footwear

### **Note:**

1. Wilson Primary School is a multicultural school and accommodates students from a variety of cultures. Flexibility is extended to students who, for cultural or religious reasons, may need to wear other items of clothing such as headwear.
2. Sports shirts are not part of daily school clothing unless it is a child's sports day.
3. Denim is not part of the school dress code.
4. Due to hygiene and safety concerns, facial piercings are not permitted. Small ear studs or ear sleeper earrings are considered acceptable. Dangling earrings are also not permitted.

Articles can be purchased through the P&C Uniform Shop. Please refer to the Parents & Citizens section for more information. Order forms for uniforms are available at the Front Office.

## **No Hat, No Play Policy**

Hats must be worn for all outdoor activities. Children who do not have hats will be required to play in areas that have shade protection e.g. gazebo, shaded sandpit, undercover area. Wilson Primary School SunSmart hats are available for purchase from the Uniform Shop. We also recommend that sunscreen is applied before the child attends each day.

### ***Student Medication Policy***

Where possible, medication should be administered by parents at home at times other than during school hours. If medication is required to be administered by a staff member, then a written request needs to be made of that staff member. Special forms (available at the front office) MUST be completed and handed to the Principal. A Medical form is provided at the beginning of the year to be filled in by parents/carers. Each time the child/ren leave the school on any type of organised activity parents must update any details on a permission slip.

If your child has an ongoing / chronic condition, e.g. asthma, serious allergies, a special Medical Treatment Plan needs to be completed by your G.P. and submitted to the office.

### ***Mobile Phone Policy***

Students are encouraged to leave their mobile phones at home. Should students need to bring them to school, the phones are to remain turned off and handed into the front office for safe keeping prior to school starting and collected at the end of the day.

If a mobile phone is brought to school, it is at the owners' risk and remains the responsibility of both student and parents. Should you need to contact your child, please ring the office.

Smart watches with a communication feature need to be turned off during school hours. Should you need to contact your child, please ring the office. If your child is seen to use their watch as a mobile device, they will be asked to leave it at home or at the office until the end of the day.

## PARENTS & CITIZENS ASSOCIATION (P&C)

Wilson Primary School's Parents and Citizens Association is a very active and productive body of parents and community members. The P&C runs the School Canteen and Uniform Shop. They work in partnership with the school to raise funds to help in providing a positive school experience for your child.

The P&C meets each Term at 6pm in the library. Most of our P&C members are working parents - we certainly encourage and welcome all new parents to become involved in the P&C and its activities.

The P&C typically organises the following:

- Disco
- Cake Stall
- Easter Raffle and Hat Parade
- Silly Sock Day
- Uniform Orders
- Christmas Raffle

The P&C can be contacted via email [wilsonprimary.parents@gmail.com](mailto:wilsonprimary.parents@gmail.com) or via our Facebook page "Wilson Primary School P&C Community".

### UNIFORM ORDERS

Uniform Order Forms are available at the Front Office however it is preferred you visit the Uniform Shop during the advertised Fortnightly hours.

Our preferred payment method is by EFT.

### MUNCHIES - SCHOOL CANTEEN

Munchies is open on Wednesdays, Thursdays and Fridays and run by our Canteen Manager:

Kristy Zuideveld

Tel: 9376 8650

Email : [wilsonprimary.canteen@gmail.com](mailto:wilsonprimary.canteen@gmail.com)

The canteen provides nutritious food and drinks and a good variety of choice to cater for different tastes. Most food items are made fresh on site. Great importance is placed on the use of a good variety of high-quality fruit and vegetables. All food offered meets with specified nutritional requirements for school canteens under the traffic light system.

Recess and Lunch orders are collected by student representatives from the canteen and are handed out by the teachers.

Ice-creams are available for purchase from the canteen during Lunch.

Orders can be placed at the canteen (Cash only) between 8:30 - 9am on Wednesdays, Thursdays, and Fridays, or online (EFT) by using the on-line order platform, Spriggy.

To download the app and register for ordering online, please go to [www.spriggyschools.com.au](http://www.spriggyschools.com.au). Further instructions on how to download the app are on the canteen menu.

Menus are available at the canteen, the office or on the school website.

## GENERAL INFORMATION

### ***Classroom Stationery Requirements (Supply lists)***

A list of requirements for each year is distributed to students in Term 4. Parents can access their own stationery suppliers or use the company which handles the supply lists.

Online Learning App contribution costs will be requested to be paid for each child. This will allow continued support for Wilson Primary School to progress your child online learning requirements, both at school and at home.

### ***Contributions & Charges***

A Voluntary Contribution of \$60.00 per child is requested from parents. These fees go directly towards the purchase of materials for use by your children in their particular year. This is included in the 'Contributions & Charges' schedule sent home at the end of the previous year. Other contributions required:

Wilson Primary School Individual Access to Digital Media Contribution per child	\$10	This Contribution will be used towards the purchase of individual up-to-date resources for use by your child/ren in their particular year.
Wilson Primary School Student Wellness and Values Program Contribution per child	\$10	We also offer extra services through our school Chaplain and School Based Community Liaison Officer. These services provide the type of care that is required when there are social or family issues that are causing an interruption to the student's education. This service is only partly funded by the Commonwealth of Australia. To maintain the current level of service we ask that parents and caregivers provide a small donation.

All parents are encouraged to pay their fees as soon as they possibly can. At \$2 per week this is a small contribution to make a big difference.

Contributions and charges can be paid by the following methods:

- Cash, cheque or EFTPOS (available in the front office)
- Direct deposits to: Wilson Primary School

BSB: 066 136

Account: 00900152

Reference: your child's surname and year

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## **Dental Therapy Centre**

Mt Henry Dental Clinic is Wilson Primary School's dental clinic. All children have the opportunity to be treated. All new enrolments will receive the relevant information early in the school year. The telephone number of the centre is 9313 0552. The service is free.

## **Illness**

If your child is unwell, coughing, has a runny nose or had a bad night's sleep, please keep them at home. Your child will not be able to cope with the day's activities and other children and staff are very susceptible to catching anything infectious. If your child vomits or has diarrhoea at school, you will be asked to pick them up. They are to remain home for 24 hours after last episode.

Please ensure the school is notified of any chronic illness your child may suffer by putting the information on the Enrolment form.

From time-to-time common childhood illness can become a concern. Please refer to the following "Infectious Diseases" section for further information on individual illnesses.

## **Infectious Diseases**

In most cases, regulations covering these require exclusion from school for 7-14 days from the onset unless a doctor's certificate is produced.

### **Chickenpox (varicella)**

Incubation period: 13-17 days

Infectious period: from 2 days before rash appears until vesicles have formed crusts

**Exclusion:** Exclude until well and for at least 5 days after the rash appears and until vesicles have formed crusts

**Treatment:** Antiviral treatment available – see your doctor

### **School Sores (Impetigo)**

Incubation period: 4-10 days

Infectious period: As long as there is discharge from untreated lesions

**Exclusion:** Exclude until day after antibiotic treatment has commenced. Lesions on skin surfaces should be covered with a waterproof dressing

**Treatment:** Antibiotic treatment available – see your doctor

**Scabies (Sarcoptes Scabiei)**

Incubation period: 2-6 weeks before onset of itching if not previously infested

Infectious period: Until mites and eggs are destroyed

**Exclusion:** Exclude until the day after treatment has commenced

**Treatment:** Treatment available – see your doctor

**Head Lice (Pediculosis)**

Incubation period: 7-10 days

Infectious period: Until active lice are killed

**Exclusion:** Exclude until the day after treatment has commenced

**Treatment:** Fact Sheet available from school

**Vomiting**

Incubation period: hours to days

Infectious period: days to weeks

**Exclusion:** Exclude until vomiting has ceased for 24 hours

**Treatment:** Good hand washing practices, rest – see your doctor if symptoms persist

**Diarrhoea**

Incubation period: hours to days

Infectious period: days to weeks

**Exclusion:** Exclude until diarrhoea has ceased for 48 hours

**Treatment:** Good hand washing practices, rest – see your doctor if symptoms persist

***Injury on School Grounds***

Safety is a part of our primary concern. If students are injured or fall ill during the day staff will assess the seriousness of the situation:

- Basic care will be given i.e.: ice pack or dressing
- If necessary, parents will be notified immediately
- Any serious injuries may warrant an ambulance

It is important that our medical records are accurate. Please notify the teacher and front office of any change to your child's medical status or to your contact details.

***Interpreting Services***

The school has access to phone, online and face to face interpreting services. Should you require the services of an interpreter please notify the school.

***Library***

The library is available for students and teachers to encourage and enhance learning and enjoyment. Our Library is available Tuesday through Thursday each week. Students are required to bring their library bag to borrow books.

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### ***Lost Property***

A lost property centre is located near the staff room area, but loss can be kept to a minimum if you ensure that every article brought to school by your child is clearly marked with at least a family name. Books, pads, pencil cases, clothing, hats etc. need to be well labelled. Covering of books will also encourage the children to take pride in looking after their belongings.

### ***Lunch Arrangements***

No sport is played for the first 15 minutes of the lunch break to enable children to eat lunch. The P&C provides a very efficient canteen on Wednesdays, Thursdays and Fridays. Menus and price lists are regularly issued to all children. Children cannot go home for lunch unless collected by a parent or guardian. Please be mindful of healthy eating. For excursions, coordinating teachers will effectively communicate lunch arrangements.

Wilson PS is an Allergy Aware School. We have students with severe life-threatening allergic reactions (anaphylactic) to certain foods. This includes nut products such as Nutella and peanut butter, muesli and chocolate bars with nuts in them. ALL students are asked not to have items with nut products at school and students should not share food.

### ***Parent Involvement***

Parents are very welcome in our school and to assist in the classrooms, library, garden studies and canteen and assist with carnivals and busy bees. If you would like to help in your child's classroom or to assist in another way, please contact the relevant staff member to discuss your availability.

### ***Parking***

The City of Canning wishes to remind parents that special parking by-laws apply to the section of Armstrong Road adjacent to the school and to Waldon Street, so please observe the signs and avoid a parking fine.

### ***Photographic Images***

At times the school needs to use images of children in relation to school-related activities. Included in the enrolment paperwork is a Consent Form asking parents/carers to authorise the use of their child/ren's image and/or work.

### ***Playground Equipment***

Children are only allowed to play on playground equipment if they are being supervised by their teacher or their parent. Supervision means “the child’s parent is at the playground with the child and is actively supervising them.” School rules apply at all times that students use the playgrounds, whether they are supervised by staff or their parent. Children must not play fight, run on verandas, enter classrooms, or ride bikes in the school grounds. We expect children and parents to respect these rules at all times.

Families are asked to leave school grounds by 3:30 PM, unless their child is participating in an after-school club and is supervised by a staff member. This includes not using the playgrounds after school has finished.

### ***School Based Community Liaison Officer (‘SBCLO’)***

Attendance, student wellbeing, home and classroom support are the primary functions of the SBCLO. This role was created in 2019 which is proving to be beneficial for those students deemed to be at educational risk and/or those that require additional support.

### ***School Chaplain***

A School Chaplain visits the school two days a week. The School Chaplain supports students and focuses on good values. These services provide the type of care that is required when there is social or family issues that are causing an interruption to the student’s education.

### ***School Council***

The Wilson Primary School Council is a body consisting of elected staff, parents and community members. The School Council works as a team and is committed to the continual improvement in all aspects of the educational and social development of the students and the school.

The School Council meets once a term. Agenda items or issues for discussion can be lodged with your School Council representative. Please put forward your name if you would like to participate.

The School Council Members consist of:

- Principal
- Community Member
- Three Parent Representatives
- Two Staff Representatives

### **School Nurse**

A School Nurse visits occasionally. Vision, hearing and growth checks are made as the students pass through the school. Parents should ensure that their child/ren are up to date with their immunisation program. Prior to entry to school a tetanus/sabin booster and measles/mumps vaccination is recommended. Please refer to the Department of Health website [www.health.wa.gov.au/immunisation](http://www.health.wa.gov.au/immunisation) to receive information on how to obtain a copy of your Australian Immunisation Register (AIR).

### **School Psychologist**

A School Psychologist visits the school two days a week. The School Psychologist supports staff in planning for students with special needs. At times, the school psychologist may provide support to individuals or groups of students, with parent consent. The School Psychologist is also available to assist us in the case of an emergency.



### **Compass App**

Wilson Primary School primarily communicates with parents/carers through an online program called Compass. Whilst we also use email, text messages, phone-calls and letters to communicate, we strongly encourage parents to get on board with Compass as these are our primary methods of communication.

Compass is the platform we use for student management. We use this to record and monitor the attendance of students in each of their classes throughout the day. When students are absent for an unexplained reason, notification is sent to parents or care givers to notify them. Compass is also used by staff for more individualised communication regarding students.

By using Compass you can monitor your child's attendance and enter an explanation for absence or lateness, update family contact information and communicate with teachers.

Parents will be notified in due course as our school begins to utilise additional features of Compass

Parents and care givers will be able use the Compass app to provide consent for school excursions and events.

Upon commencing enrolment of your child, you will receive email correspondence with login information and details to set up your account for Compass. If you have any issues accessing these applications, please contact the school on 08 9376 8650 or by email [wilson.ps@education.wa.edu.au](mailto:wilson.ps@education.wa.edu.au)

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### ***Staff Meetings***

The staff meet after school fortnightly, to discuss a wide range of items incorporating curriculum, school policy and special events. This provides an important forum for democratic decision making, professional growth opportunities and sharing.

### ***SunSmart School***

Wilson Primary School is a SunSmart school. Our aim is to ensure that all students, staff, parents and visitors attending Wilson Primary School are protected from skin damage caused by harmful UV radiation from the sun.

Where possible, Wilson Primary staff will schedule outdoor activities such as outdoor lessons and physical education to occur when the UV is below 3, which is generally before 12pm. When this is not permissible, activities are scheduled as far from 12pm and include shade, sunscreen, broad brimmed hats and protective clothing.

Wilson Primary ensures that there is appropriate shade and shelter for students of all year groups, including shade sails, trees, verandas, sheltered seating and undercover play areas. During sporting events, marquees are put up to provide adequate shading.

We require all students and staff to wear broad brimmed, bucket or legionnaire hats whenever they are outside, and encourage all visitors and parents to do the same when attending outdoor school events. Students without hats will remain protected from the sun by playing in shaded areas, predominantly undercover areas.

School uniforms are designed to be sun protective as they include collars and close to elbow length sleeves.

The school will have sunscreen available for students, but we encourage students with skin sensitivity to provide their own sunscreen.

### ***Talking about Children***

If you have an issue with another parent or your child has an issue with another child, please come to the office. Parents are requested not to talk to children other than their own about their concerns. In the same way it is important not to talk to other adults about children other than your own. Please think about how you would like your child treated and if you would be happy if someone else was talking about your child.

### ***Toys and Valuables***

Please keep all toys at home. These are impossible to share, impossible to keep track of and easily broken. Students should not be encouraged to bring valuables to school as these can easily be mislaid or damaged during activities. The school takes no responsibility for valuable items that are brought to school.

### ***Transfers***

Please advise the Office and class teacher, at least a week before departure so that Transfer Reports can be prepared, and all records assembled. These documents will be forwarded on to your child's new school as soon as we have received notification that your child has been enrolled.

### ***Website***

Information about Wilson Primary School and important Department of Education links can be obtained via the schools' website <https://wilsonprimaryschool.wa.edu.au/>

### ***Positive Behaviour Support ('PBS')***



### ***Wilson PS PBS***

Since 2019, Wilson PS has had the Western Australia Positive Behaviour Support (PBS) framework from Kindergarten to Year 6. The purpose of PBS is to establish a positive school culture in order to improve academic performance, increase safety, increase engagement and to decrease inappropriate and negative behaviour.

There is a dedicated Wilson PBS Team within the school which consists of the Deputy Principal, Teachers and Education Assistants. Their responsibility is to drive and support PBS initiatives within

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the school. The entire staff and community at Wilson Primary are committed to, and involved in, implementing PBS.

This framework aims to develop our current Behaviour Management Policy into a policy that explicitly teaches and reinforces positive and sustained behaviours. The development of the PBS Framework is an ongoing process, during its development our current behaviour policy will be regularly updated to reflect these changes.

- Wilson Primary School aims to:
- Create a positive environment within the school and classroom so that the teachers, students, and parents can work together.
- Create a caring school environment where the rights and responsibilities of the individual are recognised and respected.
- Recognise those members of the school community whose exemplary behaviour promotes a positive and caring school environment.
- Establish a set of rules that protect property and people.
- Establish a clear and consistent process that sets out consequences for individuals who do not accept their responsibilities.
- Support students who demonstrate difficulty adhering to rules and accepting responsibility for behaviour.

### ***Wilson PS Values and Matrix***

The Wilson PBS Team worked with the staff, to develop our school values and a PBS Matrix 'The Wilson Way' that clearly identifies behaviour expectations throughout different areas of the school. They then developed a set of specific lessons to teach the expected behaviours to the students. These behaviours are reinforced through staff communications, assemblies, values tokens, student and school rewards and visuals displayed across the school.

**Respect** - We show respect to ourselves to others and to our school.

**Excel** - We strive to always do our best.

**Aspire** - We aspire to be responsible members of our school community.

**Learn** - We look for every opportunity to learn and grow.










## School Behaviour Matrix

	Learning Areas	Outdoor Areas	Eating Areas	Transition
<b>Respect</b> We show respect to ourselves, to others and to our school.	<ul style="list-style-type: none"> <li>Active listening (whole body)</li> <li>Respect all staff and guests</li> <li>Show self-respect through your appearance and behaviour</li> </ul>	<ul style="list-style-type: none"> <li>Be responsible for the safety of yourself and others</li> <li>Use good manners (sharing, taking turns, speaking nicely...)</li> <li>Walk on the verandas</li> </ul>	<ul style="list-style-type: none"> <li>Eat only in the allocated areas</li> <li>Use a quiet voice</li> <li>Put your rubbish in the bin/Keep the area clean</li> </ul>	<ul style="list-style-type: none"> <li>Move quietly</li> <li>Be punctual</li> </ul>
<b>Excel</b> We strive to always do our best	<ul style="list-style-type: none"> <li>Do your personal best</li> <li>Perseverance (set goals)</li> <li>Use manners (hands up)</li> </ul>	<ul style="list-style-type: none"> <li>Show fairness</li> <li>Inclusion</li> <li>Resolve conflicts/Try and solve problems yourself first, then seek assistance if required</li> </ul>	<ul style="list-style-type: none"> <li>Wait for permission to leave the eating areas</li> <li>Use appropriate eating manners</li> <li>Sit down and eat</li> </ul>	<ul style="list-style-type: none"> <li>Be prepared (pencil case)</li> <li>Line up appropriately</li> </ul>
<b>Aspire</b> We aspire to be responsible members of our School community	<ul style="list-style-type: none"> <li>Show initiative</li> <li>Responsible leadership (support and encourage others)</li> </ul>	<ul style="list-style-type: none"> <li>Cooperation</li> <li>Sportsmanship (encourage others)</li> </ul>	<ul style="list-style-type: none"> <li>Walk directly to the eating area</li> <li>Demonstrate proper hygiene (wash hands and face)</li> </ul>	<ul style="list-style-type: none"> <li>Maintain personal space</li> <li>Set a good example</li> </ul>
<b>Learn</b> We look for every opportunity to learn and grow.	<ul style="list-style-type: none"> <li>Be engaged</li> <li>Be prepared</li> <li>Approach learning opportunities positively</li> </ul>	<ul style="list-style-type: none"> <li>Show consideration and patience towards others</li> <li>Show care for the school's equipment and environment</li> </ul>	<ul style="list-style-type: none"> <li>Pack away your own lunch</li> <li>Eat your own food and use your own money</li> </ul>	<ul style="list-style-type: none"> <li>Show patience</li> <li>Move safely around the school</li> </ul>






## The Wilson Way

At Wilson Primary School, we keep it **REAL...**




We show **Respect** to others and our school when we

-  Follow instructions from all Wilson staff.
-  Keep our hands, feet, and objects to ourselves.
-  Are polite and speak kindly.
-  Enter a classroom only if a teacher is present.
-  Walk on the Verandas
-  Put all rubbish in the bins.
-  Walk our “wheels” around the school.
-  Stay off the railings and out of the garden beds.
-  Remain seated in the correct areas to eat and eat only our own food.  
*(home and canteen)*



We **Excel** when we

-  Are in class on time and are prepared to learn.
-  Persevere and do our best.
-  Use good manners.
-  Show inclusion and fairness.
-  Attend school every day, when possible.

We **Aspire** to be proud of our school and ourselves when we

-  Wear our correct Wilson school uniform.
-  Wear our Wilson hats outside.
-  Behave safely, with consideration and responsibly when representing our school.

We **Learn** best when we

-  Pursue excellence and high standards.
-  Take pride in our work.

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