



WELD SQUARE PRIMARY SCHOOL

PARENT INFORMATION BOOKLET 2023



Weld Square Primary School



2023

MISSION STATEMENT:

To develop, within a caring environment, the cognitive, social, physical and creative abilities of all children to enable them to realise their full potential and to maximise future opportunities as members of the community.

CONTACT INFORMATION

Address:	Dorking Place, Morley, WA, 6062
Telephone:	9268 7600
E-mail:	weldsquare.ps@education.wa.edu.au
Website:	www.weldsquareps.wa.edu.au
Department of Education Website:	http://www.education.wa.edu.au

SCHOOL HOURS

Breakfast Club	8:15am-8:45am
Doors Open	8:30am
School Commences:	8.45am
Learning Session 1:	8.45am – 10.30am
Morning Recess:	10.30am -10.50am
Learning Session 2:	10.50am – 12.50pm
Lunch:	12.50pm - 1.05pm (Sit down) 1.05pm – 1.30pm (Play)
Learning Session 3:	1.30pm – 3.00pm
Close:	3.00pm

School Office Hours: 8.15am-3.15pm

Supervision will be provided for students before school from 8.15am in the Undercover area. If you require childcare before 8.15am or after 3.00pm please either enrol your child in Morley Out of School Care (phone number 9275 8887 or 0455 660 856) or make alternative arrangements.

- ❖ Students are expected to leave grounds immediately after school. Supervision of collection will be available at Kiss and Drive.

SCHOOL TERM DATES 2023

	Students Start	Students Finish
Term 1	Wed 1 February	Thurs 6 April
Term 2	Wednesday 26 April	Fri 30 June
Term 3	Tuesday 18 July	Fri 22 September
Term 4	Tuesday 10 October	Thu 14 December

PUBLIC HOLIDAYS 2023-2025

	2023	2024	2025
New Year's Day	Sunday 1 January & Monday 2 January	Monday 1 January	Wednesday 1 January
Australia Day	Thursday 26 January	Friday 26 January	Monday 27 January
Labour Day	Monday 6 March	Monday 4 March	Monday 3 March
Good Friday	Friday 7 April	Friday 29 March	Friday 18 April
Easter Sunday	Sunday 9 April *	Sunday 31 March *	Sunday 20 April *
Easter Monday	Monday 10 April	Monday 1 April	Monday 21 April
Anzac Day	Tuesday 25 April	Thursday 25 April	Friday 25 April
Western Australia Day	Monday 5 June	Monday 3 June	Monday 2 June
King's Birthday #	Monday 25 September	Monday 23 September	Monday 29 September
Christmas Day	Monday 25 December	Wednesday 25 December	Thursday 25 December
Boxing Day	Tuesday 26 December	Thursday 26 December	Friday 26 December

PROFESSIONAL DEVELOPMENT DAYS 2023 (Pupil Free Days)

- 30 January
- 31 January
- 24 April
- 17 July
- 9 October
- 15 December

LETTER TO THE COMMUNITY

Dear Parents, Carers and the Weld Square Primary School Community,

Welcome to the 2023 school year at Weld Square Primary School. We look forward to working with you as partners to ensure all of our students reach their potential. It is our privilege to be involved in public education. We are delighted you have chosen WSPS for your child/children's primary education and are dedicated to delivering a 'high performance, high care' learning environment.

Staff have worked diligently to focus on improving student outcomes and recognise progress and achievement for all learners. Whole school best practice strategies have been developed and implemented.

We see parents as partners in education at Weld Square Primary. We have an 'open door' policy and parents are encouraged to support our class learning environment. Please feel welcome to pop in and see me if you have any concerns, queries or suggestions.

Kind regards,

Claire Barbosa

Principal

2023 STAFF TEAMS

Administration Team:	
School Principal	Claire Barbosa
Associate Principal	Maria van der Linden
Manager Corporate Services	Jenny Lindsay
Corporate Services Officer	Pat Snow

Teaching Staff	
Kindy LA1:	Jody Wyndham (Mon – Wed)
Pre Primary LA2	Angela Rechichi
Year 1 LA3	Alison Bampton/ Jake Pevitt
Year 2 LA8	Nicole Hall
Year 3 LA5:	Ellie Afric
Year 4/5 LA4:	Sina Andrijich
Year 5/6 LA10	Gillian Rajasingham

Specialist/Support Team:	
LOTE	Monica Xian (Tuesday/ Thursday)
Music:	Stephanie Boyanich (Tuesday/Wednesday)
Physical Education:	Kym Retallack (Tuesday/Friday)
PEAC:	Donna Wilson

Support Staff:	
Library Officer	Beverly Giraud (Mon and Wed)
Education Assistants	Annette Lovering, Kerry Kasatchkow, Lee Francis, Maria Lomma & Sandra Wallis
School Chaplain	Debbie Slack (Mon and Tues)
School Psychologist	Luciana Carelli (Tuesday -odd weeks)
Gardener/Handyperson	David Smith & Darren Ireland
Cleaning Staff	Daniela Iloska, Zivka Stojkovska & Jing Zhang

Communication

The school uses the following forms of communication to communicate with families:

- Connect
- Facebook
- Newsletters
- Emails

SCHOOL COUNCIL

The School Council is formed with the fundamental purpose of enabling parents and members of the community to engage in activities that are in the best interests of the students and that will enhance the education provided by the school.

The functions of every School Council in a government school are to take part in:

- a) establishing and reviewing the school's objectives, priorities and general policy directions;
 - financial planning to support the above;
 - evaluating the school's performance in achieving these;
 - formulating codes of conduct for students.
- b) promote the school in the community.
- c) provide advice on policy for religious education and implementation of special religious education.
- d) determine, in consultation, a dress code for students.
- e) approve:
 - charges, contributions and fees;
 - extra cost for optional components of the school's educational program;
 - items for personal use in the educational program;
 - advertising and sponsorship arrangements.

The School Council has been structured according to the Department of Education Regulations. The Committee's purpose is to ensure that the school's mission statement is implemented effectively. Membership consists of the Principal, three elected parents and two teachers elected by the staff of the school. All members are elected for a period of not more than three years and may be reappointed more than once. Meetings are held at regular intervals, usually once a term.

Members 2023

Mr Harvey Viner, Mr Jeffrey Chan, Mrs Shirley Dias, Mrs Caprice Burrows, Mrs Sina Andrijich, Mrs Alison Bampton and Mrs Claire Barbosa.

PARENTS & CITIZENS ASSOCIATION

P&C Associations are an officially recognised forum where anyone interested in the welfare of students attending government schools can meet to discuss educational issues.

"The objectives of the association are to promote the interests of the school or group of schools for which it is formed through:

- a) cooperation between parents, teachers, students and members of the general community;
- b) assisting in the provision of resources, facilities and amenities for the school or schools; and
- c) the fostering of community interest in educational matters."

(School Education Act 1999, part 3, division 8, subdivision 2, section 143(1)).

Weld Square has an active P&C Association, which provides many facilities and gives great support to the school. New members are very welcome at meetings. Meeting dates are always pre-advertised via the school newsletter, term planners and website calendar.

P&C Association Office Bearers for 2023

Executive Committee:

President:	Renae Taylor
Vice President:	Kate Spaapen
Secretary:	Hayley Bird
Treasurer:	Caprice Burrows
Uniform Coordinator:	Kate Spaapen

P&C Voluntary Contribution

Parents may choose to make a yearly contribution of \$60 per family to support the fund raising efforts of the P&C. It is separate from the *School Contributions and Charges* made to the school as listed on the school personal items list. Where one or both parents work, it is understandable that some families would prefer to make a voluntary contribution (\$60 or whatever is affordable) in lieu of personal involvement in fundraising activities.

Voluntary Help

There are a variety of ways in which you can assist in the education process. As a general rule you are reminded that one of the very best ways to support your child at school is to be seen by your child assisting in the day to day workings of the school. A bonus of this, of course, is that the whole process of schooling is made so much clearer to those parents who come up and help and you build relationships with teachers and staff. Some areas in which you can help are as follows:

Classroom Assistance

There are a number of areas in which you can assist in the classroom. This could be listening to children read and exchanging reading books, hands on activities in mathematics, writing activities, class computing activities and many more. You will receive details of the assistance required from your child's class teacher at the beginning of the year.

Requirements for Volunteering/Helping in all classrooms

Please Note: Family members (eg Grandparents) other than the child's legal guardian will need a current Working With Children Check (WWCC) card if volunteering in the classroom.

Library

Mrs Bev Giraud is the Library Officer and works Mondays and Wednesdays. Mrs Giraud is grateful for any offers of parental assistance, particularly help offered on a regular basis.

Duties entail checking out books using our computerised system, general shelving of books and repairs. Help before school is especially useful. None of these duties are overly taxing and again, the fact that you are around the school and assisting can be a big bonus for your child.

Sport

The school has a well organised sports program and regularly participates in interschool competitions, including cricket, football, basketball, netball, cross country and athletics. Skills are developed during physical education lessons, however parents with expertise in the sports we play are always welcome to come along and assist. You can be of value as a coach or an umpire.

In addition, there are a number of whole school activities where your assistance would be appreciated. These may include lapathons, sports carnivals and science tabloids.

SCHOOL EXCURSIONS AND INCURSIONS

Excursions

Excursions are an integral part of the school's program. It is desirable that all students participate in them. While enjoyable these events are not just a "fun activity". Before and after each excursion there are related classroom activities. If a child does not attend an excursion the classroom work is less meaningful.

Incursions

Incursions are learning activities conducted at the school. This may include performers, guest speakers or sporting associations. Every effort is made to ensure that these are at no or minimal cost to the students.

River Ranger Cadets and School Camps

Since 2014, we have run a successful River Ranger Cadet unit. The River Ranger Cadet unit is a primary school cadet program run in partnership with the Department of Local Government and Communities. It seeks to engage and educate the next generation of children to help protect our river park and surrounding environment. Specifically, the project seeks to reinforce the importance of protecting the Swan Canning River park, among primary school students and helps cadets gain a positive and practical understanding of the local environment. The program allows students to actively investigate local issues and design, evaluate and share the results of their projects with other schools and the wider community. The program consists of some in school programs (projects and incursions) and out of school activities including excursions and camps.

SPECIAL PROGRAMS

In-Term Swimming

These will be held at the Bayswater Waves over a period of two weeks for children from Pre Primary to Year 6. Parents will be required to pay the cost of bus and pool entry. Lessons are provided at no cost by the Department of Education. The cost is approximately \$70.00 per student.

MUSIC

All students in Pre Primary to Year 6 learn Music with a specialist teacher. Identified children in Year 5 & 6 are selected for specialist instrumental instruction at John Forrest Secondary College.

DANCE

In term three every year children participate in a specialist Dance program. This culminates in a community Arts Exhibition and Performance Evening.

LOTE (Mandarin) Classes

All children in Pre Primary to Year 6 learn Mandarin as a second language. These classes are conducted by a specialist teacher.

Physical Education

A comprehensive Physical Education program is offered at our school. The students play a variety of interschool sports as well as athletics and cross-country. If a child is unable to participate due to illness, please inform the teacher by note.

Library Borrowing

Children will be borrowing books from the school library on a weekly basis. Children will need a LIBRARY BAG to carry books in.

PRIMARY EXTENSION & CHALLENGE PROGRAM (PEAC)

Students are identified through a group test, administered to all Year 4 students in second term, and are offered special courses in Year 5-6 run by teachers from the North Metropolitan Education Office at centres around the region.

Once selected, it is expected that a child will attend all PEAC lessons.

In the event of illness, parents are responsible for informing the PEAC teacher.

Parents are responsible for transporting their children to and from the courses and students are released from the school timetable to attend these classes. These children are expected to find out the work missed during this time and catch up when required. Arrangements should be reached with class teachers to ensure this does occur.

OTHER SERVICES

The Student Services Team

Learning Support Coordinator – Mrs Maria van der Linden

This involves supporting classroom teachers to implement inclusive classroom strategies. The LSC is able to support staff and to develop and implement effective teaching strategies for students requiring teaching and learning adjustments. The LSC is also responsible for coordinating the Learning Support Team, other staff and personnel as required. Parents will be involved at all stages of the process where support is required for their individual child. In order to assist children to realise their full potential a number of support services are used. These include:

School Psychologist

A fully accredited psychologist is available to support children. You may have a conversation with your child's classroom teacher about your concerns that will be referred to the LSC.

Chaplain – Debbie Slack

The chaplain's role will be as follows:

- Provision of pastoral care to students, staff and parents.
- Provision of individual support for students with family and domestic relationship issues, behavioural problems, mental health problems and bereavement.
- Assist in responding to critical incidences.

Parents and students can request individual interviews via the school office.

Breakfast Club

A breakfast club is available every day from 8:15am-8:45am to support all students and families. This is run by the School Chaplain and volunteers through the canteen.

Dental Therapy Clinic

This is located in the grounds of Hampton Park Primary School in Hamersley Avenue, Morley. Children are screened on a rotational basis and appointment cards are issued through the school. Parents are responsible for transporting children to and from the clinic. The phone number is 9275 1648.

School Nurse

The school has access to a school nurse from the Swan Health Service. The following screening program is carried out:

- Kindergarten (with follow up in Pre Primary) – health appraisal (vision, hearing and other health issues on request.
- Year 1: A health appraisal if not done previously is offered.
- Year 6: Vision screening.

If there are any concerns arising from the screening parents will be contacted by the school nurse. The nurse is also available to discuss any health concerns that parents may have.

Referrals from teachers and parents who may wish their child to be seen are also dealt with on a needs basis.

PROCEDURAL MATTERS

Absences

An explanation is required for each absence – this is a **legal** requirement. This should be communicated through Connect. All absences will be recorded on the end of semester reports to parents.

Late Arrival

If the student arrives to school after the siren which is rung at 8.45am daily they will need to proceed to the office, their attendance will be recorded and they will be given a late slip, which is to be given to their classroom teacher.

Early Collection

If you need to take your child out of school early, please sign them out through the front office where you will receive a blue slip for the teacher.

Holidays

We recommend families take their holidays out of school time, however understand this may be necessary. If you are taking a holiday, please request the absence in writing to the Principal prior to departure.

Assemblies

A whole school assembly conducted by the students is held approximately every three weeks on Wednesday morning at 8.45am. Merit and other awards are presented with a nominated class presenting an item on certain dates. (Check Term Planner for assembly dates.)

Special assemblies are called for special events such as Anzac Day and these assemblies are advertised in the school newsletter.

A special end of year Graduation Assembly is held in the last week of the year. This focuses on the Year 6s and features awards for excellence and citizenship.

Allergy Aware

Anaphylaxis is a severe form of allergic reaction and can be potentially life threatening. There are many causative agents, the worst is often nuts, and a minute amount can be fatal. Anaphylaxis is preventable. Avoidance of specific triggers is by far the best option. Treatment is an injection of adrenaline and emergency transfer to hospital. We encourage all families to refrain from bringing the following products to school:

- Peanut butter
- Nutella
- Some fruit and nut bars and muesli bars
- Some biscuits
- Chocolates and any other products that have nuts listed in the ingredients

❖ Please note “traces of nuts” is fine

All parents are welcome to attend our assemblies.

SCHOOL CONTRIBUTION FEES AND CHARGES

DESCRIPTION	K	PP	1	2	3	4	5	6
Voluntary Contributions	\$60	\$60	\$60	\$60	\$60	\$60	\$60	\$60
Personal Items List	\$90	\$119	\$118	\$117	\$116	\$124	\$122	\$122
Charges (activities available to all students): Payment will be requested during the school year when final costs and number of participating students is confirmed.								
Swimming	-	\$70	\$70	\$70	\$70	\$70	\$70	\$70
Incursions & Excursions	\$60	\$60	\$60	\$60	\$60	\$60	\$60	\$60
Dance	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30
Extra Cost Options (Activities limited to selected students only)								
Interschool Sport	-	-	\$20	\$20	\$40	\$80	\$80	\$80
Year 6 students (graduation, leavers shirt, excursion/s).	-	-	-	-	-	-	-	\$80
River Ranger Cadets only	-	-	-	-	-	-	\$200	\$200
PEAC (depending on course)	-	-	\$10	\$10	\$10	\$50	\$215	\$300
Choir	-	-	-	-	\$30	\$30	\$30	\$30
TOTAL – Payable only if your child participated in every activity.	\$240	\$339	\$368	\$367	\$416	\$504	\$867	\$1032

NB: Costs are estimated maximum costs that will be requested in 2023.

The above contributions and charges have been approved by the School Council.

Voluntary Contributions

In order to enrich the opportunities available to your child in the school for libraries, sporting facilities, incidental materials etc. you are asked to pay a voluntary contribution of \$60.00 per student at your earliest convenience to assist with budgeting. This can be paid to the school by direct debit to the account below:

Account Name: Weld Square Primary School
 BSB No.: 016 363
 Account No.: 3409 59672
 Reference: Child's name and what the funds are for: (eg: Lindsay/Vol Contributions)

Money collected will be used to supplement school expenditure in the areas listed below. While contributions are voluntary, the quality of our teaching and learning program will be maximised when each family makes its contribution.

Voluntary Contributions are \$60.00 per child and used to supplement school expenditure in the following areas:

- English – Teaching Resources	\$10.00
- Mathematics – Teaching Resources	\$10.00
- Science/Technology & Enterprise	\$10.00
- Humanities & Social Science – Teaching Resources	\$10.00
- Science/Technology & Enterprise – Teaching Resources	\$10.00
- Health/Physical Education – Teaching Resources	\$5.00
- LOTE – Teaching Resources	\$5.00
	<hr/>
	\$60.00

Bicycles

Racks are provided for children who ride bicycles to school. Children are not permitted to ride bicycles in the school grounds. All bicycles should have a locking device. Bicycle helmets are compulsory.

Mobile Phones

Mobile phones and smart watches must be left at the office on arrival at school and collected at the end of the day.

Lost Property

All property should be clearly labelled. Lost clothing is stored in plastic containers outside the uniform shop in the covered assembly area.

School Records – Immediate Updated Information Required

To assist us in keeping our records up to date, please let us know when you change your circumstances in any way, eg address, telephone number, medical, doctor, place of employment and telephone number of spouse and a person to contact in an emergency if you are not available.

Copies of court orders should be held in the school office.

Accidents, Sickness and the Administration of Medication

If your child requires any prescription medication on either a short term or regular basis, you will be required to complete both a Student Health Care Summary form and Administration of Medication form. Please see the school office for the necessary documentation.

Medication, once handed in with the above forms, will be stored as required and administered as requested. A record of medicine administered will be kept by the school.

Parking

Entry is **one way** from Dorking Place. **No child is permitted to walk unaccompanied in the parking area.** Parents are asked to observe any traffic directions or restrictions displayed in the parking area.

You will note that there is a clearly marked **2 minute parking only pick up and set down area**. This is to be used strictly for this purpose as incorrect parking in this area causes a serious build-up of traffic and the potential of an accident.

Please keep our children safe and follow the parking signs.

Parent/Teacher Interviews

We would like to encourage parents to have close contact with their child's teacher. However, if you wish to discuss your child's progress or concerns with the teacher, please email them to make an appointment.

Valuables at School

Children are not permitted to bring any valuables including, toys, sports equipment or pieces of electronic equipment to school. No responsibility will be accepted for loss or damage to such property.

Uniform Guideline

At Weld Square Primary School, we believe the school uniform for students plays an important role in promoting a positive image and creating a sense of identity among students. We ask all of our community to support the school's dress code.

This guideline has been developed with P&C and School Council consultation.

Dress Code- Weld Square Primary School	
Uniform	<ul style="list-style-type: none">• Navy polo shirt with school logo• Navy pants/ shorts/ skort• Navy zip jacket/jumper with school logo• Year 6 Leavers shirt or kindy shirt• Navy check dress
Footwear	<ul style="list-style-type: none">• Footwear appropriate for play/ sport is required eg: sneakers or closed in sandals
Hat	<ul style="list-style-type: none">• Broad brim navy reversable hat with/without logo• As we are an endorsed "Sun Smart" school, hats are required to be worn all year
Hijab	<ul style="list-style-type: none">• Recommended where culturally appropriate• Navy or white
Hair	<ul style="list-style-type: none">• Hair shoulder length or longer to be tied back for safety and health reasons (all genders)
Jewellery	<ul style="list-style-type: none">• Only sleepers or studs are to be worn in pierced ears.• Wristwatch• Medic Alert Bracelets• Smart watch- to be submitted to front office under Off and Away Policy
Other	No make-up, nail polish or fake nails permitted

Exemptions:

Parents who wish to request exemption from the school dress code for religious, health or other related reasons may do so in writing to the Principal.

- ❖ The uniform shop is open on Mondays from 8:30-9:15am
(second-hand items may also be available)

Morley Out of School Child Care

Out of School child Care is available on site. Please access the link for further information.

[Morley Out Of School Care Centre | Bayswater Child Care Association](#)

APPENDIX 1 – COMMUNICABLE DISEASES

School Exclusion Table for Vaccine Preventable Diseases

Disease	Children who catch the disease are excluded from school as follows:	During an outbreak children who are contacts and are not immunised are:
Chickenpox	At least 5 days after the rash appears and until vesicles have formed crusts.	Immunisation may prevent chickenpox in contacts if given with 5 days of exposure.
Measles	Until at least 5 days from the appearance of the rash or until a medical certificate of recovery is produced.	Excluded for 14 days unless immunised within 72 hours from last contact or given immunoglobulin within 7 days from last contact.
Mumps	Until 9 days after onset date and fully recovered.	Not excluded.
Rubella	Until at least 4 days after onset of rash.	Not excluded.
Pertussis (Whooping Cough)	Until 5 days after starting antibiotic treatment or until at least 14 days from onset.	Excluded for 21 days if not immunised or 5 days after prophylactic immunisation.

Guidelines for Other Communicable Diseases

Disease	Incubation Period	Period of Exclusion from School
Conjunctivitis	1-3 days	Exclude from school until discharge from eyes has ceased. Do not exclude contacts.
Glandular Fever	4-6 weeks	Do not exclude.
Head Lice	7-10 days	Exclude until the day after treatment has commenced.
Hepatitis A	15-50 days (usually 28-30 days)	Exclude for 14 days after onset of illness (if not jaundiced) or 7 days after jaundice appears.
Hepatitis B	45-180 days (average 60-90 days)	Do not exclude.
Impetigo (School Sores)	4-10 days	Exclude for 24 hours after antibiotic treatment commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing.
Ringworm	Varies with the site of infection.	Exclude until person has received antibiotic treatment for 24 hours.
Tetanus	1 day to several months (usually 3-21 days).	Do not exclude.
Gastro/Diarrhoea	Hours to days	Exclude until 24 hours after vomiting/diarrhoea has ceased.

Immunisation

The Department of Health and Department of Education are required to record the immunisation history of your child at school entry enrolment.

The purpose of this is to help protect the health and wellbeing of your child, and all children in the school community.

You can access your child's immunisation records by:

- Logging into Medicare online via MYGov (<https://my.gov.au>)
- Using the Medicare Express Plus app (www.humanservices.gov.au/customer/services/express-plus-mobile-apps)
- Visiting a Medicare or Centrelink office, or
- Calling the AIR General Enquiries Line on 1800 653 809.

Due to Privacy Laws only parents/guardians can access this information. You will need your Medicare number to access the records.