



WINTERFOLD PRIMARY SCHOOL



Year 1 - Year 6

PARENT INFORMATION BOOKLET 2024

An Independent Public School

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Acknowledgement of Country

Kaya. Ngalak djoorabiny noonook djinanginy nidja.

Ngalak dandjoo-koorl nidja kwobidak kaadadjiny-miya-p Beeliar Wadjak Noongar boodja-k.

Ngalak kaadatj Noongar Birdiya wer moort koora koora, yeyi wer boordakan.

Winterfold Kaadadjiny-Miya-p baal yengkalang kwobidak boorn wer djerap wer moorditj moort.

Hello. We are happy to see you here.

We come together at this beautiful school on Beeliar Wadjak Noongar country.

We acknowledge Noongar Elders and families from long ago, today and into the future.

*Winterfold Primary School is surrounded by beautiful trees and birds
and is supported by a strong community.*

WINTERFOLD PRIMARY SCHOOL

Welcome to Winterfold Primary School. Our school provides quality education for all students and has a caring, positive, and inclusive environment. We are proud of our students' accomplishments and endeavours. Winterfold Primary has dedicated and professional staff who are committed to ensuring academic excellence. I extend a warm welcome to new families and students. My staff and I are looking forward to working with you to support your child's learning. Winterfold Primary School is located approximately five kilometres from Fremantle and has an enrolment of approximately 370 students and a staff team focused on catering for each child's individual needs. The school community is friendly, open, and supportive.

As an Independent Public School since 2012, Winterfold has significant additional flexibilities that empower our school community to work in innovative ways to maximise outcomes for our students. Specifically, we are able to select our own staff, meaning that all who work at WPS support our ethos and vision.

Winterfold Primary School promotes optimum learning and a range of opportunities to empower students to access the curriculum. We foster in our students a positive attitude and work to develop resilience to changes and challenges. We strive to develop a commitment to lifelong learning in our students so they will become valued members of the wider community.

Kim Calabrese - Principal

ADMINISTRATION

Principal	Kim Calabrese
Deputy Principals	Kylie Bonser and Leanne Hill
Manager Corporate Services	Brianna Hunter
School Officers	Kelly Cianfarani and Ros Quinlivan
Email Address	Winterfold.PS@education.wa.edu.au
Address	41 Annie Street, Beaconsfield 6162
Website	www.winterfoldps.wa.edu.au



IMPORTANT PHONE NUMBERS

Winterfold Primary School	6274 1900
Winterfold Kindergarten	6274 1927
Mobile (text message only)	0436 612 673 / 0448 873 352
Education Security	9264 4771
School Watch	1800 177 777

SCHOOL HOURS

8.25am	Start of Day
10.40am	Recess
11.00am	End of Recess & Return to Class
12.30pm	Lunch Eating Time
12.50pm	Play Time
1.07pm	Prepare for Class Time (Drink etc)
1.10pm	End of Lunch & Return to Class
2.40pm	End of School Day

TERM DATES 2024

Semester 1

Term 1	Wednesday, 31 January - Thursday, 28 March
Break	Friday, 29 March - Sunday, 14 April
Term 2	Monday, 15 April - Friday, 28 June
Break	Saturday, 29 June - Sunday, 14 July

Semester 2

Term 3	Monday, 15 July - Friday, 20 September
Break	Saturday, 21 September - Sunday, 6 October
Term 4	Monday, 7 October - Thursday, 12 December
Break	Friday, 13 December - Wednesday, 5 February 2025

STAFF PROFESSIONAL DEVELOPMENT DAYS 2024

The Department of Education allocates six school development days throughout the year where STUDENTS DO NOT ATTEND. These are days allocated to staff for their professional development.

Our days for 2024 are:

Term One	Monday, 29 January, Tuesday, 30 January
Term Two	Friday, 26 April
Term Three	Monday, 15 July and Friday, 16 August
Term Four	Friday, 13 December

Children do not attend school on these days.

Public Holidays 2024

New Year's Day	Monday, 1 January
Australia Day	Friday, 26 January
Labour Day	Monday, 4 March
Good Friday	Friday, 29 March
Easter Monday	Monday, 1 April
ANZAC Day	Thursday, 25 April
Western Australia Day	Monday, 3 June
King's Birthday	Monday, 10 June
Christmas Day	Wednesday, 25 December
Boxing Day	Thursday, 26 December

SCHOOL BOARD

The School Board consists of the Principal, staff, and parent representatives. The group meets regularly and is vital in the decision-making processes and determining the direction of the school. The Board discuss and ratify school priorities, planning, budgets, and policies.

PARENTS AND CITIZENS ASSOCIATION

Regular meetings are conducted in the library at various times and days to allow maximum parent attendance. The P&C is active in the school, fundraising for extra items to support the educational programs at the school. The P&C also acts as a conduit to provide feedback to the School Board about issues that arise and proposed changes or plans. If you can spare some time to join this group, you will get to know some of the other valued school community members.

PARENT AND CARERS VOLUNTEERING AT SCHOOL

If you have any special skills, interests or ideas that might enhance the program, please discuss this with your child's teacher.

Any Parent or Carers who volunteers in the classroom is required to complete a 'Parent and child declaration form' at the front office. This form only needs completion once per school year and is required for any volunteering on the school site including in the Canteen or Uniform Shop.

SPECIALIST PROGRAMS

DRAMA/VISUAL ARTS

A specialist teacher is employed two days a week at Winterfold Primary. Students from Year 1 to Year 6 attend these sessions each week in the Performing Arts Centre or the Visual Arts Centre.



LOTE (LANGUAGES OTHER THAN ENGLISH)

Our students are provided Italian language instruction, each week with a LOTE teacher.

MUSIC

A specialist music teacher is employed two days a week at Winterfold Primary. All classes access a music session each week in the Performing Arts Centre.

Fremantle College provides instrumental instruction for selected students (Years 5-6). Children attend lessons at the college once a week and initially instruments are available for hire.



PHYSICAL EDUCATION

Our school has employed a specialist physical education teacher to work with students from Years 1 to 6. Our students also participate in carnivals, specialist coaching sessions and cross-country events, as well as Interschool events.

INFORMATION TECHNOLOGY

Children from Pre-primary to Year 6 are encouraged to use Learning Technologies across all curriculum areas. To facilitate this, students have access to classroom computers and a Computer Laboratory. The school has 108 iPads, and all classes have Interactive White Boards or touch panels. Each class has at least one session per week in the Computer Laboratory with their class teacher. A Student Internet Access Contract is sent home upon enrolment to be discussed and signed by parents and students.



SCHOOL PREMISES

AFTER HOURS CHILD CARE

Horizons Childhood Learning Centres operates an Out of School Hours Centre on site every afternoon and at their Hampton Road Centre prior to school starting. Vacation Care is also provided by Horizons at the school site during school holidays. For further information, please contact Horizons directly on 9433 3911 or website: <https://www.horizonschildcare.com.au>

DOGS ON SCHOOL PROPERTY

Dogs are not permitted in the school grounds due to health and safety reasons.



BIKES, SCOOTERS AND SKATEBOARDS

Students who bring bikes to school need to house them in the bike rack, with a lock to secure it. For safety reasons children must walk their bike into the school and through the school grounds.

Students riding bikes must wear a helmet. Bikes, scooters, and skateboards are not permitted on school grounds after school hours, as they cause damage and can be a safety risk to others.



VEHICLE PARKING and STUDENT DROP OFF

All aspects of parking are at a premium at Winterfold Primary School. The staff car parks which are located on Annie Street and Wardle Place are for staff only. Parents are asked not to use these parking areas as a drop off zone or pedestrian thoroughfare. Parking for parents is provided along Annie Street in the marked bays. Please use the marked bays when dropping off and collecting children. **Please do not double park when dropping off and collecting children for safety reasons.** Parents are strongly encouraged to drop older students a few blocks from the school to walk the last part, both for exercise and to allow more parking access for parents of younger students. Kindy parents are asked to use only the Kindy Carpark west of the Kindy. **Please do not use Wardle Place to drop students off.** Thank you for your co-operation.

Students are encouraged to be at school no earlier than 8.15am. Prior to 8.15am, students should sit on the Admin bench until they are dismissed to class.



CANTEEN

A canteen currently operates at Winterfold Primary School three days per week on a volunteer basis. Please order all recess and lunches via quickcliq.com.au or pre-order at the canteen before school. A limited range of recess is available at the canteen during the recess break. The canteen is run by

volunteer parents. If you are able to assist in any way, please see the canteen staff or leave your details at the front office. Unfortunately, if there are no volunteers, the canteen will not be opened. We are always short of assistance in the canteen. Please consider helping out.



DRESS, APPEARANCE AND PERSONAL EQUIPMENT

In order to avoid injuries to feet, suitable footwear is required. The wearing of thongs is unacceptable. High heeled shoes, jewellery, make-up, items of value, mobile phones and nail polish have no place at school during normal school hours. Earrings should be of the 'sleeper' or stud type only. Wrist watches are acceptable. Should there be reasons why a student cannot comply with the uniform requirements: parents will need to arrange an interview with the Principal to receive an exemption. No valuables or toys are to be brought to school. If it is vital for students to have a mobile phone these need to be checked in at the Front Office, each morning and collected at the end of the school day. A "Parent Authority" note (available at the front office) will need to be completed if a student wishes to have a mobile phone at school. The school does not accept responsibility for any item of value brought to school.

UNIFORMS

The School Board has endorsed the Dress Code Policy and recommends the wearing of our school uniform. The Dress Code Policy is included in each child's enrolment package and is to be discussed, signed, and returned to the school. Our uniform consists of various suitable clothing in maroon, white and grey. Runners, sandals, or other covered, flat shoes are required to be worn at all times.

Uniforms are sold by P&C volunteers from the Uniform Shop located in the Under Cover Area. Check with the front office for opening days and times for 2024. The uniform shop accepts cash, and EFTPOS facilities are available. Orders can also be placed via quickcliq.com.au. Alternatively, order forms can be completed and paid for at the front office, **by cash only**, to be forwarded on to the Uniform Shop Co-ordinators. Second-hand uniforms are usually available from the Uniform Shop. A "No Hat No Sun" policy operates throughout the year and the P&C kindly donate a wide brimmed hat to each new student. ALL CLOTHING MUST BE LABELLED WITH YOUR CHILD'S NAME. Lost Property is located in the undercover area.

EXCURSIONS/EDUCATIONAL VISITS

All classes are encouraged to undertake excursions during the year as part of the educational program planned by the classroom teacher. A note detailing excursion details, costs and permission slip will be sent

home prior to all excursions. The permission slip with payment must be signed and returned before students can attend the excursion.

Excursions in the immediate area around the school may be undertaken from time to time and a covering letter will be sent home by the classroom teacher about these. Upon enrolment a Local Excursion - General Consent Form is signed and covers those events during the year.



PHYSICAL EDUCATION

There are three factions at Winterfold: -

- Dolphins - Blue
- Marlins - Yellow
- Mantas - Green

Throughout the year students participate in a Cross Country Carnival, Athletics Carnival, Interschool Carnival, and Swimming Carnival, fostering team spirit and good sportsmanship.



IN-TERM SWIMMING

Swimming lessons form part of the school's Physical Education program. In 2024 Pre-primary to Year 4 Students will be attending lessons at the Fremantle Leisure Centre, whilst our senior students attend beach swimming lessons at Coogee Beach. Years 5 - 6 will attend in Term 1 and Pre-primary to Year 4 later in the year. All students are strongly encouraged to participate as it is an important part of the Physical Education Curriculum.



MEDICATION

Parents are required to fill in a Department of Education form before medication can be administered during school hours.

All medication needs to be stored at Front Office where the Admin Staff will supervise its distribution. In some cases, the Administration of Medication Form will need to be signed off by a General Practitioner.



INFECTIOUS DISEASES

The following diseases may require exclusion from school:

Chicken Pox	Conjunctivitis	Diphtheria	German Measles
Glandular Fever	Pediculosis (Mumps)	Poliomyelitis	Impetigo
Ringworm	Scabies	ScarletFever	Measles
Trachoma	Dysentery	Whooping Cough	Hepatitis

Please check with the Principal for length of exclusion in each case. If in doubt, please check with your doctor.

VOLUNTARY CONTRIBUTIONS 2024

Parents are asked to contribute towards school finances for additional resources, to enhance the teaching programs, with items such as sports equipment, library materials and other educational requirements not supplied by the Department of Education. This should be paid at the commencement of the school year at the school office. The Year 1 - 6 Voluntary Contribution is endorsed by the School Board. Also approved by the School Board is the P&C (Parents and Citizens Committee) Voluntary Contribution, these amounts will be advised to parents by the end of the 2023 school year. For your information the 2023 amounts were \$60 and \$20 respectively for each child.

Payment can be made by cash, EFTPOS or direct deposit.

ATTENDANCE

Daily attendance and punctual arrival of students is compulsory as laid down in the Education Act; this includes Kindy and Pre Primary students. Acceptable reasons for absence from the school are for illness, medical and dental appointments. Students taking "In-Term" holidays will require parents to fill in the appropriate form available from the front office. Parents need to write a note to their children's teacher or see the class teacher personally giving the reason for any absence from school.

ATTENDANCE cont.....

Students must NOT leave the school grounds without written permission from parents/carers. Unless otherwise advised, it will be assumed that information supplied will be accurate for the current school year. When collecting a child from school before the end of the school day parents are required to collect a Leave Pass at the front office and hand it to the teacher. Late students must report to the office before going to their classroom. This is recorded as 'late' and students are issued with a Late Slip. Parents should note that Literacy lessons are frequently held first thing in the day and students who are late will miss those lessons. Again, a student whose attendance falls below 90% is considered to be educationally "At Risk" of not achieving.

REPORTS

Reports will be issued at the end of Semester 1 and 2 in 2024. Parent information meetings with the class teacher will be held early Term 1. If at any time you wish to discuss any issues with the classroom teacher, please phone to book a time during the teacher's non-contact time or after school. Meetings before school are not encouraged as staff are busy preparing for the day.

PERSONAL SCHOOL REQUIREMENTS

The booklists (Personal Items List) are issued to students in November/December in readiness for the following year. Parents have the choice to choose their own supplier. Spare booklists are available from the front office. We do our very best to keep these costs to a minimum.

DENTAL THERAPY CENTRE

Beaconsfield Dental Therapy Centre offers a free dental service for all students enrolled at the school (Pre Primary - Year 6). Consent forms are available from the Dental Centre by telephoning 9335 8758.

CODE OF CONDUCT

At Winterfold Primary School we strive to create a positive, safe, and supportive learning environment. We recognise we must establish high quality relationships between students, staff, and parents as we work co-operatively to achieve our goals. Together, we aim to develop a sense of responsibility for behaviour, respect for others and respect for property, in all students.

RIGHTS AND RESPONSIBILITIES

All members of the Winterfold Primary School community have rights and responsibilities. By meeting these responsibilities, we ensure our rights are preserved.

Students have the right to:

- Learn in a supportive environment
- Work & play in a safe, secure, friendly, and clean environment
- Respect, courtesy & honesty
- Be heard

Students have the responsibility to:

- Ensure their behaviour is not disruptive to the learning and well-being of others
- Keep the school environment clean & secure
- Be punctual, polite & prepared
- Follow School Rules

Staff have the right to:

- Respect, courtesy & honesty
- Teach in a safe, secure, friendly, and clean environment
- Teach in a non-disruptive environment
- Co-operation and support from parents and colleagues
- Be heard

Staff have the responsibility to:

- Model respectful and courteous behaviour
- Ensure students understand the rules
- Establish positive relationships with students, parents, and colleagues
- Establish and maintain good organisation, planning, and teaching practise
- Keep appropriate records of student achievement and behaviour
- Provide regular and relevant feedback to students on their performance/progress
- Report students' progress to parents

Parents have the right to:

- Be informed of their child's academic, social, and behavioural progress
- Be heard in an appropriate manner and forum
- Expect their child to participate in meaningful and relevant learning programs

Parents have the responsibility to:

- Ensure their child attends school punctually
- Endeavour to provide their child with appropriate materials/equipment
- Support the school staff and learning programs
- Participate in the school community

COMPLAINTS HANDLING

We will make every effort to promptly resolve disputes and complaints lodged with us according to the Department of Education Complaints Management protocols. Parents are encouraged to discuss issues early and with the class teacher in the first instance.

Admin are always available and willing to discuss any issues with parents.

GUIDELINES FOR BEFORE AND AFTER SCHOOL

Winterfold Primary School is committed to ensuring that our students are safe before, during and after school. These guidelines are intended to assist parents to support the school and its vision for our students.

BEFORE SCHOOL PROCEDURES

Overview

Our school starts quite early however this is to negate the effect of Christ the King traffic. We are aware that this early start can be challenging for some parents, but we ask you to have your children at school on time, as late students miss out on essential learning opportunities and disrupt the learning of other students.

Guidelines

The best time to arrive at school is between 8.15am and 8.20am, whereupon students may go straight

to class where their teachers will supervise them to set up for their learning for the day (unpack bags, chairs out etc).

Students who arrive at school before 8.15am need to go straight to the Admin Block bench where they will be supervised until released to their class at 8.15am.

Students arriving after 8.25am must go through the front office, collect a Late Note and present it to their teacher.

Games and activities are not permitted before school as we cannot provide duty teachers as they are busy setting up for the day's learning.

AFTER SCHOOL PROCEDURES

Overview

It has long been the practice at WPS to not allow students to play on playgrounds after school because of duty of care issues. However, this has impacted on some of our parents who have asked if this can be relaxed. It should be noted that the issue of Duty of Care whilst playing after school does not relate to parents who are supervising their own children. The issue has always been about the unsupervised students that are attracted to the playground.

Guidelines

- Students who are under the DIRECT supervision of a parent or carer may play ONLY on the top oval playground and the nature playground until 3.30pm. The use of other playgrounds has Duty of Care implications for WPS staff, so these are not to be used.
- Students being collected by another parent or carer, and who will leave the school site with that person, are considered to be under the supervision of that person.

Students who do not meet the previous 2 points may not play on any school equipment and are to leave the school promptly at 2.40pm as per normal.

Parents at the oval playground after school need to establish amongst themselves that all students at the playground are being directly supervised by an adult who holds the Duty of Care for that student/s as per the two first dot points.

Students not being directly supervised by a person holding the Duty of Care for them need to be asked to leave the school grounds by supervising parents at the playground, and if there are issues with this not happening, the school office needs to be notified by a parent at the playground.

If parents become aware that there are any safety or maintenance issues related to the oval playground, they should notify the school office. Supervising parents should ensure that children use the playground in appropriate ways (i.e. keeping sand within the playground area).