



# Winterfold Primary School

## Parent Information Book 2026

### ***Acknowledgement of Country***

*Kaya. Ngalak djoorabiny noonook djinanginy nidja.  
Ngalak dandjoo-koorl nidja kwobidak kaadadjiny-miya-p Beeljar 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 Beeljar 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.*



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## Welcome

As we continue to establish Winterfold Primary as a school of choice, I'm excited to share the focus areas guiding our journey forward. Our approach centres on collaboration, where strong relationships with parents, teachers, and the wider community create an inclusive and culturally responsive environment that ensures every student feels valued and supported. By working together, we nurture a school culture founded on trust, shared responsibility, and the commitment to student success.

A key priority is the creation of an optimal learning environment, one that balances academic growth with well-being. Through our Wellbeing Plan, we focus on fostering positive behaviours and addressing each student's unique needs, recognising that personal well-being is vital for academic success. Our holistic approach is grounded in restorative practices and aims to support all members of our school community.

At Winterfold, leadership is a shared responsibility. By fostering a distributed leadership model, we provide meaningful opportunities for both students and staff to actively contribute to our school's vision and goals. This shared approach strengthens engagement across the school and empowers everyone to play a role in our growth and success.

Our commitment to effective resource use is closely tied to high-quality teaching. Through evidence-based practices, consistent pedagogy, and data-driven decision-making, we aim to continually improve, providing personalised support that meets each student's needs. By building staff capacity and creating highly effective Professional Learning Communities, we support ongoing development that directly benefits student outcomes.

Together, we will continue to build a school community that values collaboration, embraces diversity, and prioritises well-being. Winterfold Primary remains dedicated to creating a dynamic learning environment that meets the needs of every student and supports their academic and personal growth.

With gratitude,



Kim Calabrese  
PRINCIPAL



## Winterfold Primary School Vision

At Winterfold Primary School we strive for excellence in education. We foster high student engagement in a respectful, inclusive, and collaborative environment on Noongar boodja. We use evidence-based approaches to deliver enriching, diverse learning experiences that provide opportunities for all students to achieve success as lifelong learners. We partner with students, families, and the wider community, empowering each child to contribute confidently as a caring and respectful global citizen.

## Winterfold Primary School Early Childhood Philosophy

In the Early Years at Winterfold Primary School, we see children as unique and capable individuals. We recognise and appreciate each child's innate curiosity, resilience, determination, sense of wonder, and capacity to succeed.

We believe that children are active participants in their educational journey. Our child-centred, play-based learning approach, combined with the explicit teaching of literacy, numeracy, and other key learning areas, fosters participation, contribution and a sense of agency.

We believe that high-quality structured play is essential for a child's growth, development and well-being. Through well-planned, intentional, play-based learning activities, children engage in authentic learning experiences with educators. Teacher-guided and child-initiated activities contribute to a rich and stimulating learning environment.

We create inclusive and supportive environments that foster each child's growth and success at school. We believe in nurturing curiosity, promoting exploration and respect within our learning spaces. We are committed to creating opportunities that cater to the diverse learning needs of each child at our school.

We implement teaching programs aligned with the WA Curriculum, The Early Years Learning Framework and The National Quality Standards. We use evidence-based educational programs and differentiate our teaching to ensure that students of differing abilities are always catered for.

At Winterfold Primary School, we acknowledge the vital role of parents, caregivers, and families as a child's primary educators. We collaborate with parents and caregivers to support children as they develop respectful, reciprocal relationships with their peers, educators and engage with the community. Through working together with families, we help build strong foundations for lifelong learning.





## Contact Details

School Phone Number:	(08) 6274 1900
Absences:	Via Compass app
Website:	<a href="http://www.winterfoldps.wa.edu.au">www.winterfoldps.wa.edu.au</a>
Email Address:	<a href="mailto:winterfold.ps@education.wa.edu.au">winterfold.ps@education.wa.edu.au</a>
Address:	41 Annie Street Beaconsfield WA 6162
Principal:	Kim Calabrese
Deputy Principal Student Services:	Kylie Bonser
Deputy Principal Curriculum:	Leanne Hill
Manager Corporate Services:	Leanne Cross
OFFICE HOURS:	8.00am – 4.00pm

## Term Dates 2026

### Semester 1

<b>Term 1</b>	<b>Monday 2 February – Thursday 2 April</b>
Break	Friday 3 April – Sunday 19 April
<b>Term 2</b>	<b>Monday 20 April – Friday 3 July</b>
Break	Saturday 4 July – Sunday 19 July

### Semester 2

<b>Term 3</b>	<b>Monday 20 July – Friday 25 September</b>
Break	Saturday 26 September – Sunday 11 October
<b>Term 4</b>	<b>Monday 12 October – Thursday 17 December</b>
Break	Friday 18 December – Friday 29 January 2027

## Staff Development Days

Please note the following School Development Days for 2026, students **do not** attend on these days.

Thursday 29 January  
 Friday 30 January  
 Monday 20 April  
 Monday 20 July  
 Monday 12 October  
 Friday 18 December

## Public Holidays 2026

Labour Day	Monday 2 March
Good Friday	Friday 3 April
Easter Sunday	Sunday 5 April
Easter Monday	Monday 6 April
ANZAC Day	Monday 27 April
Western Australia Day	Monday 1 June
King's Birthday	Monday 28 September



## Collection of Students during school hours

Where possible, can you please notify the teacher in advance if you know you need to take your child from the class during lesson time.

Before collecting your child from class, you will need to sign out your child via Pass Tab in the Front Office you will then receive a **Leave Pass** from the **main school administration office**. This information will then be kept on record. Parents/Guardians will only be given a Leave Pass if they are on the contact list for the child. Children will only be released from the classroom when the leave pass is given to the teacher.

## School Times

Doors Open	8.15am
School Commences	8.25am
Morning Recess	10.15am
End of Recess	10.40am
Lunch	12.30pm
End of Lunch	1.10pm
School Closes	2.40pm



## School Board

The School Board consists of the principal, staff, and parent representatives. The group meets once a term and is vital in the governance and strategic direction of the school. The Board discuss and ratify school priorities, planning, budgets, and policies.

## Parents and Citizens Association

The P&C hold a meeting once a term, on an evening, in our School Library 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 and creating opportunities to strengthen relationships through community events. If you can spare some time to join this group, you will get to know some of the other valued school community members and have fun along the way.

## Parent Volunteers

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

Any Parent or Carer 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.

## 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](http://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.





## School Fees

To enrich the opportunities available to children at Winterfold Primary School, the Education Department's regulations provide for the establishment of a Voluntary School Contribution from which the school can purchase extra resources. These contributions \$60 per child can be paid to the school front office at the start of the school year or through the Personal Item List. The Voluntary Contributions are endorsed by the School Board. Also approved by the School Board is the P&C (Parents and Citizens Committee) Voluntary Contribution, this amount is \$20 per student.

## Specialist Programs at Winterfold

### Drama and Visual Art

A specialist teacher is employed three 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. Alternate years the school hosts an Arts Show and School Production.

### 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. Whole school songs learned in Music Class are sung at the end of each term at assembly.

Years 4-6 students can be involved in the school choir performing at events across the year.

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

### Physical Education

Our school has a 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. Every 2<sup>nd</sup> year our students practise and produce an Edu-Dance Concert.

### LOTE – Languages Other Than English - ITALIAN

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

### Information Technology

Students 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 class sets of iPads in each classroom block, and all classes have Interactive White Boards. A Student Internet Access Contract is sent home upon enrolment to be discussed and signed by parents and students.

## Sports Factions at Winterfold



## In-term Swimming

Swimming lessons form part of the school's Physical Education program. In 2025 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.

## NAPLAN

Our Year 3 and Year 5 students will be tested in Literacy and Numeracy in weeks 6 and 7 of Term 1.



## General Information

### Uniform

Students should wear the correct school uniform to school each day. Uniforms can be purchased from our Uniform shop located in the Undercover Area every Tuesday morning before school 8.00am – 8.45am. Other dates may become available for purchasing uniforms and will be shared in newsletters. The uniform shop accepts cash, and EFTPOS facilities are available. Orders can also be placed via [quickcliq.com.au](http://quickcliq.com.au). Alternatively, order forms can be completed and paid (cash or Direct deposit) for at the front office, to be forwarded on to the Uniform Shop Co-ordinators. Second-hand uniforms are usually available from the Uniform Shop.

### Footwear

Please ensure that your child has enclosed shoes that are suitable for them to put on and take off independently.



## Hats

Our generous P&C issue a complimentary hat to each new student, on their first day, to welcome them to Winterfold Primary School. Hats will be kept in the classroom and sent home for laundering once a term. We have a **'No hat, no play'** policy across the school.

## 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. No medication is to be kept in the student's school bag.

## Injury

Safety is our primary concern. If accidents occur:

- Basic first aid will be given, and parents notified at the end of the day.
- For more serious injury, basic first aid applied, parents will be notified immediately, and actions taken as per outcome of conversation.
- In extreme situations, injuries may warrant an ambulance. Parents will be notified immediately.

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

## Illness

Please keep your child at home if they are unwell. Sending your children to school when they are sick puts other students and staff at risk. If your child becomes unwell at school, we will contact you and ask you to collect them as soon as possible.

## Excursions and Incursions

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 permissions will be sent via Connect on Microsoft Forms prior to all excursions. Payment and these forms are to be completed before students can attend the excursion.

## Communication

**School Website** – This has up to date information including:

- School Business Plan
- School Plans – Reconciliation, Annual Report,
- Newsletters
- Term Planners
- P&C information
- Programs

## Compass App

Starting at the end of 2025, Winterfold Primary School began transitioning to the Compass School Manager App. From 2026 onwards, Compass will be the sole platform used for school communication. All families will receive an email invitation to download the Compass app. It will be used for submitting absences, granting event permissions, and receiving important school correspondence.





## Text Messages

From time-to-time text messages as reminders will be sent to the Contact Number 1 on our contact list.

## Point of Contact

At our school, we value open and effective communication between parents, teachers, and school leadership. To ensure that any concerns or issues are addressed promptly and appropriately, we have established a clear communication process:

### Step 1: Contact the Classroom Teacher

Your first point of contact for any classroom-related concerns should be your child's teacher. They know your child well and are directly supporting their learning and any necessary adjustments within the classroom. This makes them the best person to address issues related to your child's day-to-day experience.

### Step 2: Contact the Deputy Principal

If the issue extends beyond the classroom or remains unresolved, please reach out to the Deputy Principal. They will work with you and the teacher to find a suitable solution and can also liaise with external services and supports if needed.

### Step 3: Contact the Principal

Should you require further support, or if the matter remains unresolved after following the first two steps, the principal is available to assist in finding a resolution.

We appreciate your partnership in ensuring a positive and productive school environment for all students.

## Reporting to Parents

School reports are emailed home to parents at the end of Semester One and Semester Two. An overall general comment will be included in the report and individual grades for each learning area and individual strands as well as overall grade in English and Mathematics will be provided.

If you have any concerns about your child's progress, please reach out to the classroom teacher at any point throughout the year. You can email the teacher directly or contract the front office to make a meeting time.

## Attendance

Daily attendance and punctual arrival of students is compulsory and outlined in the Education Act.

**Parents and carers are required to advise the school if their child is absent for any reason by notifying the School via the Compass app, phoning Admin Office 6274 1900, or email**

**[winterfold.ps@education.wa.edu.au](mailto:winterfold.ps@education.wa.edu.au)**

Parents are required to fill in a Students Taking In-Term Holiday form available at the Front Office if holidays are planned within the term dates.

## Pick and Drop Off

For safety reasons, parents or guardians are asked to personally deliver and collect their child from Pre-primary to Year One. Siblings are not to deliver or collect unless parents have notified the teacher. Please let us know of any custody arrangements which involve your family. You will need to provide documentation to the Front Office.

If you wish your child to go home with someone other than yourself, please be sure to inform the teacher with a written note or a phone call.



## 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. The following guidelines relate predominantly to Pre-primary to Year 6 students but are provided to our Kindy parents for their information.

### Before School Procedures

Our school starts quite early, and 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 Leave/Late pass 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. This includes the playgrounds.

### After School Procedures

It has long been the practice at Winterfold Primary School not to 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 who are attracted to the playground.

#### Guidelines

- Students who are under the DIRECT supervision of a parent or carer may play ONLY on the playground on the oval until 3.30pm. The use of other playgrounds has Duty of Care implications for Winterfold Primary School 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 above 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).

## School Parking Policy

The school aims to ensure the safety of the children and mutual convenience and harmony of all concerned users. The staff car park located on Annie Street, near the front of the school, and the rear staff car park, located on Wardle Place, at the rear of the school, **are strictly off limits** to parent pick up and drop off. 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. **Please do not use Wardle Place or park on residential verges to drop students off.** Thank you for your co-operation.



## 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.

## Before and After School Care

Winterfold Primary School has a before and after school care program. Vacation Care is also provided by Kaya Horizons at the school site during school holidays. For further information, please contact Kaya Horizon's directly on 9433 3911 or website: <https://www.horizonschildcare.com.au>

## Dogs on School Grounds

Dogs are not permitted in the school grounds due to health and safety reasons. Please do not walk your dog to drop or pick up your children.

## Student Personal Items

Personal Items lists will be distributed during Term 4 and information provided via Compass and on the Website. 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.

Please ensure that all items are clearly marked to show the owners name.

## 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.

## Infectious Diseases

The following diseases may require exclusion from school:

Chicken Pox	Conjunctivitis	Diphtheria	German Measles
Glandular Fever	Pediculosis (Mumps)	Poliomyelitis	Impetigo
Ringworm	Scabies	Scarlet Fever	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.



## 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.

<p><b>Students have the right to:</b></p> <ul style="list-style-type: none"> <li>• Learn in a supportive environment</li> <li>• Work &amp; play in a safe, secure, friendly, and clean environment</li> <li>• Respect, courtesy &amp; honesty</li> <li>• Be heard</li> </ul>	<p><b>Students have the responsibility to:</b></p> <ul style="list-style-type: none"> <li>• Ensure their behaviour is not disruptive to the learning and well-being of others</li> <li>• Keep the school environment clean &amp; secure</li> <li>• Be punctual, polite &amp; prepared</li> <li>• Follow School Rules</li> </ul>
<p><b>Staff have the right to:</b></p> <ul style="list-style-type: none"> <li>• Respect, courtesy &amp; honesty</li> <li>• Teach in a safe, secure, friendly, and clean environment</li> <li>• Teach in a non-disruptive environment</li> <li>• Co-operation and support from parents and colleagues</li> <li>• Be heard</li> </ul>	<p><b>Staff have the responsibility to:</b></p> <ul style="list-style-type: none"> <li>• Model respectful and courteous behaviour</li> <li>• Ensure students understand the rules</li> <li>• Establish positive relationships with students, parents, and colleagues</li> <li>• Establish and maintain good organisation, planning, and teaching practise</li> <li>• Keep appropriate records of student achievement and behaviour</li> <li>• Provide regular and relevant feedback to students on their performance/progress</li> <li>• Report students' progress to parents</li> </ul>
<p><b>Parents have the right to:</b></p> <ul style="list-style-type: none"> <li>• Be informed of their child's academic, social, and behavioural progress</li> <li>• Be heard in an appropriate manner and forum</li> <li>• Expect their child to participate in meaningful and relevant learning programs</li> </ul>	<p><b>Parents have the responsibility to:</b></p> <ul style="list-style-type: none"> <li>• Ensure their child attends school punctually</li> <li>• Endeavour to provide their child with appropriate materials/equipment</li> <li>• Support the school staff and learning programs</li> <li>• Participate in the school community</li> </ul>

