



*To inspire and prepare students  
for the opportunities and  
challenges of the future.*

Glencoe Primary School  
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# GLENCOE PRIMARY SCHOOL



## PARENT INFORMATION BOOKLET 2024

## **GLENCOE PRIMARY SCHOOL**

Glencoe Parade

HALLS HEAD WA 6210

**Telephone:** 9586 6800

**Email:** [Glencoe.ps.enquiries@education.wa.edu.au](mailto:Glencoe.ps.enquiries@education.wa.edu.au)

### **SCHOOL TERMS 2024 (Students)**

Term 1 Wednesday 31 January – Thursday 28 March

Term 2 Monday 15 April – Friday 28 June

Term 3 Monday 15 July – Friday 20 September

Term 4 Monday 7 October – Thursday 12 December

### **SCHOOL DEVELOPMENT DAYS 2024 (Pupil Free)**

Term 1 Monday 29 January & Tuesday 30 January

Term 2 Friday 31 May

Term 3 Friday 16 August

Term 4 8 November & Friday 13 December

Students finish school on Thursday 12 December 2024

### **SCHOOL TIMES**

<b>Start of Day</b>	<b>8:30 am</b>
<b>Lessons start</b>	<b>8:45 am</b>
<b>Lunch break</b>	<b>10:45 am</b>
<b>Lessons resume</b>	<b>11:20 am</b>
<b>Recess break</b>	<b>1:20 pm</b>
<b>Lessons resume</b>	<b>1:40 pm</b>
<b>End of day</b>	<b>2:50 pm</b>

**Please note Friday includes an 8:40am siren**

Glencoe Primary School Website: [www.glencoeprimaryschool.com.au](http://www.glencoeprimaryschool.com.au)

**Compass** is our school's Communication Platform. Install the Compass School Manager app from Apple iTunes or the Android Play Store. (When you first log in, enter in Glencoe Primary School). Enter in **your username, password** and tap on Sign In. When prompted with Please tap on ACCEPT. The username and password will be provided by the school upon enrolment.



## **INTRODUCTION**

This information booklet is designed to help you understand some of the procedures associated with the operation of the school. The information will assist you to get to know your school, the people in it and the school processes. Parents are encouraged to become involved in their children's schooling. We are looking forward to a very productive and successful year.

### ***Our Vision***

*To inspire and prepare students for the opportunities and challenges of the future.*

## **ENROLMENTS**

Enrolments for both Early Childhood and Primary years are completed in the Administration Office, and, except for students transferring in, first enrolments require that a Birth Certificate or Extract be presented, along with Immunisation Records and Proof of Residence. Enrolment in Pre-Primary is compulsory and every child of Pre-Primary age is legally required to attend school.

*If there are any changes to your child's enrolment details, (eg. phone numbers, address, medic alert or medication), please advise the Administration Office so that all records can be kept updated.*

## **CUSTODY**

If only one parent has custody of a student, the Principal needs to be informed and copies of court orders must be lodged at the school office.

The school can only respond to current sighted court orders. We cannot implement orders which are given verbally and have no legal standing. However, if a parent (who is the legal guardian) wishes to give the school specific instructions they must be in writing, dated and signed.

## **START OF SCHOOL YEAR**

Class lists are placed in the Administration Notice Board, located outside the Deputies office, on the day before students return to school. Parents of young students may need to help their find their rooms. If a name is missing from the class lists for the relevant year level, parents are asked to report to the Administration Office.

## **VOLUNTARY CONTRIBUTIONS and CHARGES**

**Voluntary Contributions** are approved by the School Board and are set at \$60 for each child in Kindergarten, Pre Primary and Primary School.

Voluntary Contributions supplement the purchase of items which include photocopiers and paper, educational games, duplicating materials, extra reading resources, teaching aids, sport and physical education equipment, audio equipment, maths resources and computer software. Other ongoing expenditure is also met from this source. Early payment each year, therefore, benefits your children.

Voluntary Contributions can be paid online (via electronic transfer) or via Compass. Details are as follows:

### **Bank West**

**BSB: 306 072**

**Account Number: 416 5724**

Important: Please ensure your **CHILD'S FULL NAME** (First and Surname) appears on the transfer as a reference for the school.

**Charges** are optional and are paid if parents decide they want their child to participate in activities such as excursions, incursions, camps, hire of specialist providers (eg In-term Swimming Lessons) and other items.

More details regarding Voluntary Contributions & Charges are provided in a separate explanatory letter, distributed annually towards the end of Term 4.

## **ARRIVAL TIMES**

Students should not arrive before 8.30am. On arrival at school, students (with their parents/carers, if applicable) must go directly (with their schoolbags) and wait in the Canteen Undercover Area where supervision is provided until the chimes sound at 8.30am. The children will then be released to make their way to their classrooms.

It is imperative that students are well prepared and settled by the time the siren sounds, which signals the start of the official school day at 8:45am.

**Please note:** Students who arrive at school after the 8:45am siren must report to the Administration Office, to complete a late note, whether they are accompanied by a parent/carer or not.

This must be done before the child goes to class. A late note issued by the office staff, is then given to the child who in turn delivers it to his/her teacher upon entering the classroom.



## DRESS CODE POLICY

- All children are expected and encouraged to wear school uniform.
- A clearly stated Dress Code will assist parents in supporting their children to adhere to the Dress Code.
- The Dress Code Policy, binds all members of the school community.
- Parents should be surveyed at least every four years to gain input and feedback relating to the Dress Code Policy.

### Guidelines

While Perma-Pleat sells uniforms, parents have the option of purchasing items at stores convenient to them. Items which match the school uniform, but do not carry the school logo are considered school uniform.

Plain faction shirts (plain and in faction colours) are considered part of the school uniform. They may only be worn on days when the children have rostered sports sessions, Faction Friday and special sports days.

School staff will encourage and support the child/family in adhering to the Dress Code.

### Our Uniform

Polo shirt	Royal blue/gold – logo
Microfibre wind jacket	Royal blue/gold – logo
Jumper	Royal blue/gold – logo
Airflow shorts	Royal blue only – no logo
Cargo shorts	Royal blue only – no logo
Skorts	Royal blue only – not logo
Microfibre pants	Royal blue only – not logo
Double knee track pants	Royal blue only – not logo
Standard/Reversible Hat	Royal blue – yellow logo
Faction polo shirt	Red, Yellow, Green or Blue

### PURCHASING OF UNIFORMS

Uniforms are available to purchase from Perm-A-Pleat, Unit 2/76 Reserve Drive, Mandurah. Telephone: 9500 3036.

A uniform price list can be obtained from the Administration Office.



## **Items Which Are Not Acceptable at School**

- Clothes of any colour other than royal blue and gold
- Jeggings, jeans or denim clothing of any kind
- Board shorts, long shorts, over baggy shorts, multi coloured shorts, bike pants
- Jewellery and body piercings (other than a watch, sleepers or stud earrings)
- Perfume, deodorant and aerosol sprays
- Make up, tattoos (including fake and stick on) and nail polish
- Thongs, slip on shoes, high heels, boots, designer shoes, skate shoes or sandals
- Midriff tops, singlets, off the shoulder tops
- Brand name shirts, printed shirts with advertising, logos or slogans
- Visor hats, beanies or caps
- Fluffy jackets, clothes with feathers and fur trimmings
- Scarves
- Mobile phones and personal electronic devices (refer to Mobile Phone Use Policy)

## **Hair styles**

- Hair must be kept neat at all times and not covering eyes
- Appropriate hair styles are to be worn
- If below shoulder length, hair must be tied up. This applies to girls and boys.
- Head lice are a problem in all schools and maintaining neat, well-kept hair can assist in managing the issue.
- Hair spray (including colour hair spray) must not be brought to school
- Dyed hair is not permitted
- Large hair accessories are not permitted
- Any acceptable hair accessories are to be in school colours.

## **EXCURSIONS/OUTINGS/INTERSCHOOL SPORT**

For safety reasons, on all excursions and outings children will NOT be able to take part unless in full school uniform.

## **ABSENCES**

- Under Department of Education Regulations, typically the only acceptable reasons for absence from school are illness and medical or dental appointments, that cannot be arranged outside of school hours. It is a legal requirement that parents contact the school regarding any student absences or lateness.
- In the event of an absence, please use the Compass app as your first option, alternatively you can text, or phone the Administration Office, notifying the school of your child's absence. This must be done prior to 9:30am.
- The school operates a mobile phone messaging system for the communication of student absences. Our attendance system will automatically send parents an SMS if their child is absent and no explanation has been provided.
- If an explanation for the absence has been received **prior to 9:30am, parents will not receive an SMS.**
- **The number to use for text messages regarding your child's absences is 0437 618 533.**

## **PERSONAL PROPERTY OF STUDENTS**

Students are discouraged from bringing excessive amounts of money, valuables, expensive toys or sport equipment to school as they could be lost or damaged.

Under no circumstances should dangerous items such as knives, lighters, matches, pellet guns etc. be brought to school. For SAFETY REASONS students may only wear sleepers or studs in their ears and not wear any other jewellery or ornaments such as bangles, rings and necklaces which might contribute to injuries to themselves or others.

**NB: Body piercings (other than a sleepers or stud earrings) are considered potentially dangerous, and the school recommends that they should not be worn. Make up and nail polish are not to be worn to school.**

Parents should refer to the Dress Code Policy which has been endorsed by the School Board and is found elsewhere in this booklet.



## **MOBILE PHONES/ELECTRONIC DEVICES**

**We discourage children from bringing mobile phones and electronic devices to school.**

### **Conditions of Use**

1. Students are permitted to bring a mobile phone or smart devices onto school premises for safety, security or emergency purposes only.
2. Parents who allow their child to bring a mobile phone or smart device to school must complete an **“Application for Student Use of a Mobile Phone” (obtained from the office)** and submit it to the Principal for approval. This form is to be completed annually.
3. Mobile phones and smart devices must be turned off and handed in at the Administration Office between 8.30am – 8.45am.
4. Mobile phones and smart devices are to be collected at the end of the school day, after 2:50pm by the owner of the phone only.
5. Mobile phones and smart devices are not to be used by other students.
6. The school does not accept responsibility for any theft, loss or damage of mobile phones.

## **EXCURSIONS**

Class teachers may arrange excursions to suit the year level's educational program. Every effort is made to keep costs to a minimum. Written parental permission must be given for participation in excursions.

## **NO SMOKING SITE**

Like all schools and Government premises, under no circumstances is smoking permitted on site.

## **EMERGENCY CONTACTS**

Emergency contact numbers must be kept up to date. Please also advise the school of any change of address, home numbers, work place and work numbers, custody information, etc.

*Please keep your emergency contact numbers up to date.*

## **CHILDREN'S DISPUTES**

Under no circumstances are parents permitted to become involved in children's disputes by making contact with other children. Any issues which are causing concern should be referred to teachers.

Parents should not approach other parents or other children to resolve disputes. To reiterate, issues of concern should be referred to teachers.

## LEAVING SCHOOL GROUNDS

Once they have arrived at school, students will not be permitted to leave before the normal dismissal time without permission.

For security purposes, if you are collecting your child from school, please contact the Administration Office first for a Leave Pass. This needs to be completed and handed to the classroom teacher, or duty teacher if during recess or lunch times.

**No child will be released from the classroom or play areas, without a completed and signed Leave Pass.**

## LUNCHES

*There is a canteen facility on site. This is typically run by the P&C. Operational days are to be confirmed for 2024.*

*Lunches need to be ordered at the beginning of the day, from the School Canteen, starting at 8:15am.*

*You may also use the Quickcliq app to place orders. Alternatively, the Lunch Order Box at the Canteen can also be used.*

Parents and carers are strongly urged to provide their children with healthy and nutritious food to eat at school for lunch and recess breaks. Please also refer to Glencoe's Healthy Food and Drink Policy, for more information.

Glencoe is also a Crunch and Sip School.

## FACTIONS

Apart from the usual school uniform colours, some school activities, sport in particular, are organised on a 'faction' basis. The four factions for Glencoe are named after ships and are as follows:

**(Red) SUCCESS** - Captain Stirling's ship when exploring the Swan River in 1827.

**(Gold) CHALLENGER** - Captain Fremantle's ship when he took over the Swan River Colony in 1829.

**(Blue) PARMELIA** - One ship of Stirling's 1829 fleet.

**(Green) CANOPUS** - A coastal ship which plied between Mandurah and Fremantle.

Faction Captains and Vice Captains are elected annually.

## TRAVEL TO AND FROM SCHOOL

### *Bicycles*

Please provide a lock to protect your child's bike. The Department of Education does not have insurance policy to cover lost, stolen or damaged bikes. Any stolen bike should be reported to the **Police**, by parents.

**NOTE: This school endorses the Government law on the wearing of cycle helmets. Parents are asked to ensure that children wear helmets at all times when riding bikes or scooters.**

### *Scooters and Skateboards*

If children choose to use scooters or skateboards, helmets should be worn.

**Bikes, scooters and skateboards must not be ridden on the school grounds at any time.**

### *Buses*

Transperth operates a 591 public bus service that deviates via Glencoe Primary, both in the morning and in the afternoon, for school drop off and pick up.

Further information can be obtained from Mandurah Bus Depot on 9581 4700. Alternatively, please contact the Transperth Info Line on 13 62 13.



## **STUDENT BEHAVIOUR POLICY & PROCEDURES**

The Student Behaviour Policy & Procedures are outlined in a separate document.

Glencoe Primary School has implemented a **Positive Behaviour Support (PBS) Framework** with the purpose of continuing to establish a safe, supportive and positive learning environment.

The Four Behaviour Expectations for our school are:

**Be Respectful - Be Responsible - Be Safe & Caring - Be Your Best**

## **NEWSLETTERS**

School newsletters can be found on Compass app and our school's website. We encourage you to read the newsletter uploaded on a Thursday every two weeks (fortnightly) on odd weeks of term, as it will keep you up-to-date with day to day school news and activities.

A Parent Planner is provided each term. Various important dates can then be entered on home calendars.

## **SCHOOL BOARD**

Broadly, an important function of the School Board is one of setting the strategic direction for the school and overseeing the implementation of the School Business Plan. The Board plays a vital role in decision making.

## **PARENTS AND CITIZENS ASSOCIATION (P&C)**

The school's Parent and Citizens Association typically meets once per term. Everyone is welcome to attend. This group works tirelessly to raise funds for our school, undertaking one activity after another in an effort to keep the school well provided with required resources. Importantly, the P&C fundraising activities supplement Glencoe's cash component of the school budget.

## **BUSINESS PLAN 2024 – 2026**

This plan is based on the needs identified and priorities determined by Staff and the School Board. It sets the strategic directions for Glencoe Primary School into the future.

## **REPORTING**

Written Reports for Years Pre-Primary to Year 6 will be sent home to parents each semester. Special opportunity for parent interviews on individual reports is offered after each report. Other reporting opportunities are outlined during the year.

## **STUDENT COUNCIL**

Glencoe's Student Council is comprised of elected Year 6 and Year 5 students. The Student Council provides important leadership to the school. A role of this group is to give students at Glencoe a voice in building a positive future. In addition, two Year 6 students are selected to represent the school as part of the Junior Council program, coordinated by the City of Mandurah.

## **DATA COLLECTION AND ANALYSIS**

Each year the school collects a range of data related to student performance. The data includes both teacher judgements and external testing. This information is recorded and analysed and it serves as the basis for ongoing school improvement.

The staff and the School Board examine all the data collected and then they determine the school's identified needs and hence its priorities for the following year/s. Data collection and analysis is an important aspect of the school's organisation and it ensures that programs will be developed in the school to ensure that the needs of all students are met.

## **PRIMARY EXTENSION AND CHALLENGE (PEAC)**

### **YEARS 5-6**

Special interest and extension classes are offered on a term basis - largely on the basis of testing in Year 4.

PEAC classes are taken off site by teachers especially appointed for the task, and provide for identified students from each school in the region.

## **EARLY CHILDHOOD CENTRE**

The school's Early Childhood Centre is staffed by teachers, education assistants and special needs assistants as required, and caters for Kindergarten and Pre-Primary students.

The Early Childhood Centre is part of the Primary School and all enrolments and payments are attended to through the main office.

## **PHYSICAL EDUCATION/SPORT**

Physical Education/Sport is part of the school program and as such all students are expected to participate. A parent note or doctor's certificate is required before a student can be excused.

## **ASSEMBLIES**

Parents are invited to attend our fortnightly assemblies. These involve all Pre-Primary to Year 6 classes, and are held at 8.45am on the Friday when an assembly is scheduled and are conducted by the students. Dates are advised in term planners and newsletters.

## **COUNSELLING/GUIDANCE**

The school has limited access to the services of a School Psychologist. Most referrals are made by school staff, but parental informed consent is sought in advance. Parents can also request counselling assistance for their children - through the school. In addition, the Glencoe School Community will also have continued access to our School Chaplain- Mrs Debbie Lysaght and our School Psychologist Mr Nathanael Sobjeko. They are on site Wednesday and Thursdays.

## **ACCIDENTS**

Minor injuries or illnesses during the day are normally attended to at school. Parents will be contacted in all cases of injury to the head. In more serious emergencies every endeavour is made to contact a parent to arrange for the student to be collected from school.

We will always endeavour to contact parents first to involve them in the decision.

In extreme cases the student may be taken directly to a medical centre, or an ambulance requested. If this is the case, expenses will be directed to the parent.

## **APPOINTMENTS**

Parents may refer any matter affecting their child's welfare and progress to the Principal or Deputy Principals. It is preferable that teachers are contacted in the first instance, to discuss problems or concerns. Teachers welcome parent visits, but ideally appointments should be made by contacting the school on 9586 6800. If possible, before school appointments should be avoided as teachers are preparing for the day's lessons.

Teachers are only to be contacted via the school.

## **PARKING**

The Staff Car Park is '**out of bounds**' to students and parent parking. It is reserved for staff or deliveries and is not to be used to pick up and drop off students. A designated drive through Pick Up/Drop Off Area is available for this purpose.

## **SOUTH METROPOLITAN EDUCATION REGIONAL OFFICE**

Glencoe Primary School is located within the South Metropolitan Region. The South Metropolitan Education Regional Office is situated at 184 Hampton Road, Beaconsfield. Phone: 9336 9563

## **INFORMATION COMMUNICATION & TECHNOLOGY RESOURCES**

Each class has access to a network of computers, including laptops with another class bank in the computer laboratory. Students also have access to additional technology resources including iPads (one class set for each block) and coding equipment.

In order to access digital technology at school two separate documents requiring parent consent, need to be updated annually.

## **DOGS**

Dogs are not permitted on school grounds. Dogs should only be on site for specific reasons such as news or special classroom events, with prior notification.

## **HEAD LICE**

Children who have head lice will be excluded from school until their hair has been treated. Parents will be contacted immediately if head lice are detected. Once treated the child may return to school through the Administration Office.

## **DENTAL THERAPY**

This school's Dental Service operates from South Halls Head Dental Therapy Centre. There are no charges for inspections and for some less complex levels of treatment.

The Dental Therapy Centre's phone number is 9535 1798.

If the above centre is unattended, information for emergencies will be available on the above number.

## **LOST PROPERTY**

Items of unclaimed property seem to accumulate quickly at school. Lost property is kept near the Administration Office (Student Services entrance). Parents can assist by ensuring that items of clothing, hats, coats, tops, helmets, etc. are **clearly labelled** for easy identification. Unclaimed property eventually goes to charity.

## **OUT OF HOURS FACILITY USE**

Organised groups can arrange to use the school's facilities out of school hours. Application forms and contracts can be negotiated through the school office.

If using the grounds after school, coaches and parents are responsible for children's supervision. Children need to be aware that all school rules and procedures still apply.

Parents wanting to access courts and grounds after school need to do so by the front gate.

## **OUT OF SCHOOL HOURS CARE (OSHC)**

Outside of School Hours Care (OSHC) is available at Glencoe Primary School.

**Waratah All Year Care** can provide before, after school and vacation care.

### **Contact details:**

Phone 0414 535 685

Email: [leighmetcalf@live.com.au](mailto:leighmetcalf@live.com.au)

Website: [waratahallyearcare.com.au](http://waratahallyearcare.com.au)

## **SECURITY**

Parents are encouraged to contact 1800 177 777 if they observe or are aware of concerns regarding out of school hours security and safety.

If parents or community members see people inside the school fence, (when the gates are locked), they are also encouraged to ring the above number.

## **SWIMMING**

In-term swimming classes for Years Pre Primary to 6 are conducted each year, and all students are strongly encouraged to attend all sessions. There are no charges for instruction, but bus transport and pool admission costs apply.

## **TRANSFERS**

Parents of students changing schools are asked to advise the school as soon as possible so that various records can be collected and forwarded to the new school. This also allows library books and school owned texts to be recalled in a timely manner.

**EXCURSIONS/OUTINGS/INTERSCHOOL SPORT**

On all excursions or outings, a full school uniform must be worn, unless otherwise specified.

**CONCLUSION**

We trust that you and your children enjoy your association with Glencoe Primary School.



GLENCOE PRIMARY SCHOOL

