

# Goomalling Primary School



Parent Handbook 2023



## OUR MISSION

To give every child every chance to shine.

## OUR VISION

At Goomalling Primary School our vision is to build a community of students, with high expectations who strive for personal excellence in a safe learning environment. We are an integral part of the wider Goomalling community, supporting students to become purposeful global citizens who are resilient and respectful in the face of challenges.

## OUR VALUES

Respect—Achievement—Resilience—Endeavour

**This is GPS**

# GPS Handbook 2023

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Welcome to Goomalling Primary School. We hope that your association with our school will be as happy and rewarding as it has been for our students, staff, parents and community members both past and present. Our school has maintained a long tradition of educational excellence in a family setting. Goomalling Primary School offers a comprehensive educational program by a dedicated and professional staff whose experience and expertise benefits all the students. We invite your involvement, participation and suggestions which may enable us to deliver an even more progressive and comprehensive educational service to our students. We encourage you to read and become familiar with the contents in this booklet. It will provide you with the major functions, services, requirements and organisational aspects of our school.

Regards,

Paige Ludwig, Principal

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## 1.2 Context

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Goomalling Primary School was established in 1906. Until 1989 it was a District High School that catered for students from Pre-Primary to Year 10. As a result, Goomalling Primary School is a spacious school with an abundance of resources - including a computer laboratory, a well-stocked library and resource room, canteen, art room and music area. The school celebrated its Centenary in 2006, with past and present students, staff and community members. The Centenary Pathway and the Mosaic Wall are lasting reminders of the Centenary and contribute to the school's welcoming and modern appearance.

"Goomalling" is an adaptation of the Noongar word "Koomalin", which means "the place of possums". Our logo features the Common Brush Tail Possum, which was once abundant in the Goomalling district.

We have a three classroom structure in 2023.

Room 1: Adonia Marelli	K/PP/1/2
Room 9: Sophy O'Keeffe	3/4
Room 8: Genine Smith	5/6

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## 1.3 School Planning

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Our school planning has been developed in consultation with School Council, families and staff. It will drive our decision making until the end of this year after which a new strategic plan will be in place, which will be developed throughout 2023.

A copy can be found on our website.



# General Information

## 2.1 Our Team

Principal	Paige Ludwig	Education	Lynn Carr
Administration	Julie Forward (MCS)	Assistants	Jarna French
	Christine Barratt		Sheila Smith
	Sheila Smith		
Teaching Staff	Genine Smith		
	Adonia Marelli	Gardener	Darrell Kennedy
	Sophy O’Keeffe		
	Kristel Couper	Cleaning Staff	Jodi Iles
	Nigel Harford (Music)		Steph Hall

## 2.2 School Day

Students arrive from 8:30 am.	
8.30 am	Children in class unpacking and preparing (Supervision provided by Period 1 teacher)
8.50 am	Classes commence
10.45 am	Morning Recess
11.05 am	Classes commence
1.00 pm	First duty Lunch - children to eat under teacher supervision for the first 10 minutes.
1.20 pm	Second duty - students to play
1.40 pm	Classes commence
3.00 pm	Home Time

## 2.3 Term Dates

Term 1	Wed 01 February 2023	Thur 06 April 2023
Term 2	Mon 24 April <b>2023</b>	Fri 30 June <b>2023</b>
Term 3	Mon 17 July <b>2023</b>	Fri 22 September <b>2023</b>
Term 4	Mon 9 October <b>2023</b>	Thu 14 December <b>2023</b>

# General Information

## 2.4 School Development Days

Term 1	Mon 30th January 2023	Tue 31st January 2023
Term 1	Mon 24th April 2023	Friday 2nd June 2023
Term 3	Wed 23rd Aug 2023	Dowerin Field Day
Term 4	Friday 15th December 2023	

## 2.5 Voluntary Contributions

In order to enrich the opportunities available to your child, the following scale of contributions has been agreed for our school. We urge parents to consider the needs of the school and their children and to forward their contribution as early in the new year as possible. Payment can be made in person or sent to school. Cheques should be made payable to Goomalling Primary School. Preferred method is by EFT:

Goomalling PS Funds Ac, BSB: 633000, Account No: 112628334.

Kindergarten \$50 per child, PP – Year 6 students: \$60 per child

## 2.6 Admissions

Our office staff are ready to assist any new families with the enrolment process. A birth certificate, or similar documentary evidence, is required for all new admissions. Enrolment is not complete until evidence is produced. In addition, it is a Department of Education requirement to record immunisation information on each child's enrolment. .

Children Born	Begin Kindergarten at the start of school year in	Begin Pre-primary at the start of school year in	Begin Year 1 at the start of school year in	Begin Year 2 at the start of school year in
July 1 2018 to June 30 2019	2023	2024	2025	2026
July 1 2019 to June 30 2020	2024	2025	2026	2027
July 1 2020 to June 30 2021	2025	2026	2027	2028
July 1 2021 to June 30 2022	2026	2027	2028	2029

## 2.7 Attendance

Students arrive at school from 8.30am. Department Regulations deem attendance 40 minutes after the morning bell, or leaving 40 minutes before dismissal bell as a half day absence. Parents are reminded that an explanation is required for every absence. The school records attendance electronically. A letter of explanation will automatically be generated if an explanation is not offered within a week.

## 2.8 Updating Information

The information which you provide on Admission Forms is important in helping us look after your child, and should be kept up to date. In particular we need to know: Change of address, telephone number, email at home or work, change of parent's work arrangements, change of student's health/medical status or emergency contacts and any legal decisions that involve student welfare. We also ask parents to complete a form granting permission to use digital photos of their children in different publications.

# General Information

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## 2.9 Uniforms

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Students representing the school in educational, cultural or sporting activities are expected to be in the appropriate school uniform.

In keeping with the Goomalling town colours of dark navy blue and white, the P&C's Uniform Committee, in consultation with parents and staff, has determined the school uniform as follows:

Summer	Blue and White Check School Dress Dark Navy Polo Shirt with white trim and School Crest Dark Navy Shorts or Skirt or Skort Sneakers or Sandals
WinterDark	Navy Polo Shirt with white trim and School Crest (long sleeves available) Dark Navy Windcheater Dark Navy Microfibre Long Pants Dark Navy/White Sports Jacket Sneakers
Compulsory	Hat with Brim (preferably the designated 'bucket-style' school hat in navy)

All items can be purchased from the school through the P&C's Uniform Committee representative. Order forms are issued each term, or you can call the office for information on uniform supplies.

For safety reasons, it is not appropriate to wear jewellery to school, with the exception of small studs or sleepers.

Please note:

All articles of clothing should be labelled with your child's name.

Those children in an unacceptable standard of dress may not be taken on excursions.

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## 2.10 Money Collection

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If money is to be sent to school for voluntary contributions, incursions/excursions or any other purpose, please place it in an envelope labelled with your child's name and details of the enclosed money. Money should be handed to the front office on arrival at school.

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## 2.11 Bicycles

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For safety reasons, bikes are not to be ridden within the school grounds. They must be wheeled to and from the bike rack. Students are required to wear a bicycle helmet by law.

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## 2.12 Canteen

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Canteen is run by parent volunteers each Monday and on the last day of term. New volunteers are always welcome. Canteen menu is available on school website.

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### 3.1 Curriculum

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Student programs are developed according to the WA Curriculum. More information is available on the SCSA website.

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### 3.2 Reporting to Parents

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Semester Reports are sent home at the end of Terms Two and Four. Interviews are scheduled in Term 1 for all families. Teachers will contact parents if there are concerns about their child's progress and parents are welcome to contact the school office to arrange an interview to discuss their child's behavioural or educational progress. Reports concerning the performance of the entire student population and the school's priority areas are presented to the Goomalling School Council on a regular basis. An Annual School Report is published in Term 1 on our website and you will be advised through the newsletter when it is available.

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### 3.3 Additional Support

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Students who require additional support are identified and planned for using our school's Special Educational Needs procedures. These children will have an Individual Education Plan (IEP) developed by the classroom teacher. It is important for this process to be a team approach between home and school. Parents will be updated on their child's progress in the IEP each term.

Additional support is available to families.

Speech Therapy—Our speech therapist visits the school twice each term. Referrals to the service can be arranged through the school.

School Psychologist—A School Psychologist is available on a needs basis. The School Psychologist's role is to assist students who have academic, behavioural or emotional concerns which are affecting their school work. Students may be referred by the school or by the parents, but usually by both, in consultation. A parent's written permission is necessary before any testing is done.

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### 3.4 Homework Policy

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The purpose of homework is to consolidate the learning that is happening in the classroom, practise skills that need a high degree of repetition and to remediate areas of difficulty. There is little benefit to providing homework for the sake of homework.

Children from pre-primary upwards have home reading each night. In addition they may have activities to practise skills such as spelling and times tables. Individual students may have homework to consolidate the content linked to IEPs.

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### 3.5 Excursions

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Various excursions and incursions occur during the year. These are organised with an educational goal in mind and staff are careful to align excursions with curriculum delivery. The maximum cost of excursions is outlined in the Voluntary Contributions and Charges document.

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### **3.6 Assemblies**

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Assemblies are held twice a term. During assemblies, the school acknowledges students' achievements in the social, sporting, cultural and academic areas. The first assembly each term will be a general assembly. The final assembly is hosted by a different class each term. They will organise, present items and host the assembly. Parents and community members are encouraged and welcome to attend.

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### **3.7 Library**

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The school Library plays an important and vital role in our school. It contains a varied selection of fiction, non-fiction and reference books. Parents are asked to check that books borrowed by their children are returned by the due date and that any damage to books is reported to the school. Generally each student is allowed to loan two books per week. Please remember that students require a library bag. Lost books are to be paid for by the person responsible for them. All books should be returned the week before holidays start.

A Book Fair, sponsored by Scholastic, are usually held during Term 1 each year. Purchases for quality books on display may be made over the week. Our library benefits from very generous sales commission.

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### **3.8 School Photos**

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A commercial photographer attends once a year. The date is advised through the school newsletter. Class and individual photos are taken. Family photos can be taken if arranged with the school.

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### **3.9 Personal Items List (Stationery)**

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The Department of Education will continue to supply some text materials and workbooks. However, parents are asked to provide items for personal use by the student. A book list for each class is provided in Term 4, for the next year. Please ensure that all items are marked with your child's name. This information is also available on our website.

The school urges parents to purchase the items listed and not to purchase inadequate or inappropriate materials (such as oversized biros, pencils and the like). Please assist the school by purchasing the standard equipment list. Some items (such as pencils, biros, etc) will need to be replaced on a regular basis and it would be appreciated if parents check to see that their child has all the suggested equipment throughout the school year.

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### **3.10 Remote Learning**

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In the event of a school closure due to Covid 19, the school has a remote learning plan. 'Learning @ Home' is available on the school website and will be distributed in hard copy to parents should the need arise.

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## 3.11 Special Events

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There are many events which may occur annually as part of the regular year. The primary events are listed below.  
# GPS 2023 Host School

### Term 1

#### Parent Information Evening

All parents are invited to an information session.

#### Yr 6 Combined Leadership Day #

Our senior students combine with Sacred Heart for a leadership training and goals setting day.

#### Mortlock Swimming Carnival #

Students have the opportunity to represent our school in the swimming carnival held during first term at Goomalling each year. Participating schools are Bolgart PS, Goomalling PS and Sacred Heart Catholic School.

### Term 2

#### Music Feste

Music Feste is held in Wongan Hills each year and showcases musical items from participating schools.

#### Book Week

Each year we celebrate Bookweek. We have a Bookweek parade where students come dressed as a book character.

#### VPSSA Interschool Cross Country #

This is an annual event held at a different venue each year. Participating schools are: Goomalling PS, Sacred Heart Catholic School, Bolgart PS, Cadoux PS and Yerecoin PS.

### Term 3

#### VPSSA Athletics Carnival

This is our interschool carnival, and all students participate. It is held at a different venue each year. Participating schools are: Goomalling Primary School, Sacred Heart Catholic School, Bolgart Primary School, Cadoux Primary School and Yerecoin Primary School.

### Term 4

#### Presentation Day

Final celebration day for the year. Student awards are presented, the new student council is announced and the classes present items.

#### Swimming Lessons

In Term

Students attend swimming classes held by the Department of Education at the Goomalling War Memorial swimming pool during the last term, subject to availability of Swimming Instructors.

Vacation

Vacation swimming is held at Goomalling War Memorial swimming pool and enrolment notifications will be via the School newsletter.

# School Associations

## 4.1 School Council

The Goomalling School Council meets on a regular basis. Parents are notified of the dates and times through the school newsletters. Parent members report (written and verbal) to the P & C Association. The constituted purpose and function of the Goomalling Primary School Council is to enable parents and members of the community to engage in activities that are in the best interests of students and that will enhance the education provided by the school.

Three parent representatives are on the School Council. The balance of the School Council is made up of the Principal, two staff members and community representatives.

Principal	Paige Ludwig	Council Members	Debra-Lee Chester
School Council Chair	Karen Mannaerts		Sheila Smith
			Karen Mannaerts
			Jarna French
			Natasha Read

## 4.2 P&C

This very valuable group of people meet at the school on a regular basis. All parents are most welcome. Parents are notified of the dates and times through the school calendar and newsletter.

The purpose and function of the Goomalling Parent and Citizen Association is to:

- encourage parent participation and involvement in the school
- provide a forum to discuss issues pertaining to the school and its community and the gathering of opinions
- provide extra amenities for the benefit of students through fund raising.

All parents and citizens can be members of the above association. Only financial members (a nominal fee \$2 per family) are entitled to vote. All positions become vacant at the Annual General Meeting held early in the year.

## 4.3 Student Council

One School Captain position is available for Year 6 students only. The exact number of Student Councillor positions will change from year to year, depending on the size of our cohort.

The selection process comprised of three key stages: **Application, Speech, Interview**. Staff and students will vote for their top applicant, with the votes being worth 1 point for each student vote, 2 points for each staff member vote and 5 points for the Principal's vote.

Applicants will be ranked on all three key steps, in addition to the votes, and a final decision will be made by the Principal.

School Captain and Student Leaders will be announced at the Presentation Assembly.

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## 5.1 Rationale

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Our school operates on the belief that all students have the right to work in a safe, caring and productive learning environment. Students, staff, administrators and visiting members of the community have the right to feel safe at all times and the responsibility to support collaboratively a positive learning environment.

The plan acknowledges individual differences amongst students and provides for a flexible process for staff and administrators responding to behaviour issues, ranging from everyday classroom misdemeanours to serious breaches of the school code. It favours a non-punitive approach to behaviour issues and encourages interventions that are directed towards helping students to learn appropriate classroom and playground behaviour.

We acknowledge that all parties including staff, administrators and the home need to share responsibility for modelling and teaching children appropriate behaviour as well as the keys to success at the school. This plan seeks to facilitate clear understandings about processes, structures and procedures related to behaviour management and to outline the support that teachers can expect from the rest of the school community in the behaviour management process.

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## 5.2 PBS

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We embarked on the Positive Behaviour in Schools (PBS) process. This will mean a comprehensive overhaul of our behaviour management processes. It is a framework where schools work alongside families to explicitly teach and promote positive behaviours in our students.

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## 5.3 Good Standing

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In 2020 the school implemented our Good Standing Policy and Procedures. The current Good Standing policy is available to parents on our school website.

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## 5.4 Rewards and Incentives

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Whole school Good Standing rewards/incentives are held once per term. These are usually planned by staff in conjunction with student council. Students must have their good standing in order to attend.

Faction tokens are a *'free and frequent'* reward. Tokens are tallied each week with the winning faction receiving a reward the following week.

Classroom levels reward or incentive systems are up to individual teachers.

# Health and Safety

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## 6.1 Visitors Book

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It is a Department of Education requirement that visitors sign a Visitor's Book in the school office. (For example, parent help, sports clinic leaders, and tradespeople)

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## 6.2 Medication

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If a student requires medication at school a Health Care Plan must be completed for the child by a parent/carer and medication provided. Students will not receive any medication without parent consent.

**Any medications are to be kept in a labelled container in the administration building. Students are not permitted to have medication in their bags to self-administer. Eg Ventolin**

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## 6.3 School Nurse

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A trained School Health Nurse visits the school at regular intervals during the year to carry out routine health checks. Parents are advised if a student appears to require attention. In some cases teachers may refer a child to the School Health Nurse if there appears to be a problem, and parents are welcome to do the same. Parents are required to complete a form outlining their concerns. The School Health Nurse is the point of reference for referring children to other government Health Agencies.

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## 6.4 Dental Therapy Centre

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Goomalling Primary is serviced by the Dental Therapy Van which comes to School once a year. This is a free service for all children from years PP- 6. The Dental Therapy unit notifies parents, through the school, as to when their child should attend the clinic. In any emergency parents should ring the Mobile Dental Therapy Clinic on 0419 965 006.

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## 6.5 Sun-safe Policy

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Please note that it is school policy that all children wear hats outside every day. The school has a 'no hat, no play in the sun' policy as a health precaution. Sunscreen is available and used in all classrooms.

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## 6.6 Crunch-n-Sip Policy

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Goomalling Primary School is a certified "Crunch'n'Sip" school. This means that we are committed to providing students with a set break each morning to eat fruit or salad vegetables and to sip water. Parents are asked to provide their child with a serve of fruit or salad vegetables( whole or chopped). A bottle should be filled with water only (no flavoured waters, fruit juices or energy drinks). These bottles will be allowed to sit on the student's desk so they are able to take a sip of water during lesson time.

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## **6.7 Student Sickness or Accident**

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Minor injuries or illness during the day are attended to by the school. With more serious injuries, or continuing illness, every attempt is made to contact the parent/guardian to arrange for the child to be collected from school. If contact cannot be made, it may sometimes be necessary for the child to be taken to a hospital at the school's initiative. Parents are urged to up-date school records regarding current address and telephone numbers.

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## **6.8 Collection of Students**

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Student drop off and collection is from the parent car park accessed from Eaton St. Buses utilise the bus bay outside Room 1 on Eaton St. K/PP students are to be collected from the classroom by an adult.

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## **6.9 Smoke Free Campus**

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The School would like to remind all parents and community members that it has a smoke free zone policy. It would be appreciated if all parents, community members and visitors consider the School's policy and refrain from smoking on the school grounds.

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## 7.1 Parent Communication

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Positive and constructive communication with parents is the backbone of our community relationships. We encourage parents to communicate freely with the school.

<u>Facebook</u>	<u>Seesaw</u>	<u>Newsletter Goomalling Gazette</u>	<u>Endeavour Newspaper</u>	<u>Webpage</u>
Tell stories, show off our partnerships and showcase significant events; i.e. NAIDOC, Science Week, sporting events. This is for everyone.	Share class photos and build confidence in our parent base of our learning intents and programs. Through 'class' it also engages students in their learning.	Pictures and key community messages for extended family/friends (i.e. grandparents, aunts, uncles, etc) and community members.	Share news and information to the wider Goomalling community, and showcase significant events.	Information repository especially for current parents, prospective staff and prospective parents. Includes school planning and policies.
<b>Reach:</b> Parents, friends and family not in Goomalling, prospective students and staff, community members not linked to the school.	<b>Reach:</b> Current parents. Specific students or class groups can be targeted. Can include extended family (i.e. grandparents).	<b>Reach:</b> Community in and around Goomalling. Copy is available on the website.	<b>Reach:</b> Community in and around Goomalling.	<b>Reach:</b> Worldwide.
<b>Showcase</b>	<b>Share</b>	<b>Share</b>	<b>Showcase and Share</b>	<b>Reference</b>

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## 7.2 Complaints Procedure

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We encourage parents to voice concerns or queries early in order to find solutions before problems grow. Parents should first address concerns with the classroom teacher. Please phone the office to make appointments.

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## 7.3 Contacts

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Ph: 08 96237700

Email: [goomalling.ps@education.wa.edu.au](mailto:goomalling.ps@education.wa.edu.au) Web: [www.goomallingps.wa.edu.au](http://www.goomallingps.wa.edu.au)