



Jilbup
PRIMARY SCHOOL

Information Booklet

2024



*We want our children to love coming to school,
our teachers to love their students and our
community to love our school.*

Love ♥ Learning



Welcome to Jilbup Primary School

We are excited to embark on this educational journey with you and your child. This information booklet will provide you with all the information you will need to ensure a smooth start to school.

Thank you for choosing Jilbup Primary School, we look forward to a wonderful partnership as we work together to build a school of excellence.

Teaching and Learning Programs

At Jilbup Primary School, we use programs that are evidence based and explicitly teach the concepts our students need to know in order to be successful learners.

We present and deliver learning opportunities that are supported by the Science of Learning and the Science of Reading. Our students will be able to apply this knowledge to deeper learning through play, creativity, and a love of learning.

Communication with the School

We are committed to your child's education and your child's teacher will do their best to make themselves available to talk with you as the need arises. Please make a time to talk to your child's teacher if you have a matter that needs discussing. The start and end of the day are busy times and teachers are often unable to devote the time and attention needed to properly address issues if a meeting time has not been arranged. Please make an appointment if you need to speak to your child's classroom teacher.

As a school, we are committed to answering your emails as quickly as possible. Teachers do not have time during the school day to check emails, there is an expectation that emails will be checked by your teacher before the start of the day and then again after school from 2.30 pm. Teachers are not expected to respond to emails outside of the working day (before 7.00am and after 5.00pm during the week). If you need to contact your child's teacher for an urgent matter, outside of the hours mentioned above, please contact:

Louise O'Donovan (Principal) on 0415 338 840
or
Sarah Benz (Deputy Principal) on 0410 491 745



Parent Contact with the School

- Your child's teacher is your first point of contact regarding questions or concerns you have about your child at school. Please contact them first before approaching the school administrators
- If you need a message delivered to your child during the school day, please do so via the front office
- Keep your teacher updated on matters concerning your child's health and well-being
- Notify the teacher of any changes to the normal routine within the home situation. Such changes can affect your child's behaviour, attitude and emotional well-being at school
- Notify the front office of any changes of address and/or telephone number
- Participate in classroom and whole school activities
- Consider joining the school P&C or School Board

Reporting to Parents

At the end of each semester, parents/carers will receive an online Education Department report. This report will contain a grade for all learning areas, the expected target, your child's progress and areas for improvement.

A detailed general comment will provide you with information about how your child is engaging in their learning and their social and emotional wellbeing.

What to bring to school

- A child's backpack, one that they can manage
- A school hat - the school policy is "no hat - no play" therefore children without hats will only be permitted to play in shaded areas.
- Sunscreen will be available for students to apply at school, but it must be self-administered. If your child is unable to apply it themselves, please put sunscreen on your child before they come to school
- Crunch and Sip - one piece of fruit or vegetable
- Please provide a healthy, nutritious lunch in an easy to open lunch box
- A named water bottle (water only, no cordial or milk)
- A change of clothes for ECE children in case of accidents/messy play

We ask parents/carers to please ensure that all items are clearly labelled with your child's name.



Uniform

The Jilbup Primary School uniform sets the standards expected of students and plays an important role in promoting a positive image of our school. Our uniform supports all students to participate actively in school life. It also helps us to create a sense of identity and a school culture in which every student experiences a sense of connection and belonging. We have an expectation that Jilbup Primary School students will wear our school uniform to school.

Our school uniform colours are apple green, charcoal and white with purple and pink in the logo

- School polo shirt with logo
- School microfibre jacket with logo
- Reversible bucket hat with logo (includes toggle and pocket)
- Faction shirt with school logo
- Charcoal shorts- mid thigh, loose fitting walk short (universal, non-school logo)
- Charcoal skort- mid thigh, loose fitting (skirt with inbuilt pants, non-school logo)
- Charcoal tracksuit pants (universal, non-school logo)
- Charcoal leggings that are opaque and full length to the ankle (universal, non-school logo)
- Footwear – shoes, sneakers, or sandals with a toe cover and ankle strap. All footwear needs to be appropriate for outside play, physical activity, and sport. It is also important that footwear is age appropriate, and that the student can independently put their shoes on and off. Velcro is recommended in kindergarten.

We ask that parents/carers please ensure that they clearly label all clothing with your child's name.

Factions

At Jilbup Primary School, we have four factions in which students will belong to for a variety of intra school events, carnivals, and activities. Our factions have been named after flora that is relevant to our school context.

Our four factions include:

- Banksia (red) – Banksia faction is named after the Banksias in the Beeliar Wetlands and the art installations chosen for our school called *“The Three Banksias”*
- Grevillea (green)- Grevillea faction is named after one of the streets bordering our school
- Jacaranda (purple)- Jacaranda faction is named after one of the streets bordering our school
- Wattle (yellow) – Wattle faction is named in respect and reference to our planning name, *Wattleup East Primary School*



Student Booklist, Contributions and Charges

A book list indicating items your child will need to start school is in your enrolment pack. You have the option of buying the items yourself or paying a one-off charge and the school will source the items. Our bulk purchasing power allows us to secure discounts, saving you money on essential school materials.

The school also asks for a voluntary contribution which is allocated directly to the classrooms to support the teaching programs, providing materials and resources and cooking and craft supplies that enhance the learning opportunities for your child. An activity fee for excursions/incursions is also payable either as a one-off up-front payment, or you can choose to pay as you go.

Compass

Teachers will communicate school activities through our whole school communication platform, Compass. You will receive more information about how to access and use this system at the start of the year. You can also keep up to date with what is happening at the school through our Facebook page.

Absences

To comply with the Education Act (1999), a written explanation is required for each absence from school. This can be completed via Compass, an email to jilbup.ps@education.wa.edu.au or a hard copy note. As part of the school's legal responsibilities, notes are kept on file by classroom teachers. It would be appreciated if parents would notify the school in advance of foreseeable extended absences from school.

When an absence is due to long term sickness, parents may wish to contact their child's teacher to discuss activities that could be completed at home. Teachers will not be expected to provide work for holiday absences.

Students who arrive after 8.30am are required to report to the office where they will receive a late pass.

School Times

The school day begins at **8.20am**. Your child's class will be open at **8.15am**. Children who come to school before 8.15 will be supervised in the library.

The school day finishes at **2.30pm**. Please be punctual if you pick your child up from school. Students from Years 1-6 do not need to be released to a carer, however those students in Pre-Primary and Kindergarten must have their legal guardian collect them. If you need to collect your child before the end of the school day, you need to sign them out at the front office and take the pass to the class teacher.



Break Times

Our whole school play and eating times will be referred to as Break 1 (10.30am-11.00am) and Break 2 (1.00pm-1.30pm). **At Jilbup PS we play first and then eat.**

When children bring lunch, we recommend a sandwich, bread roll, or similar, with suitable filling and one or two healthy snacks such as a small yoghurt, fresh fruit, cheese, or plain muesli bar. Water is always available so please do not include juice or milk drinks with your child's lunch. **There is no sharing of any food.**

Canteen Service

We will be providing a canteen service through Hammond Park Secondary College Café. Orders can only be made for Break 2, as deliveries will be collected at 1.00pm. You can access their menu and order via this website:

<https://parkcafehpsc.square.site>



When you reach the payment section there will be a box to '**add a note to seller**'.

Please state:

- Jilbup Primary School
- your child's name
- their classroom number

Phones at school

The Education Department released the latest update of Student Mobile Phones in Public Schools in August 2022.

The policy states:

Kindergarten to Year 6 students:

- are not permitted to have a mobile phone in their possession during the school day
- must store their mobile phone using an appropriate approach or location determined by the school

If your child needs to bring a mobile phone to school, it is to be given to the front office at the start of the day where it will be stored until the end of the day for the child to collect. Students will not be allowed to message home via any online means during the school day.

If you need to contact your child urgently you can ring the front office and the message will be given to your child.



Custody Arrangements

To assist us in meeting our duty of care responsibilities, please let the school administrators and teachers know of any special custody arrangements that involve your child.

Positive Behaviour School

At Jilbup Primary School we want to improve student academic and behaviour outcomes by ensuring all students have access to the most effective instructional and behavioural practices and interventions possible.

Behaviours will be managed with a positive approach and expectations will be explicitly taught. Communication around behaviour incidents will occur as necessary. Please see the Jilbup Primary School *Behaviour Education Policy* on our website for more information regarding behaviour management at Jilbup PS.

Specialised Learning Program – Autism

The Specialised Learning Program - Autism (SLP-A) at Jilbup Primary School supports the individual needs of students with Autism from Kindergarten to Year 6. Specialist teachers and trained education assistants provide evidence-based programs in homerooms and additional support to staff who have students with ASD in mainstream classrooms. Each student's individual program is based on their unique profile and needs across all educational settings.

For more information regarding the SLP-A at Jilbup Primary School contact our Program Coordinator Kirsty Plews at Kirsty.plews@education.wa.edu.au

Confidential Declaration Form

The Department of Education has advised schools that all visitors and volunteers to schools must sign a *Parent and Child Volunteer Declaration Form* (available from the front office) prior to working in the classroom with the children. You will be required to sign in at the front office if you are volunteering in a classroom.

Illness, Allergies and Medications

If your child has a temperature, has vomited and/or has diarrhoea, please keep them at home.

Should your child become ill at school we will contact the parents or emergency contact person. Please ensure your contact details remain current. All allergies and medical conditions must be noted on the *Student Health Care Summary Form*, and the school office staff and teacher must be informed so that a medical plan can be implemented if required.

If your child requires medication to be taken at school, you will need to fill in an *Administration of Medication Form* at the front office. All medication will be stored there.



Head Lice

Jilbup Primary School has a responsibility to ensure head lice is not spread throughout the school. If the school suspects your child has head lice, we will exclude the student from attending school until treatment has commenced. Your child may return to school when all live head lice have been removed. Please see the Jilbup Primary School *Head Lice Policy* on our website.

Out of School Care

At Jilbup Primary School, our onsite out of school care provider is Connect Learning. You can contact Nancy Salzbrenner for enrolment information on 0420667904.

Children's Possessions

Children should not bring any toys or personal, precious items to school unless they have been requested for a particular reason. Parents, please check with the teacher if you are unsure. Precious items from home can be accidentally damaged, broken or lost which can be very distressing to the child concerned.

Birthdays

We love to celebrate birthdays, name days or other special occasions. If you would like to send in small cupcakes or treats for your child to share with his/her friends on (or near) their special day, please let your teacher know beforehand. Please be aware of our *Food Allergies and Healthy Food* policies found on our website.

Recycling List

If you have any valuable 'junk' you feel we might be able to use in the kindergarten, please bring it in. Please ensure items are clean and dry. We do not use milk/ juice cartons, or empty toilet rolls.

Plastic Free

We are a school that values sustainability and looking after our planet by doing as much as we can. We encourage you to pack plastic free lunch boxes where possible. We suggest using Bento boxes which have sections for each food, which reduces the need for plastic wrap, and are available at various retailers.



For further information about our school please contact:

Principal

Louise O'Donovan

louise.odonovan@education.wa.edu.au

Deputy Principal

Sarah Benz

sarah.benz@education.wa.edu.au

Manager of Corporate Services

Julie Walkden

Julie.walkden2@education.wa.edu.au

Program Coordinator Specialised Learning Program – Autism

Kirsty Plews

Kirsty.plews@education.wa.edu.au



Phone: 6174 1450



Address: Whadjuk Drive Hammond Park 6164



Website: www.jilbupPS.wa.edu.au



jilbupPS@education.wa.edu.au





Love ♥ Learning