



WEST LEEDERVILLE
PRIMARY



2025

PARENT HANDBOOK

Delivering Educational Excellence
Every Child, Every Opportunity



TABLE CONTENTS



• School Information	1
• Welcome Introduction	2
• Welcome From The Principal	3
• Governance	4
• School Board	4
• P&C	4
• School Operations	5
• 2024 School Terms	5
• Public Holidays	5
• School Development Days	5
• Daily Timetable	5
• Student Contact Information	6
• Class Placement	6
• Behaviour Management	6
• Positive Behaviour School	7
• Canteen	8
• Crunch and Sip	8
• Lunch Arrangements	8
• Lost Property	8
• Student Possessions	8
• Visitors	8
• Enrolment and Attendance	9
• Enrolment Policy	9
• Family Court Orders	9
• Attendance and Absence	9
• Attendance Matters	10
• Arrivals Departures from School	11
• Before and After School Care	11
• Student Requirements	11
• Voluntary Contributions	12
• Uniforms	13
• Curriculum	14
• English	14
• Mathematics	14
• Human and Social Sciences	14
• Science	14

TABLE CONTENTS



• Health and Physical Education	15
• Technologies - Design and Technologies and Digital Technologies	15
• The Arts	15
• Language - Japanese	15
• Library	15
• Intervention	16
• Gifted and Talented	16
• Extra-Curricular Information	17
• In-term Swimming	17
• PEAC	17
• NAPLAN	17
• Excursions and Camps	17
• Student Services	18
• Support for Students	18
• Referral Process	18
• Pastoral care	19
• School Psychologist	19
• Chaplain	19
• Health and Medical	20
• Illness	20
• Allergies	21
• Immunisation	21
• Sun Safe	21
• Infectious Disease	22
• Dental Unit	24
• School Nurse	24
• Communications	25
• Facilities and Grounds	27
• Kiss n ride	27
• Bikes and scooters	27
• Dogs	27
• School Calendar	28
• School Song	29
• Kindergarten	30

SCHOOL INFORMATION

Principal

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Associate Principals

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West Leederville Primary School

Phone: 08 9366 9750

Email: westleederville.ps@education.wa.edu.au

Website: <https://wlps.wa.edu.au>

Address: 58 Northwood Street, West Leederville WA, 6007

Kindergarten (Lake Monger Site)

Kindy Green & Kindy Blue

Phone: 08 9205 5451

Kindy Red

Phone: 08 9205 5450

Address: c/- Lake Monger Primary School

Intersection of Gregory & Dodd Street, Wembley WA, 6014

WELCOME

INTRODUCTION

West Leederville Primary School is nestled in the Perth suburb of West Leederville, between Lake Monger and City of Subiaco. West Leederville is situated 3 kilometres (1.9 ml) northwest of the central business district of Perth, the capital of Western Australia, within the Town of Cambridge and was originally formed from the sale and subdivision of the estate of William Leeder that occurred from 1891 onwards. West Leederville Primary School was founded in 1898. The school opened its doors with 133 children under the Head Teacher Mr James Sadler and one assistant Miss Howson. Until the 1950s, a tram ran down Woolwich Street, which borders the school. In 2024, the enrolment of over 570 is drawn from varied backgrounds and cultures and has increased steadily from 240 students in 2006. A significant feature of the school's character is as a place of interaction for the community including local musicians, sporting and fitness groups, language and artists. The school celebrated its 125th anniversary in 2023.

Our original buildings are heritage listed and these provide unique character with classrooms that surround the traditional school hall. In 2010, a library and arts centre was completed followed by an administration wing in 2011. The building of seven new early childhood classrooms was completed in time for the commencement of the 2015 school year. In 2017 a second storey was added to the library building, which now comprises the senior classrooms.

A large covered assembly area provides a wonderful outdoor facility for the many activities that require outside space, but shelter from the sun. The ground space is compact but attractive with the parent community and staff exhibiting a keen interest in its appearance. There are two off-site kindergarten classrooms located at Lake Monger Primary School.

The number of classroom teachers and specialist programs has increased along with the rapid enrolment growth. The staff is open and approachable, working with parents on programs to achieve the best outcome for the students. Staff members are committed to ongoing learning, and attend professional learning programs to enhance and strengthen classroom practice.

A sense of community is an important feature of West Leederville Primary School. The school recognises the importance of the local community and values a collaborative partnership in the delivery of education. Students, staff and parents participate in a wide range of programs to support, enhance and develop community relations. West Leederville enjoys a particularly strong parent and community involvement through the Parents and Citizens Association (P&C) and the School Board.

WELCOME

FROM THE PRINCIPAL

Kirsten Dicker
Principal



I am lucky to be the principal of this school. West Leederville Primary is a vibrant place of learning and social growth. Proudly inner-city, the school is just three kilometres from the Perth CBD, with a cosmopolitan community of students from many cultural and linguistic backgrounds. Established in 1898, our school has a rich history and traditions. Over the years the school has grown significantly, expanding to fill the site. While the original heritage building remains, additional, modern buildings now help to house over 570 students.

Our students constantly display our school values of perseverance, kindness respect, excellence and courtesy. They have a growth mindset and demonstrate a creative and inquisitive outlook on life. Students are supported by dedicated and highly motivated staff, who embrace a child-centred philosophy and are committed to improving outcomes for all students.

The school is firmly embedded into the culture of the local community. It is a warm and embracing environment that ensures everyone is welcomed and encouraged to participate in the daily life of the school. We are grateful for this engagement and collaboration because we know, when everyone works together, great things happen.

As a community our vision is to “deliver educational excellence through a safe, respectful and stimulating environment that inspires our children to learn to their full potential”. We aim to develop the whole child – academically, emotionally, socially and physically.



GOVERNANCE

School board

As an Independent Public School (IPS), West Leederville Primary School has a board. The board plays an important role in contributing to good school governance so that school resources are used efficiently, and community expectations and the school's priorities reflect the needs of students. The functions of councils and boards are covered by legislation and include both approval and advisory roles. Some of the matters councils and boards may make decisions on include:

- fees and charges
- book lists
- sponsorship
- dress codes

Boards make these decisions with the principal and other relevant decision-makers who ensure the decisions adhere to legislative and policy requirements. Principals may also seek the advice of boards to inform themselves before making management decisions. Board members have the right to understand the principal's decisions (except where they involve confidential information and decisions about people or families).

The board does not intervene in the control or management of the school. This is the role of the principal.

P&C

The P&C is an active group that has a focus on fundraising to provide resources and equipment that enhance the learning environment and help school staff to deliver opportunities otherwise unachievable within our budget. Of equal importance to the fundraising is the social aspect of the P&C's activities bringing families together in friendship, further enhancing the strong sense of community in West Leederville.

P&C meetings are held in Weeks 3 and 8 of each term in the staff room, commencing at 7.30pm





SCHOOL OPERATIONS

2025 School Terms

- TERM 1** Wednesday 5 February - Friday 11 April
- TERM 2** Monday 28 April - Friday 4 July
- TERM 3** Monday 21 July - Friday 26 September
- TERM 4** Monday 13 October - Thursday 18 December

Public Holidays

- | | |
|---------------------|-----------------------|
| Monday 27 January | Australia Day |
| Monday 3 March | Labour Day |
| Friday 18 April | Good Friday |
| Monday 21 April | Easter Monday |
| Friday 25 April. | Anzac Day |
| Monday 2 June | Western Australia Day |
| Monday 29 September | King's Birthday |

School Development Days (Student Free Days)

- | | |
|---------|-------------|
| Monday | 3 February |
| Tuesday | 4 February |
| Friday | 28 February |
| Friday | 30 May |
| Friday | 22 August |
| Friday | 19 December |

Daily Timetable

- | | |
|----------------------|---------|
| Doors open at: | 8:20am |
| School commences: | 8:40am |
| Morning recess: | 10:40am |
| Mid-morning program: | 11:00am |
| Lunch break: | 1:00pm |
| Afternoon program: | 1:40pm |
| School finishes: | 2:50pm |

Uniform Shop
 Orders: www.quickcliq.com.au
 Open

- 1st Thursday each term
- Heritage Hall
- 8.20-8.50am

Queries to
uniforms.wlps@gmail.com

Canteen
 Orders: www.quickcliq.com.au
 Open

- Every Mon, Wed, Fri
- Recess & Lunch

Volunteer at
canteen.wlps@gmail.com



Student contact information

To ensure quick communication with parents in case of an emergency, please notify the school immediately of any changes to your home or work phone numbers, home address, or emergency contact details. Contact numbers and addresses need to be kept up to date with the front office personnel. Children can be distressed unnecessarily when sickness or illness occurs and the contact number is out of date.

Class placement

At West Leederville Primary School, classes are formed to ensure the best learning environment for each student to succeed. Using professional judgement and all available information, the social, emotional and academic needs of each student is carefully considered. The placement of students into classes is undertaken by teachers and administration staff, in line with our **Class Placement Policy**. At times, the formation of multi-aged classes is necessary when student numbers are insufficient to maintain one or more single grade classes.

Behaviour management

At West Leederville Primary School, we believe in creating safe, orderly, inclusive, supportive and culturally responsive environments that enable students to fulfil their learning potential is a responsibility shared by all members of the school community. Positive student behaviour is essential to promote engagement in learning and to maximise the impact of classroom teaching.

At West Leederville Primary School, we aim to foster a school culture that ensures students:

- are welcomed, safe, and experience a sense of belonging
- feel their unique strengths and talents are understood, valued and nurtured
- have a voice in decisions that affect them
- learn to take responsibility for their actions and behaviour
- feel a strong sense of purpose as learners and connection with the wider school community
- are not discriminated against on the basis of behaviour as a manifestation of disability.

When students do not demonstrate the expected behaviours, the staff at West Leederville Primary School use a restorative approach when addressing the actions that require attention. A restorative way of working builds a positive culture of trust, respect, belonging, empathy, cooperation, accountability, and responsibility. It provides students with a voice in the process and maintains positive relationships.



Positive Behaviour School

At West Leederville Primary School we follow the Positive Behaviour Support (PBS) framework. This recognises the importance of high academic engagement, a positive learning environment and strong relationships. It is a preventative approach that uses explicit teaching of the expected behaviours and positive reinforcement strategies to achieve outcomes. Students are made aware of what is expected of them through responses that are consistent and applied fairly.

We are guided by the following values, which underpin our behaviour expectations:

At WLPS we have selected core values that we aim to learn, promote and uphold.

- **Perseverance** keep doing something, even if it is challenging.
- **Excellence** achieving our best and having high standards.
- **Responsibility** being dependable and accountable for our actions.
- **Courtesy** respect and consideration for others.
- **Kindness** care, concern and generosity for others.





Canteen

The school canteen is run by a subcommittee of the P&C for the purpose of providing healthy and nutritional food for students at the school. The school canteen operates three days per week on **Mondays, Wednesdays and Fridays** and is open at recess and lunch time. Lunch orders may be placed online at <https://www.quickcliq.com.au/> up to two weeks in advance. Students may make over the counter purchases at recess.

Volunteers assist the canteen manager and new recruits to the roster are always welcome. Email to register your interest in volunteering at canteen.wlps@gmail.com

Crunch and sip

Children have the option for Crunch and Sip throughout the day. This is where a child brings their own piece of fruit or vegetable to eat (non-sharing) and has water to drink (from their own water bottle). This includes Kindergarten and Pre-primary students. This provides an opportunity for students to refuel throughout the day and assist with their mental and physical performance such as concentration.

Lunch arrangements

Lunch and recess breaks allow students to eat, get fresh air, socialise, visit the library, or exercise. Students eat in the undercover area and must stay until dismissed by the supervising teacher. A healthy, balanced lunch is encouraged for all. Students are not allowed to leave school grounds during breaks unless signed out by a parent/guardian.

Lost property

Labelling your child's clothing and other possessions will help ensure that anything that is lost is returned. Lost property is collected and placed in the white cupboard located in the Heritage Building hall. Items are sorted each term and where possible, returned. Items not claimed are either donated to the school pre-loved uniform shop or donated to charity.

Student possessions

Children should not bring any toys or personal, precious items to school unless they have been requested for a particular reason (e.g., News Telling). Please check with the class 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. Staff cannot take responsibility for lost or damaged personal items.

Visitors

In keeping with departmental policy ALL visitors, including parent/carers, must sign in and sign out at the front office and obtain a visitor pass. This pass must be displayed at all times while on school grounds.



ENROLMENT AND ATTENDANCE

Enrolment policy (Reside in the Local intake Area)

West Leederville Primary School is strictly a local intake school and therefore only accepts students for enrolment who reside within its boundary. Details of the intake boundary and documentation required to enrol are located on the [WLPS website](#). The school has places for students whose primary place of residence is within the boundaries of our local intake area as has been determined by the Department of Education. We require parents/carers to provide the supporting documentation as per our [checklist](#) which is on our website.

Your child can start Kindergarten at the beginning of the school year if they turn four on or before 30 June in that year. Kindergarten enrolment begins around May the year before your child will start Kindergarten. By law, all children must be enrolled in school by their sixth birthday. Children develop at different rates and learn skills in different ways.

Our teachers are trained to work with your child regardless of their age or level of development. It is the school's task to respond to the needs, learning styles and rates of progress of individual students. Schools also plan learning experiences based on the skills students bring to school. For further information please go to the following web link:

www.det.wa.edu.au/schoolsandyou

Family court orders

We know that some families experience breakdown. The School Education Act obliges parents to inform schools of any Court Order or other orders which are applicable to their children.

If court orders are obtained by one or both parents, a copy of the orders must be provided to the school as soon as possible. Official documentation is required otherwise both parents will be assumed equal rights to access.

Attendance and absence

Once enrolled, parents are legally required to ensure their child attends school every day it is open for instruction or activities. Missing school can disrupt learning, affect confidence, and hinder social connections.

If your child is absent, please log in to Compass before 9:30am and submit an attendance note, including the reason. Unexplained absences are marked as unauthorised and will trigger an SMS reminder to provide a reason.

If collecting or dropping off your child outside normal hours, please sign them in or out at the front office. Families are encouraged to schedule holidays during school breaks, as term-time vacations are recorded as unauthorised vacation.



Attendance Matters

if your child misses...	That equals...	Which is...	and over 13 years of schooling that is...	which means the best your child might perform is...
1 day per fortnight	20 days per year	4 weeks per year	nearly 1.5 years	equals to finishing in grade 11
1 day per week	40 days per year	8 weeks per year	over 2.5 years	equal to finishing in grade 10
2 days per week	80 days per year	16 weeks per year	over 5 years	equal to finishing in grade 7
3 days per week	120 days per year	24 weeks per year	nearly 8 years	equal to finishing in grade 4



Arrival and departure from school

Please ensure children arrive at school in time to commence lessons at 8.40am. Classrooms open at 8:20am to allow staff and students time to prepare for the day. A late arrival means that your child may miss roll call, important announcements or introductions to learning. If your child is running late, you must send them to the front office to sign in and collect a late note to present to their teacher.

Children should not arrive before 8.20am. If this is unavoidable, they must remain seated in the undercover area until their classrooms are open. Students should be picked up or leave the school promptly after the 2.50pm siren. Younger children should always be picked up by an adult. Students who have not been picked up by 3.00pm will be directed to the front office to be collected by parents.

Before and after school care

Operating out of WLPS, Camp Australia Childcare provide before and after school care.

Children at the Lake Monger Kindergarten site are also catered for by TheirCare.

Further contact details of the services offered by these childcare providers are available on our website and are as follows:

Camp Australia West Leederville OSHC on info@campaustralia.com.au or 1300 105 343.

TheirCare (Lake Monger PS) 26 Dodd Street, Wembley info@theircare.com.au or

Phone : 0418 111 554.

Student requirements

Although the school provides most text books, reading materials, work books, art materials, mathematics and science equipment; some items will be on the booklist.

Parents are expected to provide the daily consumable items to ensure smooth learning. Pencils, rulers and pens may require regular replacement.

The school booklist is made available in Term 4 and parents may place their order via the internet, visit the supplier's shop or source the items independently. All items listed are required for the learning program of students.

Parents have the option of paying their Voluntary Contributions with their book supplies through Campion.



Voluntary contributions

Parents are asked to provide financial help to the school through parental contributions. It is a fundamental misconception that schooling is free and that the WA Government pays all students' school expenses within Western Australia.

While West Leederville Primary is given an allocation of funds based on enrolment from the WA Department of Education, the school relies heavily on parent contributions to provide additional educational materials.

These voluntary contributions are set annually by the School Board and can be paid in conjunction with the Student Requirements through Champion or at the school office during school hours.

Contributions can be made for the year or spread over two semesters. In situations where contributions cannot be made, parents are asked to discuss the matter, in confidence, with the Principal.

Voluntary Contributions

- Contribution to supplement school funding.

Student personal items booklist

- These items will vary from student to student and are for use in lessons ie. stationery.

Optional extra cost items selected students

- Specific learning activities available to selected students ie. IMSS or PEAC.

Charges

- Costs associated with specific learning activities available to students within the year group ie. excursions, Interm swimming, camp.

P&C Voluntary Levy

- Fundraising initiative by the P&C to enable them to continue to offer a large range of services, programs and resources.

The current list of contributions and charges at West Leederville Primary School are available on our website: [Contributions and Charges 2025](#)



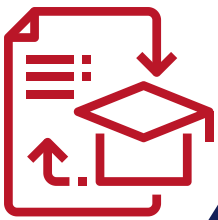
Uniforms

The School Board supports wearing a uniform to foster a sense of belonging, pride, and positive school spirit. The uniform adheres to Sun Aware guidelines and is designed to be attractive and comfortable.

Uniforms can be ordered online at <https://wlps-p-and-c.square.site/>. Online orders must be placed 48 hours in advance, and will be delivered to the office for collection, or to your child's classroom (year 3+) on Thursdays. The uniform shop is open for direct sales on the **first Thursday of each term from 8:20am to 9:00am**. New students and Kindergarteners will collect their orders from the front office.

School colours are red and blue. Available uniform items for Kindergarten include bright T-shirts in pink, blue, red, gold, or green and wind cheaters in blue, red, or gold students. Following the Cancer Council of WA's advice, the school enforces a 'no hat, no play' policy. Children must wear broad-brimmed hats for sport and physical education and will be directed to shaded or undercover areas during breaks if they do not have a hat.

Summer	Navy blue dress with check Navy blue shorts / Navy blue skirt Short sleeved polo shirt with contrasting collar
Winter	Navy blue bootleg pants /Navy blue cargo pants Navy blue fleecy track pants Long sleeved polo shirt with contrasting collar Blue zip front wind-cheater
Sports	Short sleeved polo shirt in Faction colours Navy blue shorts / Navy blue skirt
Music -Choir & Ensemble students	Black shirt with collar featuring music logo Black skirt or pants for external performances Black shoes
All year round	Navy blue slouch hat or navy blue reversible bucket hat with school logo
Kindy	Short sleeved WLPS Kindergarten shirt available in pink, red, orange, yellow, blue or green Fleecy wind-cheater in blue, red or gold.



CURRICULUM

Curriculum Information

Teaching and learning at West Leederville follows the Western Australian Curriculum which provides a coherent and comprehensive set of prescribed content and achievement standards which schools use to plan student learning programs, assess student progress and report to parents. The curriculum encompasses the following learning areas:

English

English is organised into three interrelated strands that support students' growing understanding and use of Standard Australian English (English). Together the three strands focus on developing students' knowledge, understanding and skills in listening, reading, viewing, speaking and writing. The three strands are:

- Language: knowing about the English language
- Literature: understanding, appreciating, responding to, analysing and creating literature
- Literacy: expanding the repertoire of English usage.

Mathematics

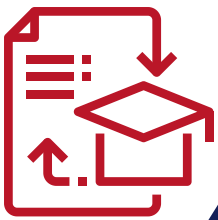
Mathematics is organised around three content strands and four proficiency strands. The content strands are Number and Algebra, Measurement and Geometry, and Statistics and Probability. They describe what is to be taught and learnt. Proficiency strands are Understanding, Fluency, Problem Solving, and Reasoning. They are the thinking and doing of mathematics. This approach has been adopted to ensure students' proficiency in mathematical skills develops and becomes increasingly sophisticated over the years of schooling.

Humanities and Social Sciences

Humanities and Social Sciences comprises of four subjects. Each subject is organised into two interrelated strands: Knowledge and understanding, and skills. History and Geography commence in Pre-primary. Civics and Citizenship is introduced in Year 3 and Economics and Business in Year 5. All subjects continue through to Year 10.

Science

Science has three interrelated strands: Science Understanding, Science as a Human Endeavour and Science Inquiry Skills. The three strands provide students with understanding, knowledge and skills through which they can develop a scientific view of the world. The Science Understanding strand comprises four sub-strands: biological sciences, chemical sciences, Earth and space sciences and physical sciences.



Health and Physical Education

The Health and Physical Education curriculum comprises of two strands: Personal, social and community health; and Movement and physical activity. The health strand includes being healthy, safe and active; communicating and interacting for health and wellbeing; and contributing to healthy and active communities. The physical activity strand encompasses moving our body; understanding movement; and learning through movement. At West Leederville PS, physical education is taught by a specialist teacher.

Students are placed in one of **four sporting factions** upon Pre-primary enrolment for the purpose of our faction competition. Family members are placed in the same faction. The factions are named after neighbouring streets near West Leederville Primary School:

Woolwich-Red Northwood-Yellow Kimberley-Green Cambridge-Blue

Students wear their faction T shirts on their phys. ed. days in place of their normal school shirt.

In Years 3 to 6 students participate in **Interschool sport** and begin to play competitive sport against local schools in netball, soccer and football. During Term 2 schools compete in these three sports in a tabloid competition.

Technologies - Design and Technologies and Digital Technologies

The Technologies learning area comprises two subjects: Design and Technologies, and Digital Technologies. Each subject has two strands; knowledge and understanding, and process and production skills. The Technologies curriculum is written on the basis that all students will study both Technologies subjects from Pre-primary to the end of Year 8. At West Leederville PS, digital technologies is taught by a specialist teacher.

The Arts - Music and Visual Arts

The Arts learning area comprises of five subjects, with students expected to study at least two Arts subjects with one being performance based, and the other a visual subject. Each Arts area is organised into two strands, making and responding. At West Leederville PS, students study Music and Visual Arts, which are both taught by specialist teachers.

Languages - Japanese

Languages provides students the opportunity to communicate proficiently by providing them with essential communication skills in Japanese, an intercultural capability, and an understanding of the role of language and culture in communication. Japanese is taught by a specialist teacher.

Library

Classes attend sessions in the library each week for borrowing and returning books. In the event a book goes missing, a note will be forwarded home advising the title of the missing book and cost of replacement. If the book is unable to be located after a term, parents will be asked to replace the book.



Intervention

At different stages of their education, children may need extra support to master certain skills or opportunities to extend their learning. Most children will require both support and extension as they engage with various subjects, each with its own skill set.

Tier 1: High-Quality Classroom Instruction and Screening

In every classroom, teachers provide high-quality, evidence-based instruction aligned with the curriculum for all students. Periodic screenings help establish a baseline for both academic progress and behaviour, allowing us to identify students who may need additional support. Most interventions happen in the classroom through Tier 1 Interventions, where teachers adapt lessons based on student needs. Students identified as "at risk" through these screenings move to Tier 2 for additional support.

Tier 2: Targeted/Group Interventions

Students needing extra help beyond classroom instruction receive Tier 2 Interventions. These involve small-group sessions that offer more intensive support, supplementing the regular curriculum. These targeted interventions are designed for students not making adequate progress in Tier 1.

Tier 3: Intensive, Individual Interventions

For students requiring more intensive support, Tier 3 Interventions provide personalised, one-on-one instruction. These interventions are designed for high-risk learners who need individualised help. If a student's progress remains insufficient, they are referred to SSEND services for further evaluation, using data collected across all tiers to inform the referral.

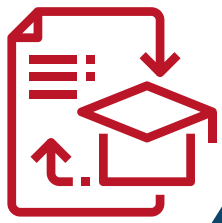
Gifted and talented education

Inclusive education principles are central to West Leederville Primary School and we recognise that gifted students, including those who are twice exceptional, have additional needs. Our services are aligned with the Department of Education's policy, "Gifted and Talented in Public Schools" as well as their "Gifted and Talented Guidelines".

Extension

We have introduced an extension program for students, Pre primary to Year 6.

- the opportunities to develop higher order process skills and in-depth investigation skills
- the opportunity to work on open-ended activities which encourage choice and negotiation
- self/peer evaluation and reflection of performance
- the opportunity to socially interact with other gifted and talented students



Extra Curricular Information

In-term Swimming

The Department of Education funds in-term swimming classes for public primary students, though parents usually pay for transport and entry fees. About 80% of eligible schools participate. West Leederville Primary students from Pre-primary to Year 6 join this program. All students will attend either at Beatty Park, Bold Park, or Cottesloe Beach. For more information, visit: <https://www.education.wa.edu.au/interm-swimming>

PEAC

Primary Extension and Challenge (PEAC) is a part-time program for public school children in Years 5 and 6. Children are tested in Year 4 and are selected to participate in a range of innovative and challenging programs offered in a variety of ways. Children are withdrawn from regular class to attend PEAC programs.

Further information is available online:

<https://www.education.wa.edu.au/primary-program>

NAPLAN

The National Assessment Program – Literacy and Numeracy (NAPLAN) takes place in all government and non-government schools each year. All students in Years 3, 5, 7 and 9 are tested in reading, writing, spelling, grammar, punctuation and numeracy.

NAPLAN is designed to provide information on student performance across a number of levels of achievement. NAPLAN will be held for our students during March and we strongly encourage students to attend school during this week. All NAPLAN testing apart from Year 3 writing is done online. For further information regarding the NAPLAN testing go to: www.naplan.edu.au

Excursions and camps

Educational excursions, are key to extending students' learning through practical experiences, such as visits to art galleries or farms. Parent permission is required, and students must wear school uniform and a hat unless otherwise instructed. Excursion costs are typically covered by parents, with assistance available upon request. Details, costs, and consent requests are sent via the Compass app. Year 6 students attend an annual camp focused on team building and resilience through outdoor activities.



STUDENT SERVICES

Support for students

The West Australian Government is committed to the delivery of an inclusive education system that ensures all children have access to a high quality education that meets their individual needs.

Government schools are for all children. Diversity among students and their families is recognised and welcomed.

Different types of support and individual programs are offered to make sure all children can participate in education and achieve their individual needs.



All school staff and teachers are committed to working with you to provide assistance and support for the wellbeing of your child. Staff are available to support students who have additional learning and other needs including school nurses, psychologists, speech pathologists, social workers, school chaplains and other related professionals. These staff are involved in a range of activities, including student and family support, assessment, crisis response, consultation with student wellbeing and other school staff, group work and the facilitation of early intervention programs in schools



Referral process

We are committed to helping every child achieve their potential. When a student is identified as being at risk of not reaching expected outcomes - whether academically, behaviourally, emotionally and or socially - appropriate measures are put in place. Class teachers can refer students to the Student Services Team at any point during the term if concerns arise with a team approach, including parents.

We strongly encourage parents to stay involved and maintain open communication with their child's teacher throughout their schooling.



If a concern is identified, the class teacher will meet with the student's parents or carers to discuss the issue and implement in-class adjustments. These adjustments are documented, and progress is closely monitored. If there is no noticeable improvement, the teacher will complete a Student Services Referral Form. Once submitted, a case management approach is initiated, and the Student Services Team develops an Individual Educational Plan in consultation with parents and the classroom teacher. This plan is created and implemented. Further observations and reviews are conducted to ensure the student's needs are being met effectively. Case conferences are held each term to monitor students progress.



Pastoral care

Pastoral care is the commitment of our staff to the wellbeing of each student. Effective pastoral care is achieved through promoting positive school environments that support the physical, social, intellectual and emotional development of every student

Effective pastoral care in public schools is underpinned by a positive school climate where:

- teacher-student relationships are based on trust and mutual respect.
- each student's physical, social, intellectual and emotional development is promoted.
- there are strong partnerships between the school, parents and community.

Pastoral care is achieved through:

- quality and supportive relationships.
- comprehensive and inclusive approaches to learning.
- effective networks of care.
- appropriate and effective pastoral care strategies.
- supportive and coordinated organisational structures.

Pastoral care is shared by and is the responsibility of everyone.

School Psychologist

The school enlists the services of a Psychologist through the Department of Education who provides a range of services from discussion about issues of concern, to isometric testing. Close contact is maintained with parents in all circumstances. Referrals to the School Psychologist are made in consultation with parents and a collaborative problem solving approach is used in monitoring and improving student performance when concerns are identified.

School Chaplain

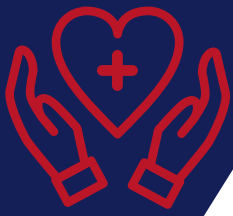
For decades now, chaplains have been playing a significant role in supporting schools throughout Australia. Chaplains are required to be non judgemental, non-denominational, non-coercive and support all students regardless of the student's issues or world view.

School Chaplains are a trusted, caring and affirming presence in school, with time and training to listen and support appropriately, as well as to run programs targeting developing self-esteem, grow peer support, deal with grief and loss and build personal resilience.

They provide a listening ear and a caring presence for children in crisis and those who just need a friend.

We are fortunate at West Leederville Primary School to have a Chaplain who brings their expertise in this field to our school. Our School Chaplain works in the classrooms alongside the teachers providing additional resources; facilitating group programs; running lunch and social skills clubs, as well as interacting, observing and supporting the students during recess and lunch.





HEALTH AND MEDICAL

Illness

At school

If your child becomes ill or injured while at school, we will contact you and provide any necessary first aid or medical attention. If your child is too unwell to remain in class, you will need to arrange for them to be picked up.

In the event that we cannot reach you, we will contact your nominated emergency contact. If no one is available, we will seek professional medical assistance. As we are unable to supervise sick children for extended periods, we ask that you collect your child promptly or make alternative care arrangements.

To ensure we can reach you in an emergency, please keep your contact details updated. You can send any updates to westleederville.ps@education.wa.edu.au.

At home

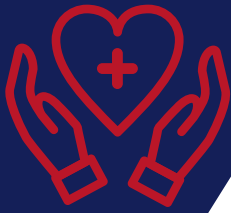
If your child is obviously unwell or you think they are becoming unwell, please err on the side of caution and keep them at home, as we have a lot of children and staff who can be affected. Please keep your child away from school and see your doctor if your child has:

- a fever of 38°C or above
- vomiting or diarrhoea
- severe cold or flu symptoms
- rashes of unknown origin
- a persistent cough

Medical conditions

If your child has a medical condition (e.g., epilepsy, asthma, diabetes, severe allergies), please notify the teacher and Principal. For significant conditions, a health support plan will be developed with your doctor's advice.

If your child needs medication during school hours, parents should administer it when possible. If not, complete the **Administration of Medication form**. Medication must be in its original packaging, clearly labelled, and will be stored securely by the front office. Students are responsible for collecting their medication. Forms are available on the website or at the front office.



Allergies

As a few of our students have been identified as having anaphylactic reactions to nuts and nut products, our school aims to be **nut aware**. Exposure to food containing nut based products could be very harmful to children with allergies to nuts. Even trace amounts can be very dangerous, in some cases life threatening. The most severe form of allergic reaction is called anaphylaxis, where emergency medical treatment is required.

Severe symptoms of anaphylaxis include obstruction of the airway, blood pressure drop, or heart arrhythmia. Any of these reactions can become life-threatening. Unlike other food substances, the reactive agents in nut oil can remain active over several months (water and sunlight have no diminishing effect). Even tiny traces of the nut oil on play equipment or furniture can trigger an allergic reaction in some students.

Further information about anaphylaxis and nut allergies can be found at: Australian Society for Clinical Immunology and Allergy: <http://www.allergy.org.au> Food anaphylaxis, Training and Support: <http://www.allergyfacts.org.au>

Immunisation

Children enrolling in Kindergarten must be 'up to date' with all the scheduled immunisations for their age to be able to attend school. You will need to provide a copy of your child's Australian Immunisation Register (AIR) Immunisation History Statement as proof of immunisation.

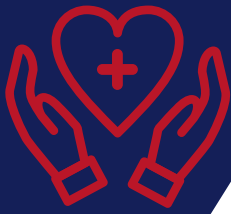
From Pre-primary onwards, if an outbreak of an infectious disease occurs at the school, parents of children who do not have an up to date immunisation status will be asked to keep them at home, until the danger has passed. You can check your child's immunisation status online:

www.medicareaustralia.gov.au/public/onlineservices/

Sun Safe

The incidence of skin cancer in Australia is a matter of concern for the whole community. Students are encouraged to protect their skin by:

- reducing their exposure to the sun, wherever possible
- by wearing broad-brimmed hats in the playground to protect the face, neck and ears, and playing in shaded areas. WLPS has adopted a 'No hat, No play' policy for recess and lunchtimes
- remaining in the shade whenever possible, particularly during peak UVR times
- participating in sun protection activities
- using 30+ broad-spectrum, water resistant sunscreen as an adjunct to other sun protection measures



Infectious Diseases

If your child has contracted an infectious disease such as chicken pox, measles, gastroenteritis etc, the school should be notified as soon as possible after the diagnosis has been confirmed. **Affected children must be symptom free 24 hours prior to returning to school.** There are many infectious diseases that affect children and young people including the following:

Chickenpox

Chickenpox is a common, very contagious viral infection that over 90% of people get during childhood unless they have been immunised. The illness may start with a fever and feeling unwell, like having a cold. In some children the first sign of the infection is the rash. The rash usually starts on the chest, and most spots appear on the chest and head. The spots start as red, itchy lumps, which then become blisters.

Gastroenteritis (gastro) is an illness which starts by causing a child to feel unwell, and not wanting to eat or drink because he/ she feels nauseated (i.e. as though they may vomit). In the case of gastroenteritis, often a child will vomit, for the first 24 to 48 hours, it then causes the child to have diarrhoea and often tummy pains which can last for several days.

Head lice

Head lice are common in primary schools. Regular checks and consistent treatment are key to managing infestations. To help prevent lice:

- Regularly check your child's hair.
- Teach older children to check their own hair.
- Tie back or braid long hair.
- Keep a fine-tooth lice comb in the bathroom and use it during hair washes.

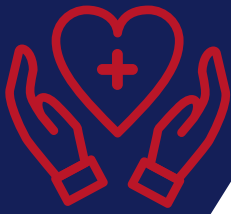
Daily combing with conditioner and a fine-tooth comb is effective for removing lice and eggs. If there is an outbreak, we will notify parents by email with a request to check their child's hair and will include a Head Lice Fact Sheet.

Mumps

Mumps is a highly infectious illness caused by the mumps virus. Mumps is spread through airborne droplets, when an infected person coughs or sneezes close to a non-immune person. Symptoms include fever, headache, aching muscles, malaise, swollen salivary glands (behind and below the jaw) and pain near the ear, worsening when chewing.

Measles

Measles is a serious viral disease that used to be common in childhood but is now rare in Australia due to immunisation. Initial symptoms include fever, tiredness, runny nose, cough, and sore red eyes, lasting a few days before a red blotchy rash appears. The rash starts on the face and spreads to the body over 1-2 days.



Rubella

Rubella or 'German Measles', is a mild febrile viral illness. The symptoms of rubella are rather like a mild cold, starting with a slight fever, sore throat and enlarged lymph glands in the neck and behind the ears, followed by a rash 2 – 3 days later. The rash which usually lasts about three days first appears on the face and progresses to the trunk and gradually works its way down the body.

Whooping Cough

Whooping cough is an infection of the nose and throat and lungs which causes long bursts of coughing. In young children the coughing spell often ends in a 'whooping' noise when the child can finally take a breath in. Children can have several coughing spells each hour, including while they are sleeping.

Influenza

Influenza or 'the flu' is a common, highly contagious respiratory viral illness that can cause serious illness and even death in young children, older adults and certain vulnerable people of all ages. It is not the same as the common cold. Influenza is most common in winter months. Influenza is spread through the air when someone coughs or sneezes or even talks.

Conjunctivitis

Viral and bacterial conjunctivitis can be highly contagious and it is important that a doctor, optometrist or pharmacist diagnoses the exact cause to ensure you get the right treatment.

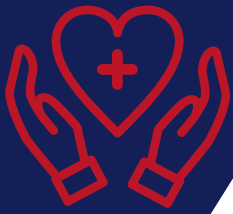
Children with infectious conjunctivitis should be kept home until the discharge from the eyes has cleared. Be sure to regularly wash hands thoroughly to prevent the infection spreading to others.

Symptoms of conjunctivitis (pink eye) can include

- Pink or red colour in the white of the eye(s)
- Swelling of the conjunctiva (the thin layer that lines the white part of the eye and the inside of the eyelid) and/or eyelids.
- Increased tear production.
- Feeling like a foreign body is in the eye(s) or an urge to rub the eye(s)

Further information regarding infectious diseases, their onset, symptoms and treatment is available at:

<https://www.healthywa.wa.gov.au/Health-conditions/Health-conditions-A-to-Z>



Dental therapy unit

The School Dental Service provides free dental treatment for school aged children, up to and including Year 11 students. Specialist treatment is not available, but referrals can be written if required. The Mobile Dental Clinic which services WLPS students may be contacted on 0408 926 794. For students already enrolled in the School Dental Service, please ensure that current address and telephone numbers are provided to the centre.

School nurse

A Registered Nurse visits the school to carry out routine medical checks in Kindergarten and Pre-primary students. Parents are advised if a child appears to require attention. In some cases teachers may refer a child to the School Nurse. At Pre-primary level a vision and hearing health appraisal is conducted. The health appraisal includes measurement of height and weight. There will also be a general physical assessment and posture, gait and coordination will also be observed. A health appraisal enables any issues to be identified, therefore allowing appropriate referrals to be made



COMMUNICATIONS

Communication - Connect and Respect

Communication between parents and the school is an important part of a child's education. School communities thrive on open communication wherein staff, students, parents and carers have opportunities to share good news, discuss issues and maintain an open dialogue.

Every student, staff member, parent or carer has the right to feel safe and be safe in our schools. Parents and carers and other visitors to schools support safety by ensuring communication and conduct at school and school activities is respectful. We all share a responsibility for providing a safe, supportive and productive environment, free from bullying, harassment, discrimination and violence.

When communicating, it is expected that parents, carers and visitors to our school will:

- be mutually respectful
- act as positive role models
- actively help to solve concerns
- use the school's communication channels and processes to address concerns.

Parents, carers and visitors can demonstrate this by:

- appreciating that school staff may not be available to respond immediately
- knowing that staff will respond to appropriate communication when they are able
- requesting a meeting to discuss any concerns about your child's education — allowing staff time to prepare and appreciating their time may be limited
- not using offensive, insulting and derogatory language; and inappropriate conduct
- being kind when interacting with others.

Communication that interferes with teaching and learning is unhelpful. This may include:

- speaking to staff disrespectfully or aggressively, especially in front of your child or other students
- expecting to meet with staff during the school day without an appointment
- visiting the classroom during the teacher's preparation time before school
- using social media platforms inappropriately and disrespectfully
- malicious or judgmental gossip

Concerns and complaints

Please contact the school as early as possible if you have concerns. Your child's teacher is the best place to start, as they will be most familiar with your child and any issues that may be present. Should you feel that the concern is not resolved, it may be appropriate to discuss with the school administration team. You can organise a meeting with them via the front office or by email.



Compass

Compass is our school app and is your go-to for all important information relating to your child and the school. Through the app, you can submit absentee notes, view your child's attendance summary, communicate with your child's teacher, and see notices about class news, and any actions required for your child's upcoming events and excursions. Our administration team will send you a temporary login email with setup instructions prior to your child commencing school.

You can read the compass parent guide here: <https://www.compass.education/guide/>

Newsletter

The school newsletter is produced fortnightly and published on the Compass app. The newsletter contains important dates and promotes student achievements. A community newsletter is published in conjunction with the school newsletter.

Assemblies

A school assembly for Pre-primary to Year 6 students is held fortnightly on Fridays from 9:00am to 10:00am, typically in even weeks each term. Selected students receive merit certificates recognising academic achievement, effort, positive behaviour, and sporting accomplishments. Parents are notified if their child is nominated for an award.

Website

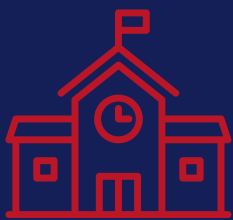
The content contained on our school website encompasses information about West Leederville Primary School and is maintained and updated on a regular basis. Parents can access and learn more about areas such as the Curriculum, P&C, School Board as well as important school Policies.

Reporting to parents

At West Leederville Primary School we believe assessment and feedback is integral to the achievement of high quality learning outcomes. We are committed to providing a clear and consistent reporting regime. Students will receive formal reports at the conclusion of semester one and two. Parents can request an interview with their child's teacher by contacting them and arranging a mutually agreeable time. Reports are delivered electronically via email, with a time limit before they are no longer downloadable. **IMPORTANT: Please ensure you download and/or print your child's reports for your records BEFORE they become unavailable.**

Parent teacher meetings

Parent-teacher interviews offer a formal opportunity to speak with your child's teacher about your child's progress. If you have questions about your child's performance at school at any time, please speak to your child's teacher as soon as possible. You can contact the school or teacher for an appointment. If you have any concerns about your child's education, you should raise them in the first instance with your child's teacher. If you still feel you need further assistance, contact the school office and request an appointment to speak with a member of the leadership team.



FACILITIES AND GROUNDS

Kiss n Ride

The Kiss and Ride student drop off and pick up system allows traffic to flow freely and provides convenience for parents and additional safety for our children.

Our main school Kiss n Ride operates on Woolwich Street, cars enter from the East end into the designated bay.

Important rules

- You cannot exit your vehicle for more than 2 minutes in a Kiss and Ride
- You must always keep moving your vehicle forward in the Kiss and Ride
- Obey all parking and traffic signs
- Keep ACROD bays and crossovers' clear at all times
- No parking on footpaths, reserves, driveways or median strips

Bikes and scooters

We have a designated bike and scooter rack available for students who ride to school. For safety, all students riding a bike or scooter are required to wear a helmet. Upon arrival, students must place their bike or scooter neatly in the rack and secure it with a lockable chain. Additionally, riding bikes or scooters on school grounds is not permitted. Thank you for helping us maintain a safe environment.

Dogs

For the safety and comfort of all students, staff, and visitors, we kindly ask that no dogs or other pets are brought onto school premises. Even well-behaved animals can pose risks in a busy school environment, and some children may feel anxious or uncomfortable around dogs. Service animals are, of course, exempt from this rule.



2025 SCHOOL CALENDAR



WEST LEEDERVILLE PRIMARY SCHOOL 2025

Term Dates

TERM 1

Wednesday 5 Feb – Friday 11 April

TERM 2

Monday 28 April – Friday 4 July

TERM 3

Monday 21 July – Friday 26 Sept

TERM 4

Monday 13 Oct – Thursday 18 Dec

Public Holidays

- 1 Jan New Year's Day
- 27 Jan Australia Day Holiday
- 3 Mar Labour Day
- 18 April Good Friday
- 20 April Easter Sunday
- 21 Apr Easter Monday
- 25 April Anzac Day
- 2 Jun Western Australia Day
- 29 Sept King's Birthday
- 25 Dec Christmas Day
- 26 Dec Boxing Day

School Development Days

- Monday 3 February
- Tuesday 4 February
- Friday 28 February
- Friday 30 May
- Friday 22 August
- Friday 19 December

March

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WLPS
SCHOOL SONG

We have a swan on our blue school shirt
That means that we want to be courteous
Come and see - our journey
At our place we want to be

CHORUS

Cos we are the children of West Leederville School
And we think that learning is really, really cool
At our primary school
Cos we are the children of West Leederville School
So can't ou see, that we are one,
working together to reach our dream (So take the lead)

Ever since 1898

We've been a part of this great big state
making friends - under the tree
At our place - we want to be

CHORUS

Our lives take shape in these big old walls
Moving forward, we share a smile and learn
Take it in - our journey
At our place we want to be.

CHORUS



This is our school, Let peace dwell here,
Let the rooms be full of contentment,
Let Love abide here, Love of one another,
Love of mankind, and Love of life itself.
That as many hands build a house,
So many hearts build a school.



KINDERGARTEN

The West Leedeville Kindergarten is located at Lake Monger Primary School near the intersection of Gregory Street and Dodd Street.

Parking

If parents or carers need to visit the school to drop off or collect students, parking bays further up Dodd Street must be used. All drivers must follow the 2 minute restrictions during times posted on signage. These restrictions allow for continuity of traffic flow and help reduce congestion.



Kiss & Ride

If parents or carers choose to use the Kiss n Ride bays, drivers must pull into these bays as close to the first bay as possible, only passengers are to exit the vehicle. Drivers must not exit the vehicle or leave the vehicle parked in "Kiss & Drive" drive, as infringements may apply.

Out of school care

Children at the Lake Monger Kindergarten site are catered for by TheirCare from 6.30am until 9.00am in the morning and from 3.30pm until 6.00pm each school day. Families may be eligible for a government rebate called the Child Care Subsidy which can reduce the session by up to 90%.



TheirCare Lake Monger OSHC

website: www.theircare.com.au

phone: 1300 072 410

Uniform

WLPS Kindergarten uniforms can be ordered online via <https://wlps-p-and-c.square.site/>. Alternatively orders can be placed on the **first Thursday morning of each term, between 8.20am and 9.00am** in the main School hall at 58 Northwood Street. Kindy uniform orders are left in the admin building at the main school site and are available for pick up from 12 noon on Thursdays.



A broad brimmed hat needs to be supplied or can be bought from the uniform shop. We encourage Kindergarten children to wear the school uniform hat as it complies with our sun-safe policy and we encourage you to label all your child's belongings.



Attendance days

Kindy Red and Kindy Blue

odd weeks Mon, Tues & Wed

even weeks Mon, Tues

Kindy Green

odd weeks Thur & Fri

even weeks Wed, Thur, Fri

What to bring

- Large backpack
- Piece of fruit, vegetables, cheese and/or crackers to share for morning tea (we are a nut aware school)
- Lunch
- Hat
- Drink bottle with water
- Spare set of clothes (for occasional accidents)

Session time, arrival and pick up

8.30am - Kindergarten Starts | 2.40pm - Kindergarten Finishes

Children are to arrive with an adult just prior to the start of the sessions. Try to arrive with plenty of time to get settled before the school day starts. Doors open at 8.30am. We are pleased to offer a **'staggered' start time on your first day**, which enables us to give you and your child individual attention on arrival. You will have been notified via email of the time you are to arrive on your child's first day.

The Kindergarten session **concludes at 2.40pm**. Students sit inside on the mat until staff sight their parent or carer and call the child's name. Parents need to wait outside the door for their child to be called and allow the children to exit a few at a time. This is important for staff to ensure that all students are accounted for and are safely collected by their nominated person.

Students will only be allowed to go home with their parents or a nominated adult. If someone else is to collect your child, notify staff and write the details on the specified collection sheet. Please ring the centre if you know you are going to be late or if arrangements change, so that we can let your child know and help prevent them from becoming distressed.

Being involved

Children love seeing their parents or carers at school, whether in the classroom, canteen, or other activities. Research shows that children do better when their parents are involved in their school life, making your contribution invaluable. We need your help to prepare and assist with various activities. If you have special skills or hobbies, let us know so we can enrich our program together.

Rosters are on the notice board, and we encourage you or other family members to participate at least once a term. Your involvement brings joy to your child and allows you to see their growth in a school setting.

We appreciate help with weekly laundry (tea towels, aprons, dress-ups) and play dough.

Ways to Get Involved:

Help in the classroom | Weekly laundry & playdough | Assist with incursions and excursions | Be the Class Parent Representative | Become a member of FOWLS (Fathers of West Leederville Primary School)



**WEST LEEDERVILLE
PRIMARY**



58 Northwood Street, West Leederville
08 9366 9750
www.wlps.edu.au

Delivering Educational Excellence
Every Child, Every Opportunity

