MOUNT PLEASANT PRIMARY SCHOOL

An Independent Primary School

PARENT INFORMATION HANDBOOK

29 Queens Road Mount Pleasant WA 6153

Telephone: 9237 2850
Email: mountpleasant.ps@education.wa.edu.au
Website: www.mountpleasantps.wa.edu.au



~ Working Together ~

WELCOME TO MOUNT PLEASANT PRIMARY SCHOOL

At Mount Pleasant Primary School, we strive to provide the tools for lifelong learning and long-term happiness to empower socially aware and resilient critical thinkers. We have a shared vision to cultivate a learning community where every student thrives, every voice is valued, and every success is a shared responsibility. We are committed to fostering an environment of mutual respect, collaboration and excellence, where educators, families, and students work hand in hand to nurture lifelong learners and responsible citizens. We believe that every student is capable of successful learning.

A high priority is given to building and maintaining positive and caring relationships between staff, students and parents. There is a strong collegial culture of mutual trust and support among teachers and school leaders and parents are treated as partners in the promotion of student learning and wellbeing. The school works to maintain a learning environment that is safe, respectful, tolerant, inclusive and that promotes intellectual rigour.

Our school values: *Respect, Responsibility, Gratitude and Kindness*

Through our interactions we can demonstrate the way we value diversity within our community. Through these interactions and learning our students will be provided the opportunity to develop within themselves the lifelong skill of being resilient.

Our school motto 'Working Together' is indicative of the focus at Mount Pleasant Primary School where students, staff and parents work collaboratively and cooperatively to ensure our students experience a happy, rewarding and collaborative learning environment. Our school is staffed by professional people who are dedicated in their approach to education. They actively seek to work together as part of a team towards achieving improved outcomes for all students.

BACKGROUND

Mount Pleasant Primary School is an Independent Public School which opened in May 1953. The school currently has approximately 560 students from Kindergarten through to Year 6. Staff have been merit selected and bring rich and varied experiences and knowledge. Mount Pleasant Primary School celebrates the wide range of cultural and ethnic backgrounds represented in our school and is proud of the way this diversity enhances our school community.



GOVERNANCE OF THE SCHOOL

As an Independent Public School, Mount Pleasant Primary School is supported by a School Board comprising the principal, elected parent and staff representatives, and community representatives. The School Board plays an important governance role, working collaboratively with the principal to contribute to the school's strategic direction, priorities and ongoing improvement. Its responsibilities include contributing to school planning, reviewing school performance, providing advice and undertaking specific approval functions in accordance with Department of Education requirements.

Responsibility for the day-to-day management of the school, including staffing, teaching and learning, student management and operational decisions, rests with the Principal. Board members work collectively in the best interests of all students and the broader school community.

ADMINISTRATION STAFF

Principal	Serena Gosnay
Deputy Principals	Marnie Hamilton
	Samantha Tohl
Manager Corporate Services	Emma Harris
School Officers	Evey Windram and Naomi Kipling

TERM DATES 2027 (for students)

Term 1 - Monday 1 February to Friday 9 April

Term 2 – Tuesday 27 April to Friday 2 July

Term 3 – Monday 19 July to Friday 24 September

Term 4 – Monday 11 October to Thursday 16 December

SCHOOL DEVELOPMENT DAYS (for teachers – students do not attend)

Term 1 – Thursday 28 January, Friday 29 January and Friday 26 February

Term 2 – Tuesday 27 April

Term 3 – Monday 19 July

Term 4 - Monday 11 October and Friday 17 December

PUBLIC HOLIDAYS (occurring during school terms)

Labour Day – Monday 1 March

Good Friday – Friday 26 March

Easter Monday- Monday 29 March

Easter Tuesday- Tuesday 30 March

ANZAC Day – Sunday 25 and Monday 26 April

Western Australia Day – Monday 7 June

SCHOOL TIMES

Our school times are as follows:

8.30 am	Children are to wait at the rainbow benches until Classroom doors open
8.45 am	School day commences - Morning Session
10.55 am	Recess
11:15 am	Middle Session
1.15 pm	Lunch
1.55 pm	Afternoon Session
2.55 pm	End of school day

Before and After School Supervision

To ensure the safety and wellbeing of all students, the following arrangements apply before and after school:

- **Before school:** Students arriving before 8.30am must proceed directly to the Faction Benches, where staff supervision is provided. Students are not permitted to play in any area of the school grounds before this time.
- **After school:** Students are expected to leave the school grounds promptly at the end of the school day unless they are being actively supervised by a parent or responsible adult. Students who are not under adult supervision should make their way home in accordance with their family's arrangements.
- **Collection arrangements:** Any student who has not been collected or is unsure of their collection arrangements must report directly to the Front Office, where staff will assist them.
- **Play areas:** The gated Kindergarten and Pre-primary play areas are closed to students before and after school at all times.
- **School expectations:** School rules and behaviour expectations continue to apply at all times, particularly while staff are on site. Parents and carers are responsible for actively supervising their children outside school hours.

We appreciate the cooperation of all families in ensuring our school grounds remain a safe and respectful environment for everyone.

ATTENDANCE

Regular school attendance is essential for student learning, wellbeing and achievement. Attending school every day helps children develop positive routines, build friendships and progressively develop the knowledge and skills they need for future learning.

Every day of learning matters. Research and attendance data highlight that:

- Missing just half a day of school each week adds up to approximately four weeks of missed learning over a school year.
- Attendance habits established in the early years often continue throughout a child's schooling.
- Learning is cumulative, and regular absences can create gaps in understanding that become increasingly difficult to address.

Parents and carers are responsible for ensuring their children attend school every day unless there is an appropriate reason for their absence. Family holidays should be planned during school holiday periods wherever possible to minimise disruption to learning.

Reporting Absences

Parents and carers are required to notify the school of all student absences through Compass, providing a reason for the absence. Where an absence has not been explained, the school will follow up with families in accordance with Department of Education attendance requirements. **All absences are submitted through the Compass App.** We value our partnership with families in supporting regular attendance and ensuring every child has the best opportunity to succeed.

1 or 2 days a week doesn't seem much but....				
If your child misses....	That equals....	Which is....	And over 13 years of schooling that's....	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	Equal to finishing in Year 11
1 day per week	40 days per year	8 weeks per year	Over 2.5 years	Equal to finishing in Year 10
2 days per week	80 days per year	16 weeks per year	Over 5 years	Equal to finishing in Year 7
3 days per week	120 days per year	24 weeks per year	Nearly 8 years	Equal to finishing in Year 4

ARRIVAL OF STUDENTS AT SCHOOL

Children and parents who arrive at school prior to 8.30am are to wait at the Faction Benches near the quad area. Students may not enter classrooms until 8.30am, when their classroom teacher will be present.

If parents, due to work commitments, need to drop students at school prior to 8.30am OSHClub offers both before and after school care on the school grounds. Refer to OSHClub website for details. OSHClub is working in partnership with Mount Pleasant Primary School to provide families with Before and After School Care Service. Before school care commences at 7.00am to 8.35 and After school care commences at 2.55pm to 6.00pm.

Before and After School Care | OSHClub

Students arriving after 8.45am are required to sign in at the school office and get a Late Pass to provide to their teacher. Students are not permitted to enter classrooms after the siren without a Late Pass.

STUDENTS LEAVING SCHOOL GROUNDS DURING THE DAY

Before leaving the school grounds early, parents need to attend the School Office to sign the student out and collect a Leave Pass for the classroom teacher.

PARENTS VISITING DURING SCHOOL TIMES

Parents visiting the school during the school day must sign in at the School Office. This is a West Australian Department of Education requirement.

COLLECTION OF STUDENTS AT THE END OF THE SCHOOL DAY

Kindergarten and Pre-primary children must be collected from the classroom by parents or a designated adult. Other students from Years 1 – 6 will be released by the classroom teachers on the final siren. Parents of students in Years 1 - 6 make their own arrangements as to where they meet their child. Remember whenever possible please walk to and from school as this reduces traffic around the school and keeps your children active and healthy. If collecting your children from school in a car, we encourage families to use the 'Kiss and Drive' on Queens Road. Please park in the marked bays around the school and do not double park on Queens Road or park on road verges. If the bays are full, please drive around the school boundary until a bay becomes available. Please obey all signs and take care during busy times before and after school. To ensure the safety of all our students the staff car park is strictly for staff use only. Disabled parking bays are for ACROD holders only, these spaces are to ensure accessibility for those who rely on them.

BICYCLES

Only Year 4-6 students may ride bicycles to school independently. Helmets must be worn. Safety authorities recommend, as a general guide, that children under the age of ten are discouraged from riding without adult supervision. Please note that bikes and scooters must be walked along all school paths and through school grounds to ensure the safety of all on site.

REYNOLDS ROAD CROSSING

There is no crosswalk attendant on duty at Reynolds Road, near Queens Road. There is however a designated crossing, and we encourage all students who live on the eastern side of Reynolds Road to use this crossing.

STUDENT DETAILS UPDATE

Please ensure your child's student details are up to date on our system. If you have changed your address, email or phone numbers then we need to know. It is very important in an emergency or when your child is sick that we have your correct contact details.

PARENTING PLANS

The School Education Act 1999 requires parents to keep us informed of any parenting plans, Family Court orders or other orders which apply to your children. These are important information for us and are treated in the strictest confidence.



COMMUNICATION AND ENGAGING WITH THE SCHOOL

We value our relationships with parents and guardians and know that clear communication is vital in supporting students both in the school and at home. Communication needs to be two-way. We communicate with parents through emails, telephone, SMS and the Compass App. This portal provides you with access to notices and documents from the school administration and the classroom and provide a method of communication with the teacher and the Administration team.

Newsletters are issued fortnightly and include information about school activities, excursions, community activities, School Board and P&C news, etc. The newsletter is sent electronically via Compass and is also available on our school website. A calendar of events and activities is issued for each term and is included in the newsletter.
Please refer to the Communication Protocols on the school's website. Our website address is www.mountpleasantps.wa.edu.au

We encourage all parents to be active partners in their child's education and encourage you to be involved in school activities. Details of specific parent and community engagement events and activities will be communicated via assemblies, notes, Compass notices and the school newsletter.

REPORTING TO PARENTS

Reporting to Parents

At Mount Pleasant Primary School, we recognise that assessment and reporting are integral to effective teaching and learning. We are committed to providing clear, consistent and meaningful information about student achievement, progress and areas for further development.

Formal Reporting

Reporting for students from Kindergarten to Year 6 includes:

- **Semester Reports:** Formal reports are provided electronically at the end of each semester, outlining student achievement and progress in accordance with Department of Education requirements.
- **NAPLAN:** Students in Years 3 and 5 participate in the National Assessment Program – Literacy and Numeracy (NAPLAN). Individual student reports are generally provided to families in Term 3.
- **English as an Additional Language or Dialect (EAL/D):** Progress Map reports are provided for eligible students identified as being in Stage 1 or Stage 2 of English language development, where applicable.

Ongoing Communication and Reporting

In addition to formal reporting, teachers use a range of approaches to communicate student progress and strengthen partnerships with families. These may include:

- **Parent–teacher meetings:** Discussions about student achievement, progress and individual learning needs, including three-way conferences involving students where appropriate.
- **Informal communication:** Telephone conversations, emails and discussions between parents and teachers.
- **Information sessions:** Opportunities for families to learn about teaching and learning programs, curriculum expectations and classroom practices.
- **Written communication:** Correspondence from teachers and school staff to share achievements, provide updates or address concerns.
- **Student-led reporting:** Opportunities for students to reflect on and share their learning, demonstrate developing knowledge and skills, and celebrate their achievements.

Parents and carers are encouraged to maintain open communication with their child's teacher throughout the year. Any concerns regarding learning, progress or wellbeing should be raised with the classroom teacher in the first instance.

PARENT HELP

Parent and carer involvement in classroom learning and school activities is welcomed and valued. Parents and carers volunteering in classrooms or working with students must complete the Department of Education's **Parent and Child Volunteer Declaration Form**, available from the Front Office.

All volunteers are expected to follow school procedures, maintain confidentiality and work under the direction of staff.

ADDITIONAL NEEDS

We encourage parents to share any individual educational or health needs your child may have at the time of enrolment to support us in catering for your child. If your child is currently seeing another therapist or professional to support their development, please inform us.

HEALTH

Please keep your child home if they are unwell. If your child becomes unwell at school, you will be contacted and asked to collect them. If we are unable to contact you, we will contact your emergency contacts from your child's enrolment form so please make sure details are kept up to date.

If your child is unwell, please let us know on the day by submitting the absence on the Compass App or calling the school office on 9237 2850.

If your child requires medication at school, please see the front office staff for information and notes. In accordance with the Department of Education policy, parents requiring medication to be administered to their child at school need to complete and sign the necessary medical forms at the front office. Medication needs to be provided ready to be taken and pre-cut if necessary. Students are not permitted to self-medicate or keep medication in schoolbags.

MEDICAL CONDITIONS

If your child has a medical condition and you have not noted it on your enrolment form, please contact us as soon as possible. If your child's medical condition changes, please notify the school immediately. It is vital that we have the correct allergy, asthma, diabetes and anaphylaxis information so we can keep your child safe and we can educate our staff to support your child at school.

Please keep your child's teacher and the office informed and up to date about any medical conditions requiring medication or allergies.

COMMUNICABLE DISEASES

It is possible that at some time during school years, your child may contract one of the common diseases of childhood. Parents are asked to note the exclusion periods for particular diseases. For more information on exclusion period please use the Health Department's following link: Control of Communicable Diseases Manual

HEADLICE

Parents will be advised should their child be found to have head lice during the day. Children may return to school once treatment has occurred and there are no remaining live lice or eggs. If an outbreak occurs, all parents with children in the class will be notified allowing preventative action to be taken. Please refer to the Health WA website for more information on headlice.

SCHOOL PSYCHOLOGIST

The School Psychologist works collaboratively with the school to support student access to the teaching and learning program should this be required. Involvement of this service to assist an individual student is arranged through the Deputy Principal or our Learning Support Coordinator. If you have any concern regarding your child's education at any time, please contact your child's class teacher in the first instance.

SCHOOL YOUTHCARE WORKER

Our school YouthCare worker attends on Thursdays and Fridays of each week. Please contact the classroom teacher for help with a referral. YouthCare form part of the Department of Education Chaplaincy program. Our YouthCare worker is part of our school and works collaboratively with our staff or works also with students individually or in small groups. If you do not wish for your child to work with our YouthCare worker, please notify the school.

COMMUNITY HEALTH NURSE

Kindergarten and Pre-primary students are screened for hearing and sight by a Community Health Nurse. Parental permission is requested prior to the screening. Please note that there is no permanent school nurse on site in any public primary school.

DENTAL CLINIC

Dental treatment is available for students at the Mount Henry Dental Clinic. Telephone 9313 0551. Appointments are initially made by the clinic sending letters home with students and it is the parent/carers responsibility to transport your child to and from appointments.

HEALTHY EATING

Healthy food provides the energy and nutrients children need in order to grow, develop and concentrate through a busy school day. To promote healthy eating and sustainable living we promote healthy lunch boxes. Parents are asked to support us by providing lunches and snacks that are healthy. We promote a 'Crunch & Sip' program. This gives students the opportunity to crunch on a piece of fruit or vegetable and sip water while they are working in their classrooms.

WE ARE AN ALLERGY AWARE SCHOOL

Please be aware that we have students with nut allergies at school. We request that families refrain from sending whole nuts or nut based products i.e. peanut paste or Nutella as they can potentially trigger an anaphylactic reaction. We also have children with allergies to eggs so it would be appreciated if you could not send eggs to school in lunch boxes.

UNIFORMS AND DRESS CODE

Mount Pleasant Primary School uniform consists of gold/black tops with black pants/shorts/skirts/skorts. Our uniform is one way we can be identified as having pride in belonging to our school. The school uniform can be purchased from Uniform Concepts, 30 Kembla Way, Willetton. Phone: 9270 4669, email: willetton@uc.nellgray.com.au Website: Uniform Concepts - Total Apparel Management - Nell Gray A school uniform list is available from the School Office.

We have a 'Yes Hat, Yes Play' in the sun policy. If students do not have a hat during recess or lunchtime in the summer, they will need to play in designated shaded areas such as the undercover area.

Please note – Students with long hair are to have it tied up. Thongs, denim, tank tops, decorated t-shirts, blouses, sweatshirts with logos, board shorts, nail polish and jewellery are not to be worn to school.

Appropriate footwear must be worn. Students will be participating in regular physical activity so sports sneakers, are the most appropriate footwear.

FACTIONS

Our four faction colours are red, green, blue and gold and each child is allocated a faction at enrolment. Every child is expected to wear a school hat which is reversible and has the child's faction colour on the inside.

Faction T-shirts are available for purchase through the P&C, via QuickCliq and will be delivered to your child's classroom. You can register for QuickCliq on the website https://www.quickcliq.com.au/.

There are a range of faction activities that are undertaken to engage students in proactive team building and healthy activities. The school faction athletics carnival is one of the highlights of the school year.

ASSEMBLIES

Due to the size of our student population, our assemblies are currently divided into Junior - Pre-Primary-Year 2 and Senior - Year 3-Year 6. These are held across the term on Friday mornings commencing at 8.55am in the undercover area. Classes are rostered to run an assembly. Classes perform an item for the assembly, student leaders speak, faction totals are announced, the choir performs songs, and occasionally special guests are featured. All parents/carers, family, friends and community members are welcome to attend assemblies.

EXCURSIONS

Excursions and outings to enhance the educational program are planned by teachers throughout the year. Advance notice of such events (including details and costs) is provided to parents and permission notes for children to attend must be signed and returned by parents. The school has the right (and accountability) to exclude students where required. Parents will be notified of alternate supervision in this case. Teachers will call for parent volunteers to assist with excursions and to comply with appropriate adult/student ratios. We would appreciate your support if possible if volunteers are called for.

BIRTHDAYS

Everyone loves to celebrate birthdays but let's keep it simple. A small non nut treat may be given to the classroom teacher to be handed out at the end of the school day. Parents are reminded that children should attend school on their birthday to ensure they do not miss out on learning.

STUDENT COUNCIL

Several year 6 students are elected each year to form a council of Student Leaders. This council meets regularly to arrange student events and fundraising. Members of the council also contribute to our school assemblies. The current student leadership roles include:

- Head Councillors x 2
- Deputy Head Councillors x 2
- Faction Captains – Red, Green, Gold and Blue
- Sound Crew- audio and visual set up for assembly and formal events
- Values Leaders
- Sustainability Leaders
- Visual Art Leaders
- Music Leaders
- Technology Leaders

SPECIALIST PROGRAMS

Mount Pleasant Primary School offers specialist programs in the areas of:

- Art
- Languages - French
- Science
- Physical Education
- Music

PHYSICAL EDUCATION/SPORTS CARNIVALS

At Mount Pleasant PS we encourage students to develop healthy, active lifestyles – as we know healthy children learn better. As part of our Health and Physical Education Program we conduct the following carnivals each year:

- School Swimming Carnival
- School Athletics Carnival
- School Cross Country
- Interschool Swimming Carnival
- Interschool Athletics Carnival
- Interschool Cross Country
- Lightning carnivals competing in team sports with other schools

INSTRUMENTAL MUSIC

From Year 3 selected students are given the opportunity through a rigorous assessment process to learn a musical instrument – cello, violin, viola, double bass, percussion or trumpet. The Department of Education through the School of Instrumental Music School Services (IMSS) provides instrumental teachers for this extension program.

PEAC (Primary Extension and Challenge)

PEAC offers a supplementary program for gifted and talented students and provides them with the opportunity to extend, challenge and develop their thinking skills. Statewide testing is conducted with Year 4 students for identification to the PEAC program in Years 5 and 6. Selection is based on results from assessment tests completed in Year 4. PEAC students are given the opportunity to learn alongside their intellectual peers at PEAC, usually one morning or afternoon each week, during the school term. Transport to and from PEAC is at the discretion of the parent. While PEAC is a supplementary program for gifted and talented students, staff at Mount Pleasant Primary School provide in class opportunities for the extension, challenge and development of critical thinking skills.

IN-TERM SWIMMING

The Department of Education meets the cost of instruction at In-term swimming classes for all public primary students and private primary students in rural and remote areas. Parents are required to pay a fee, which covers transport and entry costs into the swimming centre. Details of the In-term swimming program each year will be communicated via letters that are sent home and other information tools. Parents seeking general information on the structure of the In-term swimming program should go to the following website www.det.wa.edu.au/curriculumsupport/swimming

BRING YOUR OWN DEVICE (BYOD) IPAD PROGRAM

Our Bring Your Own Device (BYOD) iPad Program currently operates in Years 4–6, with students bringing a personally owned iPad to school for use in classroom learning.

Technology is used purposefully to complement high-quality teaching and learning, providing opportunities for students to develop digital literacy, creativity, critical thinking and problem-solving skills.

School-owned devices continue to support access to digital learning across all other year levels.

1:1 iPad Technolody Program Information

CANTEEN & LUNCHES

Our School Canteen is open daily from 8.30am to 1.00pm. Written orders are to be lodged in person by 9.00am. Online orders are also accepted via QuickCliq. You can register for QuickCliq on the website https://www.quickcliq.com.au/. Further information and menu is available from the School Office.

Our School Canteen is run by the P&C and relies on volunteer assistance to operate. Offers of assistance are always welcome. Please contact the Canteen Manager, Julie Green on 9237 2864.

SCHOOL PHOTOGRAPHS

Students are photographed in their class groups and individually each school year by professional photographers. Photos are also taken of special groups in the school such as Student Councillors, Faction Captains and the graduating classes. Details of the school photos will be provided to parents via the school newsletter.

LOST PROPERTY

Lost property and clothing are kept on the veranda on the benches nearest the girls toilets. Parents please clearly name all items brought to school. Lost property will be cleaned out at the end of each school term. More valuable lost items are kept in the school office.

Children should not bring anything from home including valuables, jewellery or unnecessary money to school. Children are permitted to bring along a special toy or object for sharing purposes only. Please do not send along toys to school (other than for News) as this saves arguments and disappointment in the case of breakages or loss. The school does not take responsibility for any losses of valuable items.

MOBILE PHONES AND SMART WATCHES

It is Department of Education WA policy that Kindergarten to Year 6 students:

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

At Mount Pleasant Primary School, mobile devices are to be signed in at the front office upon a child's arrival at school and collected at the end of the school day or when the child departs the site. Smart watches with cellular capabilities are considered a mobile device. Please note the school does not take any responsibility for lost, stolen, or damaged items.

PARENTS AND CITIZENS (P&C) ASSOCIATION

Our P&C plays a valued role in supporting the school through fundraising initiatives that provide additional resources, equipment and opportunities to enhance student learning and experiences.

Funds raised through P&C activities contribute to projects and improvements that benefit the whole school community.

All parents and carers are welcome to attend meetings, participate in fundraising activities and contribute their time, skills and ideas. The continued support of our families is greatly appreciated.

NO DOGS

To ensure the safety of all members of the Mount Pleasant PS community we request that dogs do not enter school grounds, or be tied to school gates, with the exception of service dogs or dogs visiting as part of educational programs with prior approval by the Principal.

SCHOOL VOLUNTARY CONTRIBUTIONS AND CHARGES

Voluntary contributions from families play an important role in enhancing the educational resources and learning opportunities available to students. These funds support the purchase of additional classroom materials, equipment and resources that enrich teaching and learning beyond standard school funding.

Each year, the School Board endorses the school's Schedule of Contributions and Charges in accordance with Department of Education policy. The schedule outlines voluntary contributions and anticipated charges for specific activities and programs.

The Schedule of Contributions and Charges is available from the Front Office and on the school website. We appreciate the financial support provided by families.

The school accepts the following methods of payment for contributions and charges:

- Cash– brought to the front office in a sealed envelope, clearly labelled. Please note, the office does not carry change
- EFTPOS facilities are available in the office
- Direct debit through internet banking

  Bank: ANZ Booragoon
  BSB: 016267
  ACC: 340869431
  REF: Student surname, initial and room number

Money MUST NOT be handed to the class teacher. Money for P&C, such as, fundraising or sport shirts cannot be paid through the school bank account.

CHARGES FOR EXTRA COST OPTIONAL COMPONENTS

Charges apply to extra, optional components of education programs provided in Kindergarten to Year 6. Extra cost options are specific activities, services or facilities that schools offer students to use or take part in. As parents choose for their child to participate in these activities, the associated charge must be paid. Students who do not participate will be provided with an appropriate alternative educational activity. Please DO NOT pay for student photos along with contributions into the school bank accounts. These are payable directly to the photographer on the day of the photos or via their website.

A breakdown of estimated charges for your child's participation in excursions, incursions, activities will be provided 2 months prior to the beginning of the next year, as instructed in the Education Act. If you enrol during the year this form will be supplied to you then. The amounts shown represent the maximum charged for scheduled activities.

The school offers the opportunity to pre-pay items indicated as "Charges" on the Voluntary Contributions and Charges Schedule. Please do not pay the items marked as "Other Optional Costs/Services" up front and to the school as these are payable on request to an outside entity upon request.

ITEMS FOR PERSONAL USE

Students are required to have personal stationery and learning materials, such as pencils, pens, erasers, rulers and coloured pencils. Year-level requirements lists are provided in Term 4 for the following school year.

Families may purchase items through the suggested supplier or from a retailer of their choice. Some items may need to be replenished throughout the year.

We recognise that purchasing school supplies can place additional pressure on family budgets. Confidential assistance may be available for families who need support. Please contact the Front Office to discuss how we can help.

BEHAVIOUR MANAGEMENT AND BULLYING

Mount Pleasant Primary School follows a whole school approach to the teaching of social and emotional skills from Kindy to Year 6. The 'You Can Do It' Program is currently used at a community, school and classroom level and guides many aspects of supporting positive relationships. Our school's procedures for managing student behaviour are clearly documented in the Student Behaviour Management Policy (including Good Standing).
Parents can access this policy through the school website or alternatively a copy can be obtained by requesting it at the front office.

HOMEWORK

The concept of homework for all students at all ages is supported by The Department of Education. In the early years of schooling, this will tend to be done by promoting informal, optional experiences. Within that context, some deliberately structured activities set by the teacher will be designed to complement schoolwork (e.g. reading books, collecting items etc). As schooling becomes more structured in organisation and as the specific needs of individual children are more clearly identified, the teacher, working within the school's homework policy, will establish with the individual child or group of children, more formal homework programs that are suitable to the need. Homework is a means by which aspects of the school's program are introduced into the home setting. It can often reinforce the teaching and learning fostered by the school and in meeting the needs of the child.

PUBLICATION OF IMAGES AND WORK

The Department of Education's information Privacy and Security Policy require schools to gain parental/guardian permission before using visual images of students, such as photographs, outside the school environment in all circumstances.

This school regularly uses images of students in a variety of ways to recognise excellent achievement, inform parents and the local community of school matters, publicise events and to promote the school in school publications.

In addition to this, the publication of our Newsletter on our school's website may result in your child's image potentially being accessed through the internet. Permission of parents/caregivers for the use of images is through the signed Consent Form, completed on enrolment.

CLASS PLACEMENT GUIDELINES

Mount Pleasant staff are committed to meeting the educational needs of all students and a great deal of thought goes into placing each child in a learning environment that will allow them to become successful learners. Please see our Class Placement Guidelines published on the school website.

SAFE WORKING AND LEARNING ENVIRONMENTS

All staff, students and parents deserve to be safe on our school site. The Department of Education supports schools by providing these very clear guidelines outlining what respectful communication looks like on a school site, and the responsibilities of both staff and parents when communicating. If both staff and parents embrace these expectations when communicating, your children will be free to learn in a safe, secure and supportive learning environment. Please refer to the Department of Education Connect and Respect Expectations over the page.



Department of Education

GOVERNMENT OF WESTERN AUSTRALIA

Shaping the future

Connect and Respect
Expectations

Our schools are committed to providing quality education to all students in a safe, inclusive and caring learning environment. We value working together with parents and families as critical partners in student learning outcomes.

Schools draw on the diversity and strengths of local communities to create opportunities to work collaboratively and set directions for students. Building mutually respectful relationships with each local community is fundamental to this.

A school community contains a wide variety of individuals and groups who strive to work together to educate students to become confident, well-educated young people; prepared to lead happy, successful lives and make contributions to local and global communities.

School staff will engage with families to understand the interests, personalities and needs of their children. All students need access to a quality education within safe and secure learning environments, and with the right supports to progress and achieve.

There may be times during your child's schooling when additional support is needed, or issues arise. Your school will support you and your child to productively resolve these issues and we encourage you to raise concerns as early as possible.

Shared and respectful expectations and values will enable us to work together in the best interests of our children.

What parents and carers can expect from our schools

Communication between you and your school is an important part of your 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.

Schools are made up of hard-working and dedicated professionals who will listen, care and respond to your concerns and work with you to resolve complaints. We have found over time even the most challenging of circumstances can be worked through. You can expect some of the following from your school:

- regular communication through school approved channels
- reports on your child's progress and achievement
- celebration of your child's achievements
- notification of any serious single issue or ongoing issues concerning your child
- scheduled opportunities to meet with the classroom teacher
- other opportunities to meet with the teacher, by appointment
- updates about important developments in your child's class
- notifications or invitations to school events
- opportunities to provide respectful and productive feedback.

All students need access to a quality education within safe and secure learning environments.

What parents and carers should not expect from our schools

Our staff have families and personal lives too, and like all professionals, work at their best when they have a quality work-life balance. Parents and carers should not expect:

- school staff to return calls after work hours
- emails to be answered in the evenings or weekends
- access to teachers' private phone numbers or emails
- staff to meet with parents and carers, without an appointment, during a school day
- to be allowed on a school site if you have harassed or been aggressive towards school staff.

You should contact your child's school if:

- you have concerns about your child's academic or social progress
- medical issues arise or diagnosis changes
- there are changes in family circumstances
- there are safety issues or changes in behaviour at home
- social issues arise that could impact the safety and welfare of students at the school
- you want to make or reschedule an appointment.

Communication that interferes with teaching and learning

- 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
- By everyone playing a part in providing safe, positive learning environments and opportunities for our students, we enable them to be the best they can be.

Communication methods

Electronic communication, such as email, is appropriate for short, non-urgent and positive forms of communication. It is not appropriate for more complex or emotional situations. In these cases, parents should request a face-to-face meeting so that issues can be given the time and attention they deserve. If in doubt, speak to your school.

Concerns and complaints

Contact your school as early as possible if you have concerns. If you are not sure who to speak to, you can start with your child's teacher. For some matters, it may be appropriate to talk directly to your child's year coordinator, school administration staff or principal.

If you have approached your child's school but haven't been able to resolve the issue, refer to our complaints process to explore your options education.wa.edu.au/complaints.

Shared and respectful expectations and values will enable us to work together in the best interests of our children.

Mount Pleasant School Layout

