



West  
Byford  
PRIMARY



Parent Information

2024

## TABLE OF CONTENTS

<b>WELCOME.....</b>	<b>3</b>
<b>TRACK AGREEMENTS.....</b>	<b>5</b>
<b>ADMINISTRATION .....</b>	<b>5</b>
<b>IMPORTANT PHONE NUMBERS .....</b>	<b>5</b>
<b>TERM DATES FOR STUDENTS.....</b>	<b>6</b>
<b>SCHOOL HOURS.....</b>	<b>6</b>
<b>SCHOOL DEVELOPMENT DAYS .....</b>	<b>6</b>
<b>WEBSITE .....</b>	<b>6</b>
<b>POLICIES.....</b>	<b>6</b>
<b>SCHOOL BOARD.....</b>	<b>6</b>
<b>PARENTS AND CITIZENS ASSOCIATION .....</b>	<b>7</b>
<b>ATTENDANCE.....</b>	<b>7</b>
<b>REWARD PLAY.....</b>	<b>8</b>
<b>UNIFORM .....</b>	<b>8</b>
<b>UNIFORM SHOP .....</b>	<b>9</b>
<b>LOST PROPERTY .....</b>	<b>9</b>
<b>SCHOOL PREMISES .....</b>	<b>9</b>
<b>DOGS ON SCHOOL PROPERTY.....</b>	<b>10</b>
<b>BIKES, SCOOTERS AND SKATEBOARDS.....</b>	<b>10</b>
<b>VEHICLE PARKING .....</b>	<b>10</b>
<b>CANTEEN – SNACK SHACK.....</b>	<b>10</b>
<b>EXCURSIONS/INCURSIONS.....</b>	<b>11</b>
<b>MEDICATION .....</b>	<b>11</b>
<b>VOLUNTARY CONTRIBUTIONS AND CHARGES .....</b>	<b>11</b>
<b>FACTIONS.....</b>	<b>12</b>
<b>KINDERGARTEN .....</b>	<b>12</b>
<b>REPORTS.....</b>	<b>12</b>
<b>PERSONAL SCHOOL REQUIREMENTS .....</b>	<b>13</b>
<b>DENTAL THERAPY CENTRE.....</b>	<b>13</b>

## WELCOME

Dear Parents/Carers

Welcome to West Byford Primary School!

At West Byford Primary School, we believe that every child matters. We provide a dynamic, inclusive, and nurturing environment that guides our students to be confident and resilient leaders of the future.

### High-Quality High Impact Teaching and Learning

West Byford Primary School is an engaging and welcoming learning environment with cultural responsiveness, inclusivity, and high expectations at its core. 'Every child matters every day' underpins the West Byford Way. We know that all students can achieve their personal best with the support of a connected, collaborative school community.

West Byford Primary School supports high-quality teaching through contemporary evidence-based educational pedagogy focused on students' academic, social and emotional development. We are committed to high impact, evidence-based teaching and learning practices that increase engagement and lead to improved student outcomes.

Student wellbeing is targeted through whole school explicit teaching and programs, including 'Breakfast Club' and 'You Can Do It', which are run weekly and supported by the WBPS Wellbeing Team and the SAER Team.

### Thriving Culture and Community

Our thriving school community comes from knowing that together, we make a difference; staff, students, and the community can all participate in, contribute to and benefit from being a part of West Byford Primary School. Diversity is valued and supported through an inclusive culture that celebrates the skills and insights of all people in our school community.

Relationships and partnerships are actively established and maintained based on mutual trust and respect, open and honest communication, and a shared responsibility for our students. Strong family-school and community relationships create a culture of coming together to improve student learning and wellbeing.

Our school calendar features many events, opportunities and celebrations throughout the year, creating a dynamic and vibrant school where everyone belongs. We have an active and highly valued Parents and Citizens (P&C) Association that contributes to and enhances the learning environment for all children.

### Strong Shared Leadership

A strong shared leadership structure is in place where all staff can influence and impact student progress and achievement. Staff and student agency create deep impact when combined with whole-school pedagogy, beliefs, programs and initiatives.

A commitment to student voice is demonstrated through the Year Six Leadership Team, Student Representative Council, Aboriginal Leadership Group and Waste Warriors.

School resources are expertly managed and deployed to ensure maximum impact on student learning. We strive to remove extraneous workload from Teachers and Instructional Leaders/Deputy Principals so a greater focus on the core business of teaching

and learning can be maintained.

This handbook is designed to provide parents with a brief overview of the school's procedures. For more detailed information, please refer to the school website, [www.westbyfordprimaryschool.wa.edu.au](http://www.westbyfordprimaryschool.wa.edu.au).

**Noelene Mason**  
**Principal**





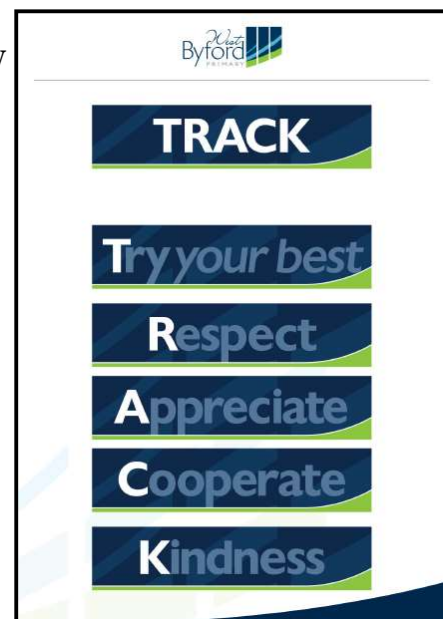
## TRACK AGREEMENTS

All students at West Byford Primary School are expected to follow the TRACK agreements developed by students, staff and parents.

TRACK stands for:

- Try your best
- Respect
- Appreciate
- Cooperate
- Kindness

The TRACK Agreements underpin behaviour management and pastoral care processes and support the 'You can do it' program taught in all classes.



## ADMINISTRATION

### Principal

Noelene Mason

### Deputy Principals

Katelyn Smith  
Brian Abbey  
Lisa Clark

### Manager Corporate Services

Danielle Kneafsey

### Business and Executive Support Officer

Chantelle Lehman

### School Officers

Maria Ford  
Tash Gaden  
Erin Jones  
Tina Scotchford

Email Address:

[westbyford.ps@education.wa.edu.au](mailto:westbyford.ps@education.wa.edu.au)

Address:

101 Kardan Boulevard, Byford 6122

Website:

[www.westbyfordprimaryschool.com.au](http://www.westbyfordprimaryschool.com.au)

## IMPORTANT PHONE NUMBERS

West Byford Primary School

**9526 6550**

Dental Therapy Centre

**9526 6586**

School Watch

**1800 177 777**

## TERM DATES FOR STUDENTS

Term 1	Wednesday 31 January – Thursday 28 March
Term 2	Tuesday 16 April – Friday 28 June
Term 3	Tuesday 16 July – Friday 20 September
Term 4	Tuesday 8 October – Thursday 12 December

## SCHOOL HOURS

8:15am	Classrooms Open
8:30am	Classes Commence
10:55am	Recess
11.15am	Classes Recommence
1.05pm	Supervised Lunch (eating time)
1.15pm	Lunch
1.45 pm	Classes Recommence
2.40pm	School Finishes

Students are encouraged to be at school no earlier than 8.15am.

## SCHOOL DEVELOPMENT DAYS

The Department of Education allocates six school development days throughout the year, which STUDENTS DO NOT ATTEND. These are days when staff participate in professional learning.

SD days for 2024 are:

- Term 1 – Monday 29 January and Tuesday 30 January
- Term 2 – Monday 15 April
- Term 3 – Monday 15 July
- Term 4 – Monday 7 October and Friday 13 December

## WEBSITE

School information such as policies, the calendar, and other important information for parents/carers can be found on our website: [www.westbyfordprimaryschool.com.au](http://www.westbyfordprimaryschool.com.au).

## POLICIES

There are several important policies in place at West Byford Primary School. All policies can be found on our website. The School Board endorses all policies.

## SCHOOL BOARD

The School Board comprises the Principal, staff, parents and community representatives. The group meets regularly and is vital to decision-making processes and determining the direction of the school. The Board discusses and, where appropriate, endorses school priorities, planning, budgets and policies.

## PARENTS AND CITIZENS ASSOCIATION

Meetings are conducted three times per term for parents/carers to attend. The P&C is very active in the school, fundraising for extra items to support educational programs. The P&C also acts as a conduit to provide feedback to the School Board about issues that arise or proposed changes or plans. If you can spare some time to join this group, your input will be valuable, and it is a great way to get to know some great people within our school community.

## ATTENDANCE

Daily attendance and the punctual arrival of all students (K-6) are compulsory, as laid down in the School Education Act. Acceptable reasons for school absences include illness and medical and dental appointments. Students taking “In-Term” holidays will require parents/carers to fill in the appropriate form available from Administration or advise the Front Office in writing by email. Parents/carers must contact the Front Office by emailing [westbyford.ps@education.wa.edu.au](mailto:westbyford.ps@education.wa.edu.au) or by replying to the SMS attendance text for any absence from school.

Attendance notifications through ClassDojo are not accepted.

Students must not leave the school grounds without written permission from parents/carers. When collecting a child from school before the end of the school day, parents must collect a Leave Pass from Administration and hand it to the teacher.

Only nominated persons listed on the school information system can collect students. Any contact details for nominated persons and students, or if custodial requirements change, must be updated with the Front Office in writing. Notification by email is preferred.

Students who are late (not in class at the 8.30am siren) must report to Front Office before going to their classroom. This is recorded as ‘late,’ and students are issued a Late Pass. Students need to be present for the first session in classrooms, as important information is often given to students at this time. A student whose attendance falls below 90% is considered to be educationally “At Risk” of not achieving.



## REWARD PLAY

Linked to our Behaviour Management Policy, West Byford Primary School offers eligible students a Reward Play day once per term. To be eligible, students must have:

- No unexplained absences
- No behaviour incidents recorded on the Student Information System
- No more than 5 late arrivals
- No overdue library books
- No more than 5 uniform passes

The cut-off date for the Reward Play is 3.00pm, two days before the Reward Play date. Please see the Behaviour Management Policy on our website for further details. If there is a reason your child is late or out of uniform, please let the school know. There are certain circumstances where the school can assist parents in getting students into uniforms. Please get in touch with the school if you are experiencing hardship, as we want to support all our families.



## UNIFORM

Students are to wear the designated uniform during school hours, to and from school, and during school excursions. Parents/carers are asked to cooperate by ensuring that students wear their uniform to school every day. It is the expectation that students will be dressed in uniforms that are clean, neat and tidy at all times. Our full Uniform Policy can be viewed on our website at [www.westbyfordprimaryschool.wa.edu.au](http://www.westbyfordprimaryschool.wa.edu.au)

Item	Acceptable
Shirt	<ul style="list-style-type: none"><li>• WBPS shirt with the school logo.</li><li>• WBPS shirt must be worn under school jackets.</li><li>• Plain white short sleeve t-shirt or plain white singlet under WBPS shirt</li></ul>
Dress/Skirt	<ul style="list-style-type: none"><li>• WBPS skirt or dress with the school logo</li></ul>
Pants/Shorts	<ul style="list-style-type: none"><li>• WBPS pants or shorts with the school logo</li></ul>
Jackets	<ul style="list-style-type: none"><li>• WBPS jacket with the school logo</li></ul>



Socks & Stockings	<ul style="list-style-type: none"> <li>• Plain ankle socks</li> <li>• Plain navy opaque stockings may be worn during cold weather</li> </ul>
Footwear	<ul style="list-style-type: none"> <li>• Closed in and appropriate for sport, i.e. joggers not boots.</li> </ul>
Hats	<ul style="list-style-type: none"> <li>• Wide brim, sun safe hat with the school logo</li> </ul>
Jewellery	<ul style="list-style-type: none"> <li>• One pair of small, plain gold or silver studs or small sleepers may be worn</li> <li>• A small wrist watch may be worn</li> <li>• Small religious symbol on a delicate chain may be worn</li> </ul>
Accessories, Make Up	<ul style="list-style-type: none"> <li>• No make-up or nail polish is to be worn</li> <li>• No fashion accessories are to be worn</li> </ul>
Hair	<ul style="list-style-type: none"> <li>• Hair should be clean, neat and tidy</li> <li>• Hair longer than collar length should be tied back.</li> <li>• Discrete hair accessories in WBPS colours permitted i.e. no large bows or coloured hair extensions.</li> <li>• Natural hair colours only permitted (endorsed by School Board 12/2018)</li> </ul>

## UNIFORM SHOP

Uniforms can be purchased from the Jandakot Superstore, run by Uniform Concepts, located at 26 Solomon Road, Jandakot. Please clearly label all clothing items with first initial and surname. Order forms can be found on our website.



## LOST PROPERTY

Any time lost property is found on school grounds, it is placed in the green mini bins outside the administration building near the medical bay. To reduce the risk of lost property, especially uniform items, it is recommended that all personal items be marked with your child's name in permanent marker.

## SCHOOL PREMISES

Gates are promptly closed by 8:45am every day. Gates are reopened at 2:30pm and closed at 2:55pm. All visitors, including parents and carers, must come through the Front Office to gain access to the school during the day.

## DOGS ON SCHOOL PROPERTY

Dogs are not permitted on the school grounds for health and safety reasons.

## BIKES, SCOOTERS AND SKATEBOARDS

Students who bring bikes to school need to secure them in the bike rack. All bikes on school premises must be walked through school grounds for safety reasons. Students riding bikes must wear a helmet. Bikes, scooters and skateboards are not permitted on school grounds after school hours, as they cause damage to property and are a safety risk to others.

## VEHICLE PARKING

West Byford is fortunate to have adequate parking facilities, but parking is at a premium at peak times. The staff car parks on Efficient Way and Wodalla Parade are for staff only. Parents/carers are asked not to use these parking areas as a drop-off zone or pedestrian thoroughfare. Parking for parents/carers is provided along Kardan Boulevard, Efficient Way and Wodalla Parade in the marked bays. Please use the marked bays when dropping off and collecting children. Yellow lines on roads around the school mean there is to be no stopping or parking at all times where marked.

For safety reasons, please do not double park when dropping off and collecting children. Shire Rangers and the WA Police do regular patrols of the area. Parents/carers are strongly encouraged to drop older students a few blocks from the school to walk the last part for exercise and to allow more parking access for parents of younger students.

## CANTEEN – SNACK SHACK

The canteen operates four days per week and is run by a Canteen Manager and volunteer parents. If you can assist in any way, please see the Canteen Manager. Payment for recess/lunches can be made online using QuickCliq. Further information on QuickCliq and the Snack Shack menu can be found on the school's website.

Volunteering in the canteen is a great way to meet and get to know other parents and carers in the school community. Please see the Canteen Manager if you have a spare morning, even if it is only 15-20 minutes. All help is greatly appreciated.



## EXCURSIONS/INCURSIONS

All classes undertake excursions during the year as part of their educational program. An electronic form detailing excursion details and costs is sent home electronically before all excursions.

The permission questions at the bottom of the form and payment must be returned no later than the due date stated on the electronic form for your child to attend the excursion.

## MEDICATION

Parents/carers are required to fill out a Department of Education form before medication can be administered during school hours. All medication needs to be stored in the Administration. In some cases, the Administration of Medication form will need to be signed off by a general practitioner.

## VOLUNTARY CONTRIBUTIONS AND CHARGES

Parents/carers are asked to contribute to school finances to enhance the teaching programs with sports equipment, library materials and other educational requirements. This should be paid at the commencement of the school year at Administration. The School Board endorses the 2024 Voluntary Contributions. The contribution for 2024 is \$40.00 per child for Kindy to Year 6 (this equates to \$1.00 per week).

A contributions schedule is sent home at the end of the previous year by posting on Class Dojo, outlining possible additional expenses that may be requested the following year. A copy is also available for viewing on the school website. Payment can be made by cash, EFTPOS or direct deposit.

Direct deposit is our preferred payment method.

Information regarding Voluntary Contributions and Charges can be found in the Parent Information folder, and a copy can be found on the school's website.





## FACTIONS

Students are placed into factions upon enrolment. Siblings will be placed in the same faction on enrolment.

There are four factions at West Byford: -

**COWAN** – Blue

**FLYNN** – Red

**FORREST** – Green

**HANNAN** – Gold

Students are encouraged to work towards the success of their faction by earning points for positive behaviour and participation in sporting events.

Faction shirts can be worn on days your child does physical education and during West Byford sports carnivals.



## KINDERGARTEN

Our Kindergarten program will offer five groups on a five-day fortnightly cycle:

### **Beginning of the Week Groups:**

Week 1 – Monday, Tuesday, Wednesday

Week 2 – Monday and Tuesday.

### **End of the Week Groups:**

Week 1 - Thursday and Friday

Week 2 – Wednesday, Thursday and Friday

Please refer to the Kindy Planner on our website for each term's exact days and dates. All groups will run for full days, 8.30am to 2.40pm. Once enrolled, Kindergarten students are expected to attend every day, with an attendance rate below 90%, placing children in the “Educational Risk” category.

## REPORTS

Reports are emailed at the end of Semester 1 (end of Term 2) and Semester 2 (end of Term 4). Please save or print the report once received; the link is only valid for four weeks.



## PERSONAL SCHOOL REQUIREMENTS

Personal Requirements Lists are issued to students in November/December in readiness for the following year. West School Supplies is West Byford PS's supplier of choice; however, parents can choose their own supplier when purchasing required items. If choosing another supplier, please ensure the items purchased are identical to those listed. Spare lists are available on our school's website.

If items supplied from alternate suppliers do not meet school-need requirements, these items will be returned to parents with the request to provide the correct item. We do our very best to keep costs to a minimum.

## DENTAL THERAPY CENTRE

West Byford Dental Therapy Centre offers a free dental service for all students enrolled at the school (P- 6). Consent forms are available from the Dental Centre by telephoning 9526 6586.



## INDEX

ADMINISTRATION, 5  
ATTENDANCE, 7  
BIKES, SCOOTERS AND SKATEBOARDS, 10  
CANTEEN – SNACK SHACK, 10  
DENTAL THERAPY CENTRE, 13  
DOGS ON SCHOOL PROPERTY, 10  
EXCURSIONS/INCURSIONS, 11  
FACTIONS, 12  
KINDERGARTEN, 12  
LOST PROPERTY, 9  
MEDICATION, 11  
PARENTS AND CITIZENS ASSOCIATION, 7  
PERSONAL SCHOOL REQUIREMENTS, 13  
POLICIES, 6  
REPORTS, 12  
REWARD PLAY, 8  
SCHOOL BOARD, 6  
SCHOOL DEVELOPMENT DAYS, 6  
SCHOOL HOURS, 6  
SCHOOL PREMISES, 9  
TERM DATES FOR STUDENTS, 6  
TRACK AGREEMENTS, 5  
UNIFORM, 8  
UNIFORM SHOP, 2, 9  
VEHICLE PARKING, 10  
VOLUNTARY CONTRIBUTIONS AND CHARGES, 11  
WEBSITE, 6  
WELCOME, 3