



West  
Byford  
PRIMARY



Parent Information

2023

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## WEST BYFORD PRIMARY SCHOOL

Dear Parents/Carers

Welcome to West Byford Primary School!

West Byford PS became an Independent Public School in 2014, one year after our opening. Being an Independent Public School allows greater autonomy over future direction and enables us to better suit the needs of our community – acknowledging we still are a government school.

We strive to create an honest and productive partnership between parents/carers and the school, which is vital in ensuring your child's time at primary school is a success. We are confident you will enjoy the vibrant, positive atmosphere of the school, and the hard working, friendly and dynamic staff. School facilities and grounds are first class, with extensive technology including interactive whiteboards, iPads, Robotics, and wireless access across the site. Students have a range of specialised equipment and organised activities, including table tennis tables and trampolines to keep them engaged and happy during recess and lunch breaks.

### School Vision

- Build a reputation as a school with high standards and a professional approach.
- Work collaboratively to better meet community needs.
- Expect high standards of behaviour and school dress.
- Reward students for excellent behaviour and commitment in the classroom.
- Maintain school grounds and classrooms immaculately.
- Employ professional, hardworking staff with high standards and a commitment to the school.
- Work within a collaborative environment with common approaches to teaching across all classrooms.
- Employ direct instruction strategies to improve Literacy and Numeracy skills.
- Use straight talking and honesty in communication, including using plain language and contacting parents in a timely manner.

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**

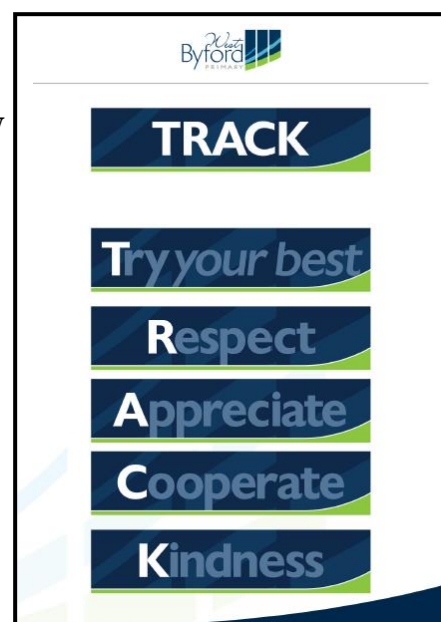
## TRACK AGREEMENTS

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 Friendly Schools Plus program that is 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

Tina Scotchford  
Megan Pollard  
Tash Gaden  
Maria Ford  
Kelsea Skinner

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 1 February – Thursday 6 April
Term 2	Wednesday 26 April – Friday 30 June
Term 3	Tuesday 18 July – Friday 22 September
Term 4	Tuesday 10 October – Thursday 14 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 where STUDENTS DO NOT ATTEND. These are days when staff participate in professional learning.

SD days for 2023 are:

- Term 1 – Monday 30 January and Tuesday 31 January
- Term 2 – Monday 24 April
- Term 3 – Monday 17 July
- Term 4 – Monday 9 October and Friday 15 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 a number of important policies in place at West Byford Primary School. All policies can be found on our website. All policies are endorsed by the School Board.

## SCHOOL BOARD

The School Board consists of 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, you will get to know some of the other valued school community members.

## 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 absence from the school are for illness, medical and dental appointments. Students taking “In-Term” holidays will require parents/carers to fill in the appropriate form available from Administration. Parents/carers need to contact the Front Office by emailing [westbyford.ps@education.wa.edu.au](mailto:westbyford.ps@education.wa.edu.au) or reply to the SMS attendance text for any absence from school. Attendance notifications through ClassDojo aren't 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 are required to 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/or students, or if custodial requirements change, must be updated with Administration in writing.

Students who are late, i.e. arriving after 8.30am, must report to Administration before going to their classroom. This is recorded as ‘late’ and students are issued with a Late Pass. It is important for students 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 a Reward Play day once per term to eligible students. 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 out of uniform or late, please let the school know. As there are certain circumstances where the school can assist parents in getting student into uniforms.

## UNIFORM

Students are to wear the designated uniform during school hours, to and from school, and while attending 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, tights or leggings may be worn under other uniform items.</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>• 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 uniform shop run by Nell Gray, which is located in the assembly area. Please clearly label all clothing items with first initial and surname. Order forms can be found in your Parent Information folder or on our website.

**Please see the website for up-to-date Uniform Shop hours or contact the Front Office.**

## SCHOOL PREMISES

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

## DOGS ON SCHOOL PROPERTY

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

## BIKES, SCOOTERS AND SKATEBOARDS

Students who bring bikes to school need to secure them in the bike rack. **For safety reasons children must walk their bike onto the school, and through the school, grounds. 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 at peak times parking is at a premium. The staff car parks, which are located 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 certain roads around the school have been marked, meaning there is to be no stopping and no parking on these sections of roads. **For safety reasons, please do not double park when dropping off and collecting children.** Shire Rangers and the WA Police do regularly 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 currently operates four days per week and is run by a Canteen Manager and volunteer parents. If you are able to assist in any way please see the Canteen Manager. Payment for mess/lunches can be made online using QuickCliq. Please see the enclosed pamphlet for further information. Also enclosed is the menu for the Snack Shack.

Volunteering in the canteen is a great way to meet and get to know other parents and carers in the school community.

## EXCURSIONS/INCURSIONS

All classes undertake excursions during the year as part of their educational program. An electronic form detailing excursion details and costs are sent home electronically prior to 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, if you wish your child to attend the excursion.



## MEDICATION

Parents/carers are required to fill in a Department of Education form before medication can be administered during school hours. All medication needs to be stored at 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 towards school finances to enhance the teaching programs with items such as sports equipment, library materials and other educational requirements. This should be paid at the commencement of the school year at Administration.

The 2023 Voluntary Contributions are endorsed by the School Board. The contribution for 2023 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 year outlining possible additional expenses for the following year. A copy can also be accessed through Administration at the beginning of the year. Payment can be made by cash, EFTPOS or direct deposit. **Direct deposit is our preferred payment.**



Information regarding Voluntary Contributions and Charges can be found in the Parent Information folder.

## FACTIONS

Students are placed into factions upon enrolment, with any sibling enrolling at a later date being placed in the same faction.

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 through participation in sporting events.

## KINDERGARTEN

Our Kindergarten program will offer two groups in structured on a two-week / 5 day 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 exact days and dates for each term. 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 of below 90% placing children in the “Educational Risk” category.

## REPORTS

Reports are sent by email at the end of Semester 1 and 2. **Please save or print the report once received as the link is only valid for a month.**

## PERSONAL SCHOOL REQUIREMENTS

The booklists (Personal Items 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 items purchased are identical to those listed on the booklists. Spare booklists are available from the Administration. 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.

