



2024 School Handbook





Our Vision

“At Pingelly Primary School, we develop life-long learners who are resilient, respectful and emotionally intelligent through valuing and nurturing each child in order to prepare them for tomorrow’s world”

Our Values

Strength	<i>It takes great strength to be sensible</i>
Thoughtfulness	<i>Have reasons for the things you say and do</i>
Respect	<i>Treat others as you would like them to treat you</i>
Initiative	<i>Pursue your personal best no matter who you work with</i>
Valiance	<i>Be brave, participate to progress</i>
Emotional Intelligence	<i>Be the master not the victim to your feelings</i>



Our Details

<i>Principal:</i>	Mrs Samantha Goodlad
<i>Deputy Principal:</i>	Mr Noel Cowcher
<i>Deputy Principal:</i>	Miss Gemma Calligaro
<i>Manager Corporate Services:</i>	Mrs Ros Ward
<i>School Officer:</i>	Mrs Leah Parsons
<i>School Nurse:</i>	Mrs Kaylene Sewell
<i>School Chaplain:</i>	TBA

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Welcome from our Principal

Dear Parents & Carers

I wish to extend a warm welcome to all of our families for 2023. Welcome to those returning and welcome also to the new families who are joining our beautiful school. I am firm in my belief that it takes a village to raise a child, so I am committed to developing a strong partnership with all of our families. I believe in developing high trust relationships that are anchored by open and honest communication, as strong partnerships between home and school are essential to ensure that every child has the opportunity to achieve their personal best.

We have high expectations of ourselves and our students and are committed to leaving no stone unturned. At Pingelly PS, families are encouraged to be an active part of school life engaging with their child's classroom, school events and our P&C association. My hope is that these partnerships translate into success for each and every child who attends our school.

Your children are very important to all of us here at Pingelly PS. Your children are unique, and their contributions to our school are valuable. We *STRIVE* to nurture a sense of belonging by providing your children with a safe and supporting environment that engages and motivates them to achieve. We want to see young minds grow through play, inquiry and exploration. We want children to challenge themselves in all areas of their school lives. We want students to have rich learning experiences that stay with them through their entire school journey and remain a part of them as they grow into young adults.

The year ahead provides us with the opportunity of working together to continue to build our wonderful school and to provide quality learning experiences for our students. I look forward to working together to see our students achieve their very best. I hope that the year ahead will be positive and encouraging for all members of our school.

This handbook contains important information, providing you with what you need to know about the year ahead. Each year procedures are modified so all families – existing and new – will need to familiarise themselves with any changes that may have occurred since last year. Please do not hesitate to speak with your child's teacher or any of the administration staff if you seek further clarification on any of the information presented in this handbook.

I look forward to the year ahead and what it will bring for us all here at Pingelly PS.

Samantha Goodlad
Principal

Things to Know

School Times

8:30am	Classrooms open / Breakfast Club commences Tues, Wed & Thursday
8:50am	School day begins
10:30am	Recess begins
10:50am	Recess ends
12:30pm	Lunch begins
1:05pm	Lunch ends
2:00pm	Crunch and sip
3:00pm	School day ends

Term Dates 2024

Term 1 – 10 weeks	
School development day	
School development day	
Term 1 commences – students return	
Public holiday	
Term 1 ends	
Term 2 – 10 weeks	
School Development Day	
Term 2 commences – students return	
Public holiday	
School Development Day – Narrogin Network Day	
School Development Day	
Term 2 ends	
Term 3 – 10 weeks	
School development day – to be confirmed	
Term 3 commences – students return	
School Development Day	
Term 3 ends	
Term 4 – 10 weeks	
Term 4 commences – students return	
Term 4 ends	

Attendance, Arrival and Departure

At Pingelly PS it is our desire that all students attend 90% of the time or greater. Missing 4 days per term will see your child's attendance drop below 90%.

If your child is absent from school, please notify the school at your earliest convenience. If we have not heard from you before 10am, our SMS service will send a reminder to inform you that your child is absent. Please reply to this as soon as possible. At times, letters may be sent to you requesting further information about unexplained school absences. Please note that extended or out of holiday vacations are not acceptable absences under the School Education Act. If planning a holiday during school term, please inform the Principal as early as possible.

If your child arrives late to school or is departing early, please bring or collect your child via the front office where we will update our attendance records and inform the classroom teacher. Additionally, if you know that you will be delayed or unable to collect your child on time, please contact the school as early as possible.

It is requested that parents accompany Kindergarten and Pre Primary children each day to and from their classrooms. For bus students, a responsible student from their bus will accompany them to class. At the end of each day, an early childhood staff member will bring children to the bus pick up location. Parent parking, to drop off and collect children, is available outside the early childhood area on Stone street, or outside the main school on Park Street.

In Kindergarten and Pre Primary, non-bus children are released to an adult at the end of each day with staff maintaining a list of who is able to collect children. Please inform the front office if you require another adult to be added to this list.

Visitors to the School

It is important that all visitors to the school, including visiting parents, sign in at the front office. This is required as a duty of care towards our students.

School Uniform

Pingelly PS has a wonderful uniform that is well supported by our parent community and worn with pride by our students. Kindergarten and Pre Primary students are required to wear the Pingelly PS uniform as this helps them feel part of the whole school and encourages the generation of whole school pride. Pingelly PS is a SunSmart school and has adopted the policy of 'No Hat, No Play'. Caps are not suitable and only bucket hats permitted. Uniforms can be purchased from the school through the P&C. The P&C operate the uniform shop which is open weekly on a Monday afternoon from 2.00pm to 3.00pm

Recess & Lunch

Children are required to bring their recess and lunch in a lunch box clearly marked with their name. It is also recommended that each child bring along their own water bottle for use in the classroom. Alternatively, lunch orders are available every day and need to be placed at Six Seasons Café 9860 6808. Lunch order menus are on our school website. Here at Pingelly PS we follow the food traffic light system and encourage healthy eating.

Nut Aware

As Pingelly PS is a ***nut aware*** school, we request that nut products are not present in your child's lunch box. This includes all peanut spreads, Nutella, nut type muesli bars and raw nuts.

Assemblies

Every Wednesday, a small informal assembly occurs where students from Pre Primary and up meet in the undercover area. Students are updated with important notices and teachers hand out certificates of acknowledgement.

Twice a term, a whole school formal assembly is held where a class is responsible for presenting an item. At these assemblies, certificates of commendation are handed out with parents notified prior if their child is receiving a certificate. Families are encouraged to attend and stay behind following the assembly for tea and coffee.

Medication

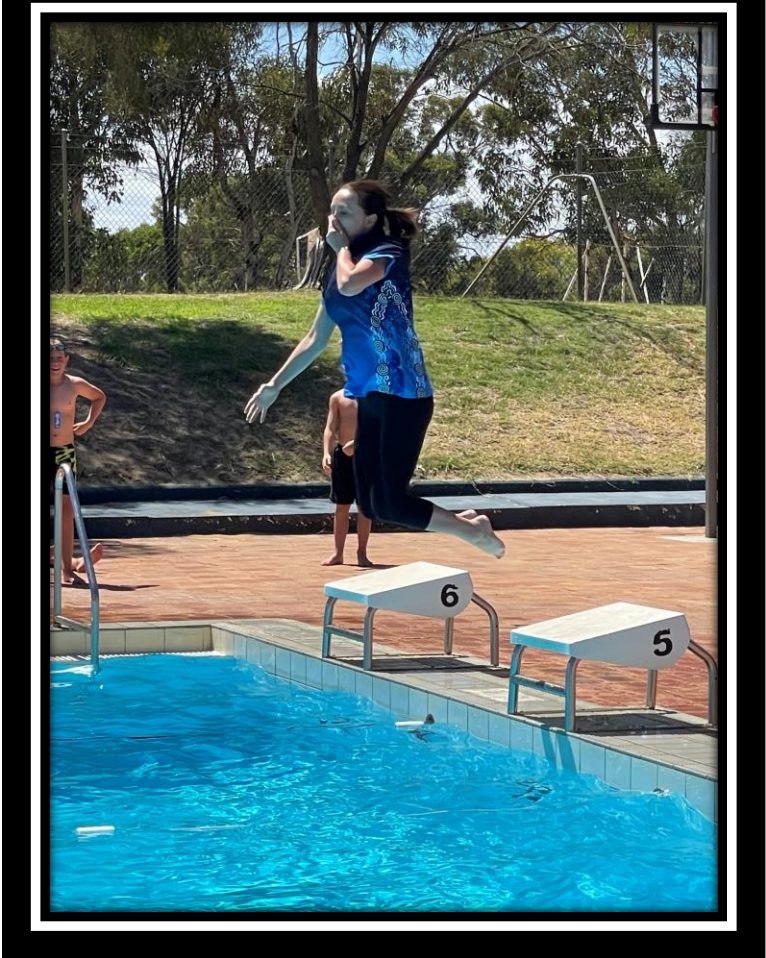
Please notify the office if your child is taking any prescribed or other medication. This is to ensure that correct procedure is followed for the duration that your child is receiving medication. In the event that your child requires a short period of medication (i.e. antibiotics) and staff are needed to administer medication during school hours, you will be required to fill out medical forms for staff to assist with the administering of medication.

Library

The School Library Resource Centre is a very valuable and important part of our school. It provides a comprehensive service to staff and students. The service supports school curriculum implementation as well as students' recreational reading.

- Parents are urged to ensure that library books that are taken home and are treated with respect and are returned on time.
- Student loans are for a short term only and students will be held responsible for any non-return, loss or damage to loaned items. Parents may be asked to pay for valuable books that are damaged or lost.
- Students' who frequently fail to return books on time, or damage books, may be required to leave their library books in the classroom for the duration of the loan.
- All students must have a library bag in which to place and keep library books clean and safe





Faction Houses and Events

Pingelly PS has 3 faction houses that students are placed into upon enrolment. Our 3 factions – *Hawks, Falcons and Eagles* – have a long history at Pingelly PS with strong competition and rivalry established across the years.

Across the school year, a number of faction and interschool sporting events occur. Please refer to the whole school calendar for dates of events.

Swimming Lessons

Swimming lessons take place in week 1 and 2 of term 1 with Pre Primary – Year 6 students participating. Information will be sent to families early in term 1 with full details.

Mobile Phones/ Electronic Devices/Valuables

While the school makes every effort to ensure the safekeeping of student property, it is important to be aware of the following:

- Mobile phones are discouraged at Pingelly Primary School. If a student is required to have a mobile phone at school, it must be left in the front office for the duration of the day. If the student needs to contact home or a parent needs to contact a student, this can be done via the office.
- Any audio-visual equipment that is brought into school, (including iPads & iPods), must be left in the front office for the duration of the day.
- Money and other valuables should not be brought to school unless it is for a specific/special occasion purpose.

Special Days

Across the year many special days are celebrated. Some examples may include:

- Birthdays – children are invited to bring a cake or cupcakes to share
- Mother's & Father's Day
- Easter
- Christmas
- NAIDOC Day

If you do not want your child to participate in any of our special days, please speak to your child's teacher.

School Bus Services

'Log on before you hop on'

The Public Transport Authority of Western Australia (School Bus Services) is responsible for school buses for students who reside more than 4.5kms from the school. Parents must log on to apply for the school bus service. The Public Transport Authority of Western Australia (School Bus Services) is responsible for bus stop information, eligibility or route alterations.

School Bus Services Contact:

- Web address: www.schoolbuses.wa.gov.au
- Email: schoolbus@pta.wa.gov.au
- Ph (08) 9326 2000

Incursions / Excursions

Across the year, students will participate in various incursions and excursions. Incursions and excursions are linked to teaching programs and provide opportunities for students to extend their knowledge and understanding of learning concepts. Parents will be notified in advance of any planned incursion or excursion.

Assessment and Reporting

During the year, students will participate in a range of formal and informal assessments. The purpose of these assessments vary depending on the time of year and what information a teacher is seeking. The majority of assessments in the primary school focus on measuring progress across the learning areas, and social and emotional development. Year 3 and 5 students participate in NAPLAN testing early in term 2. Also, during the year, our Health Nurse will carry out targeted and general health assessments.

At the end of each semester, Primary students receive a formal progress report. These reports provide parents with a snapshot of their child's progress and achievement across each semester. Parent / teacher interviews are offered each semester to discuss progress reports in greater detail.

Communication

At Pingelly PS we use the following forms of communication to keep you as informed as possible about events and other important information.

- School newsletter – this is published twice per term and is available on our website
- Seesaw – this is a classroom based electronic communication system where teachers provide general updates and photos relating to their classroom. To access Seesaw, parents need to download the mobile phone or tablet Seesaw app or log in via a computer
- School Star SMS system – This system is used to follow up absences. On occasions, other information may be sent out through this system
- Facebook – Used to communicate across the school and wider community to promote events and highlights
- Website – Used to communicate to the school and wider community and to publish documents and other correspondence
- Assemblies – Twice a term a classroom will host an assembly where an item will be performed, and certificates will be handed out
- Parent - teacher meetings – Parents are encouraged to speak regularly with their child's teacher. Formal parent - teacher meetings occur twice a year leading up to or just after semester 1 and 2 reporting. Parents or teachers may request meetings at other times of the year also

P&C Association

Pingelly PS has a strong and supportive Parents and Citizens (P&C) association. Our P&C provides key support across the following areas.

- Uniform
- Catering
- School events
- School promotion
- Resourcing
- Strategic planning

All parents are encouraged to become members of the P&C to contribute to school support and development.

School Council

The Pingelly PS School Council is a group of elected parents, community and staff representatives responsible for the following:

- Ensuring that members of the school community can participate in determining priorities
- Approving the Strategic Plan
- Ensuring that school resources are used effectively in implementing the Strategic Plan
- Reviewing progress made towards implementing priorities in the Strategic Plan

Parent Concern Framework

Pingelly Primary School is a vibrant place, with many staff and students actively learning and interacting with one another on a daily basis. From time to time, it is natural for parents to develop concerns about what is happening to their children in the school. It is very important to the school that parents feel they can be listened to and have their concerns addressed in a timely and appropriate manner. To assist parents effectively deal with these concerns, the steps below provide a framework:

- *Step 1:* Parents should discuss the issue with their child ensuring that they have as much information as possible. Once you have done this, you may be able to solve the problem by simply providing the child with appropriate advice or direction.
- *Step 2:* Where parents have an ongoing class concern regarding their child, they should always discuss this with the teacher concerned. This can be done through a simple letter or phone call, or if more information is required, an appointment can be made. This is arranged by simply phoning the school office.
- *Step 3:* If an interview with the teacher does not successfully resolve the problem, or the issue does not involve a particular classroom, parents should contact the Deputy Principal or Principal.
- *Step 4:* If the issue is still unable to be resolved, further action can be sought from the Wheatbelt Regional Office on 9622 020

School Chaplain – 2023

Chaplaincy provides a positive impact on the character, attitudes and values of young people.

School Nurse

The School Nurse is available fortnightly for screening checks, issues with eyes & ears, Medical Plans for Asthma/allergies/anaphylaxis, as well as other services. This includes a full health appraisal of children, either at Pre-Primary or Year 1. Some time is spent assisting teachers in the classroom with courses concerning Hygiene, Drug Awareness, Growing Up and Health Education.

- If you need to speak to the School Nurse, she is available at the Pingelly Hospital on 9887 2222.

Dental Clinic

The Health Department of Western Australia Dental Services makes a yearly visit to the school to examine students' teeth. If treatment is necessary, it can be conducted with the approval of the parents.

The dental service is available to all students between Pre-Primary and Year 11.

- The Dental Clinic may be contacted on 9881 2281 (Narrogin)
- Mobile Dental Van 0437 202 882

Banking Details

All payments for contributions are paid at the beginning of the school year. A number of payment options are offered, including cash, cheque or internet banking

- **Pingelly Primary School - BSB: 633 000 - Account No: 123471468**
Please use your eldest child's full name as a reference.
- A payment plan will be happily accepted, please contact the school office to arrange.
- Charges for camps, excursions, incursions (eg. visiting performers) and/or sporting clinics will be charged when your child attends the activity.



“At Pingelly Primary School we want all students to be prepared for their future as confident, well-rounded masters of literacy and numeracy, who are technologically competent, self-disciplined, with a good work ethic, always striving for their personal best and aware of their responsibility to their community”