

School Information

Student Health and Wellbeing

STRIVE Program

Pingelly PS staff have devised a program that is based on developing **Strength, Thoughtfulness, Respect, Initiative, Vailance** and **Emotional Intelligence**. The **STRIVE** program provides a common language and set of standards used throughout the school.

School Nurse

The school nurse attends school regularly during the school year to conduct health screenings.

Accidents and First Aid

Staff will administer cold packs and band aids as necessary. Major accidents are reported to the principal and recorded by the duty teacher. Parents are notified of significant injury or illness.

Administration of Medication

Parents are advised that it is not acceptable for children to bring medication to school for self-medication unless it has been discussed with Principal or Deputy and approved. Instructions must be provided on the Department of Education forms which can be obtained from the front office. Up to date advice of the medication and requirements is to be provided at the beginning of each year and updated as necessary throughout the year. When a teacher is willing, he/she can administer medication to a child. The following must be followed:

- Parents to provide written authority for the staff member concerned to administer medication.
- Parents to submit in writing any requirements of the students for medication including any details from the medical practitioner.

Regulations state that we are unable to dispense Disprin, Panadol or any other medication to children without written advice from the parent or doctor. The school does not keep medication on hand for students.

Illness

At times your child may become unwell and is prevented from attending school. It is important that the student is kept home to prevent the spread of the illness and has time to recover. Please inform the school within three days of the absence so the correct reason can be recorded.

School Dental Treatment

Treatment is available for students for Pre-Primary to Year 6 through the School Dental Service, which is located on the Narrogin Primary School campus, Williams Road Narrogin. Enrolment forms for the service are completed by parents each year. The contact number for the **Dental Therapy Centre** is: 0437 202 882

Insurance

Western Australian public schools do not carry an Insurance Policy against personal injury. While teachers provide supervision in the school ground, on occasion accidents do occur. It is the responsibility of parents to arrange personal insurance if they feel it necessary.

STRIVE to Excel



PINGELLY PRIMARY SCHOOL

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Email: Pingelly.ps@education.wa.edu.au
Website: pingellyps.wa.edu.au

PINGELLY PRIMARY SCHOOL

2026 School Information Booklet



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.”





General Information

Welcome

It is with great pleasure that we welcome you to Pingelly Primary School. Our professional and collegial staff are committed to providing the best education possible for all our students in an environment that fosters **Strength, Thoughtfulness, Respect, Initiative, Vallance** and **Emotional Intelligence**. Pingelly Primary School is a school that puts students first and lives by its motto of Nurture and Excel.

Our school provides quality education in a dynamic, inclusive, and supportive learning environment. We offer Kindergarten through to Year 6 classes with experienced motivated Teaching and Support staff.

We believe that education is a shared responsibility between home and school. Open lines of communication between families and staff are important for students to achieve their potential. Parents are encouraged to communicate with their child’s teacher by telephone, email, seesaw, student diaries and through formal and informal meetings. Teachers and the Administration Team are happy to meet with parents and members of our community to discuss their child’s progress or matters relating to the school appointments can be made by calling the school office between 8.30 am and 4.00 pm.

School Hours and Term Dates

Semester One	2 Feb	2 April	20 April	3 July
Semester Two	20 July	25 Sept	12 Oct	17 Dec

The school office is open from 8.30 am to 4.00 pm Monday to Friday. Students are not permitted to attend school prior to 8.30 am as supervision is not provided prior to that time. The daily timetable is as follows:

8.50 am	Classes Commence	School Development Days Thursday 28 January Friday 29 January Term 2 20 April Term 3 20 July Term 4 12 October Friday 18 December
10.30 am	Morning Recess	
10.50 am	Classes Recommence	
12.30 pm	Lunch	
1.05 pm	Classes Recommence	
3.00 pm	End of Day	

Attendance

The Education Act states that all primary-aged children must attend school. Under the law parents are responsible for ensuring that their children attend school on ALL school days. Please let the school know if your child is unwell and cannot attend school. This can be done in person, Compass, by phone, seesaw, email or a short note. Holidays during the school term must be approved by the Principal. Birthdays, regular in-term holidays and shopping trips are not acceptable reason for absence. ***Please note that students are recorded late if they are not at school when the bell goes to start the day.***

Parent Communication

The school will communicate through seesaw, the school Facebook page and dates of events are available on the school website at: www.pingelly.ps.wa.edu.au. Additional alerts and attendance notifications will be sent through email, Facebook and seesaw.

Staff

Principal: Ms Claire Adams
Deputy Principal: Mr Noel Cowcher
MCS: Mrs Ros Ward
School Officer: Mrs Leah Parsons

Teaching Staff:
Mrs Alyssa Lee
Ms Kristy Hodgson
Ms Michele van Rooyen
Ms Tahlia Maxwell
Mr Martin Davis
Mrs Jessica Overington
Ms Filicity Lowrie

Non Teaching Staff:
Education Assistant: Ms Jenene Ferguson
Ms Brooke Marinos
Miss Emma Thompson
Miss Ashlyn Hughes
Ms Carrie O’Connell

AIEO: Mr Donald Farmer

Library Officer: Mrs Leah Parsons

Gardener: Miss Kellee Kenward
Mr Solomon Rolfe

Cleaner In Charge: Mrs Lynda Whillier
Miss Janette Millar

Cleaner: TBD

Visiting the School

For security reasons the Department of Education requires all visitors to the school to sign in and out through the office. This includes parents when they attend the school outside of dropping off and picking up times. Parents who deliver lunches, drop off library books etc. during the day are required to come to the office before they enter the school grounds, and sign out when they leave.

Please note enhanced personal hygiene practices

If you or your child have cold or flu symptoms or test positive to COVID, please stay home until symptoms resolve.

Leaving School Grounds

No student is to leave the school grounds without permission. Parents are able to collect their child by visiting the office and signing the students out. The absence is noted on the student’s record.

School Uniforms

The School Council has endorsed a school uniform to be worn by all students. This consists of navy-blue bottoms and Royal blue tops. These can be purchased with a logo through the P & C or sourced without a logo from department stores. Students can wear faction colour shirts on Fridays.

No Hat No Play

The school has a No Hat No Play policy in place. Students are required to wear a hat at all times while they are playing out of doors. A wide-brimmed hat is compulsory.

Homework

We encourage all students to undertake learning outside of school hours. Homework is formalised as the child progresses through their primary years. Ensuring students have an appropriate place to work and regular chats to your child about school will be helpful in complementing classroom learning at home.

Library

The school has a well-resourced library that we encourage students to utilise. Students are required to provide an appropriate bag to minimise the risk of damage to books. All students are encouraged to borrow fiction and nonfiction books. Our library officer is available on Tuesday, Wednesday & Thursday after lunch of each week.

Factions and Carnivals

The school has three factions, being:

Eagles **Gold**
Falcons **Green**
Hawks **Red**

Students participate in a swimming carnival during term one and an athletics carnival during term three. The school also sends qualifying students to the Interschool swimming and athletics carnivals held in Pingelly, Brookton, Beverley and York.

Head Lice

From time to time there is an outbreak of head lice in the school. Parents are informed when this happens. If your child has live lice, they can be excluded until treatment has taken place and the school has been informed. Regular checking of students’ hair and a sensible approach to prevention such as not sharing combs and hats is the best option to avoid this nuisance.

Reporting to Parents

Reporting on your child’s progress is done both formally and informally throughout the year. Formal reports are provided each semester at the end of Term Two and Term Four. Informal reporting is carried out through class newsletter, seesaw, parent meetings and class work sent home throughout the year.

If you would like to discuss your child’s progress in detail, please make an appointment with your child’s teacher. Please be mindful that before class and during class the teacher is preparing or delivering the teaching and learning program and is unable to give you their undivided attention. Making an appointment enables the teacher to be more thorough and accurate.

Bus Services

School bus services may be accessed for students who do not live within easy reach of the school. Applications are made online at: <http://www.schoolbuses.wa.gov.au>.