

DALMAIN PRIMARY SCHOOL

# Parent Handbook 2025



**Dalmain**  
*Care, Strive, Achieve*

# Welcome to Dalmain Primary School

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## SCHOOL HISTORY

Dalmain Primary School was established in 1990. The design is based around a 'village' style with classrooms located around a central court area.

As with most schools in the area, it is named after the street in which it is located. It was the fourth school built within the area to accommodate the growing number of families moving into Kingsley at the time.

Surrounding schools include Creaney Primary, Goollelal Primary and Halidon Primary.

The school averages 275 students from Kindergarten to Year 6. Children who attend Dalmain are usually within the Kingsley catchment area.

Students who leave at the end of Year six are able to transition to Greenwood College to continue their education.

The school has developed close ties with the community and has a well-established reputation within the local and broader region.

Dalmain Primary School is -

- An Independent Public School
- A level 4 school
- In the North Metropolitan Region
- Renowned for excellence



## Term Dates 2025

**Term 1** - Wednesday 5 February - Friday 11 April

**Term 2** – Tuesday 29 April to Friday 4 July

**Term 3** - Tuesday 22 July to Friday 26 September

**Term 4** – Tuesday 14 October to Thursday 18 December



## School Development Days 2025 - Students do not attend

**Term 2** - Monday 28 April

**Term 3** - Monday 21 July

**Term 4** - Monday 13 October

## School Times

Parents are requested to drop children off after 8.30am in the morning for duty of care reasons. Children who arrive before 8.30am **MUST** wait at the pavement area in front of TA5 and TA6 where they can be monitored by administration staff. Formal supervision of children begins at 8.30am. The prompt pick up of children after school is also appreciated. A second siren will sound at 3.15pm to advise students and parents to leave school grounds.

**KINDY TO YEAR 6:** classes commence at 8.45am.

- Recess - 11.00am to 11.20am.
- Lunch – 12:40pm to 1:20pm.

## Attendance and Absences

Parents are requested to notify the school **BEFORE 8.30am** on the day of absence explaining the student's non attendance either by SMS messaging on 0409 885 439 or telephoning the school on 6207 2200.

Parents of students with an unexplained absence will receive an automatic text message advising them of their child/children's absence. Parents are requested to respond to this message either by return text message or phone call.

Where students have a significant number of days away parents may be contacted to explain the reason.

Student attendance at Kindergarten is recommended but is not compulsory.

Teachers need to be advised if a Kindergarten student is going to be absent.

## Short History

In 2025 we anticipate enrolments of 275 students. Children were enrolled at Dalmain for the first time in 1990. Pre-Primary children and Years 1 – 7 began the school year in temporary accommodation. Dalmain school buildings were occupied for the first time on April 2, 1990. Grassed play areas became available for use at the beginning of 1991. The school has two classroom blocks each with five teaching areas, a purpose built Art Room, Library, Music Room, Science Laboratory and an Early Childhood Centre. Over the years the school has acquired an outstanding reputation due to the excellent teaching and learning programs provided.

## School Crest

The crest was developed by parents and symbolises the growth of knowledge.



## School Vision

**Care, Strive, Achieve** encompasses our holistic approach of working together to support and develop every child at Dalmain. We provide a challenging learning environment where each child can gain both the academic and life skills needed to tackle our ever-changing world. At Dalmain Primary School, we are committed to the growth of the whole child and inspire every child's individual pursuit of potential and fulfilment.

**Care** – We aim to ensure that students receive the very best care across all areas of their physical, social and mental health. We also inspire a desire to demonstrate care towards ourselves, others and the environment.

**Strive** – We recognise that hard work is necessary to achieve outcomes. The key principles of persistence, optimism, confidence and resilience are encouraged and acknowledged throughout the school.

**Achieve** – We value the importance of goal setting, risk-taking and self-reflection in order to achieve. We encourage curiosity and inquiry to develop personal motivation. We acknowledge individual and group progress as a positive way in moving forward.

## School Song

At Dalmain Primary School, we all learn the golden rules  
We are striving hard to grow and to succeed  
It's a caring kind of place, where you'll find a friendly face and a happy smile will greet you one and all.  
We are working as a team to attain our hopes and dreams  
We're learning skills to use throughout our lives  
It's the school that we like best  
Our home is in the west  
Life's great for us at Dalmain Primary School.

***We work in partnership with the community, delivering a contemporary and rich curriculum that inspires our students to set high expectations and achieve their goals.***

## Principal's Message

We are all proud of **Our School**. Schools are focal points for, and an integral part of, a community. Parents have many reasons to feel proud of our school and share in its achievements.

A school represents more than buildings on a site. It is part of the tradition of a community. In our case, this tradition is being established daily, in the classroom, at school assemblies, on school camps, on sports fields and on performance stages. Our present students do much to uphold our already established traditions. We are a microcosm of our community and take pride in upholding the community's values.

The school acknowledges that the home and community is the child's primary learning environment. The school's role is to build on that early learning by providing the student with an appropriate, safe environment in which they can extend and refine their social, emotional, physical and intellectual skills and knowledge.

A positive and collaborative relationship between the school and home is absolutely vital in achieving best outcomes for our students at Dalmain Primary School. We value these partnerships and will continue to prioritise the connections we make with every student, family member and visitor who walks through our doors.

At our school there are deemed to be four levels of involvement for parents, these are –

- **THE INTEREST LEVEL:** *Parents should endeavour to develop an interest by* – reading school communications, visiting the school, meeting with teachers, attending school meetings and attending interviews.
- **THE CLASSROOM LEVEL:** *Parents should endeavour to assist* – with group activities, in the school library, with sport, excursions and classroom events.
- **THE SCHOOL DEVELOPMENT LEVEL:** *Parents should contribute to our school's development by* – supporting the Parents' and Citizens' Association, joining the canteen roster, and volunteering assistance at school events.
- **THE DECISION-MAKING LEVEL:** Parents should endeavour to become involved at times in one of the various committees which guide our school, e.g. Parents' and Citizens' Association, School Board or the various sub-committees that exist from time to time.

Dalmain Primary School is an Independent Public School. More than ever parents have an opportunity to "have a say" in the development of their school. Please be involved and make a contribution to our school.

The purpose of this handbook is to provide an understanding of what the school sees as its role and how we can best work with parents to achieve common goals.

To those parents enrolling their children at our school for the first time, we certainly welcome you and trust that in time you will become involved in our school and contribute to our progress. You will find your involvement is rewarding and appreciated.

Dalmain Primary School is an exceptional school. It is made great by its students, its staff and the community which supports it. Your continued involvement in the partnership will certainly enhance our ongoing success and reputation as a distinguished school into the future.

**PRINCIPAL**  
**Kieran Moore**

# Creating a Culture of Academic Excellence

Dalmain Primary School is a dynamic learning community which has been promoting academic excellence for over 30 years. The school, located in the northern suburb of Kingsley, opened in 1990 and currently has a student population of around 275.

A dedicated and professional education team teaches a diverse range of programs and fosters a supportive relationship with students.

Dalmain Primary School provides a welcoming, inclusive environment with an expectation that everyone will:

- Work towards achieving their potential;
- Show respect for themselves and others;
- Have social, civic and environmental responsibility; and
- Take pride in their school.

## INNOVATION AND ENGAGEMENT

Staff at our school have high expectations of student achievement and work together to ensure classrooms reflect the standards expected by our school and the broader community. Teachers at Dalmain use a variety of innovative learning strategies and provide an engaging work environment for all students.

## MAKING A DIFFERENCE

Dalmain Primary School students are considerate and respectful, caring for themselves, others and the environment. They pursue knowledge diligently and aspire to achieve academic excellence. Our students learn to understand the world around them, their roles and responsibilities in helping shape the future and ways in which they can make a difference. A close working relationship exists between the students, staff and school community. Our School Board and the Parents and Citizens Association provide excellent support, assist with direction and perform important roles and duties in our school.

## Our Values

Dalmain Primary School's motto of '**Care, Strive, Achieve**' encapsulates the four core values outlined in the Department of Education's strategic directions for public schools 2020 - 2024.

The four core values guide everything we do. In stating these values, we acknowledge that words alone are not sufficient; it is actions, based on these values that are important.

- **LEARNING** - We have a positive approach to learning and encourage it in others; we advance student learning based on our belief that all students have the capacity to learn.
- **EXCELLENCE** - We have high expectations of our students and ourselves. We set standards of excellence and strive to achieve them. The standards and expectations challenge all of us to give our best.
- **EQUITY** - We recognise the differing circumstances and needs of our students and are dedicated to achieving the best possible outcomes for all. We strive to create workplaces and learning environments that are free of discrimination, abuse or exploitation.
- **CARE** - We treat all individuals with care. Our relationships are based on trust, mutual respect and the acceptance of responsibility. We recognise the value of working in partnership with parents/carers and the wider community in providing a quality education for our students.

## School Initiatives

### Waste Sorted

Dalmain Primary School is an accredited Waste Sorted school. Waste Sorted schools throughout Western Australia are reducing waste by implementing the 3R's; **reduce, reuse, recycle** - while developing positive environment values in students and the whole school community.

Waste Sorted schools model responsible environmental behaviours and practices through hands-on learning experiences that are linked to the Western Australian Curriculum. Waste Wise programs at Dalmain include;

- Compost
- Worm farm
- Litter collection and monitoring
- Paper recycling
- Garden maintenance
- Nude food Tuesday's
- Garden Grub Club
- Sustainability Squad



In 2015 the “DUG” (Dalmain Urban Garden) was set up by Brett Cowey and a team of volunteers. When the “DUG” garden produce is ready for harvest, the produce is sold at assemblies or used by classes for cooking activities.

### Waterwise

Dalmain Primary School has been involved in this initiative for more than 10 years. During this time the school has been actively involved in a number of water saving strategies that we hope our students and the community will embrace. These include the following;



- Classroom focus on learning about water - where we source water from and why it is a resource that we need to look after.
- Water saving strategies implemented around the school.
  - Installation of fountain taps that turn off automatically.
  - Planting of native gardens around the school.
  - Use of mulch in garden beds.
  - Students reporting water leaks to the school office.
- Compliments Waste Sorted initiative also undertaken at Dalmain Primary School

### Solar Energy

In 2023, our school successfully applied for the ‘Schools Clean Energy Technology Fund’. The school received free rooftop solar systems installed on our undercover area and software applications to monitor the amount of solar energy we are receiving and money saved on electricity.

# DALMAIN PRIMARY SCHOOL DIRECTORY

Address: 64 Dalmain Street - KINGSLEY WA 6026

Phone: 6207 2200

E-Mail: [Dalmain.PS@education.wa.edu.au](mailto:Dalmain.PS@education.wa.edu.au)

Website: [www.dalmainps.wa.edu.au](http://www.dalmainps.wa.edu.au)

**OFFICE HOURS — 8.00am – 4.00pm.**

<b>ADMINISTRATION STAFF</b>		
Kieran MOORE	Admin	Principal
Alessandra MORRONE	Admin	Deputy Principal
Peta CUMMING	Admin	MCS
Laura LAMBERT	Admin	School Officer
Stacey DALY	Admin	School Officer
Jo CAMILLE	Library	Library Officer
<b>TEACHING STAFF</b>		
Jane RIDLEY	Kindy	Kindy
Elizabeth JACKAMAN	Kindy	Kindy
Fiona HAMMILL	PP2	Pre-primary
Raelene WILSON	PP1	Pre-primary, Year 1
Tracy MCCORRY	PP1	Pre-primary, Year 1
Alexi MAGOUTAS	TA1	Year 1
Kaylie FOO	TA2	Year 2
Lily O'SHEA	TA2	Year 2
Kirsten PHOENIX	TA3	Year 2/3
Janine TE WHEORO	TA4	Year 2/3
Paul VALENTINO	TA5 & Physical Ed.	Year 5/6 & Physical Ed
Larissa BARTLETT	TA5	Year 5/6
Renee KILLOH	TA6	Year 5/6
Donna HUDSON	TA6	Year 5/6
Scott BOSWORTH	TA8	Year 4/5
Jenny KALUZYNSKI	TA9	Year 4
Keilo WISE	Art Room	Art
Nick ARCHBOLD	TA7	Languages - Japanese
Gillian HANKIN	Science Lab	Science
Laura WALKER	Music	Music
<b>SUPPORT STAFF</b>		
Sue JAMES		Education Assistant
Melissa DULLAGHAN		Education Assistant
Jan MOLINO		Education Assistant
Georgia LANCHBURY		Education Assistant
Nicol RUDRUM		Education Assistant
Caroline WRIGHT		Education Assistant
Natasha BURLEY		Education Assistant
Danieka MASTERTON		Education Assistant
Lisa DIXON		Education Assistant
Srushti RAJU		Education Assistant
Karen HOB DEN	Garden	Gardener
Serene WEE	Canteen	Canteen Manager
Surat HOOTON		Cleaner-in-Charge
Wanida (Ta) ARREWANG		Cleaner



## School Rules

Dalmain Primary School believes that every individual has the right to work and to learn in safety.

School rules have been developed to create a safe and secure environment for all.

- We respect other people, their property and ourselves.
- We walk on the paths in and around the buildings.
- We only leave the school grounds when we have permission.
- We ride bicycles and scooters outside the school grounds.
- We go into classrooms only if a teacher is present.



## Class Formation

Formation of classes for the beginning of the school year is the responsibility of the school.

Due to restrictions on class sizes, it may not always be possible to meet parents' requests for class or teacher allocation. All decisions are made in the best interests of students. We appreciate the cooperation of parents around decisions made by the school.

## Children's Individual Needs

While teachers implement the Western Australian Curriculum, we recognise that children do not all progress at the same rate. Dalmain Primary School caters for the needs of individual children in a variety of ways. This includes:

- The classroom teacher will provide an inclusive curriculum catering for the needs of all students.
- The classroom teacher will work with the 'Student Support Team' to provide a learning program structured to an individual student's needs where necessary.
- Literacy support for reading is provided from Year 1 to 6, through the Minilit and Reading Tutor program.
- Extension opportunities for students requiring further challenge in the classroom.

## Student Support

We cater for all students with special needs in our school. Students with identified or imputed disabilities may receive extra assistance from a Special Needs Assistant or from the SSEN (School of Special Educational Needs) teams, in partnership with the classroom teacher through an Individual Education Plan (IEP). Where there are ongoing concerns, students may be case-managed by the 'Student Support Team' to ensure students are supported to achieve their individual goals. The aim of the 'Student Support Team' is to work in partnership with families, school staff and allied health professionals to provide the best opportunities and strategies for students to succeed. The schools 'Student Support Team' will discuss other options of support available to parents by the school where suitable, including our School Chaplain and School Psychologist.

## Academic Courses

In Primary Schools all students undertake instruction in the following learning areas:

English, Mathematics, Science, HASS (Humanities and Social Sciences), Arts (includes Music and Visual Arts), Technology, Health and Physical Education (including Dancing, Swimming and Sport), and Languages (Japanese).

## School Sport

All children from Kindy to Year 6 are involved in a range of sporting activities during the year. Children from Years 5 and 6 are involved in competitive sport. Sports include - Soccer, netball and football. Other interschool sporting events include the interschool athletics carnival which is held in August/September. Students from Year 1-6 will also participate in morning fitness daily and Junior and Senior classrooms will have additional sporting opportunities on Fridays as part of our whole school physical education program.

## External Extension

- This is conducted through the Primary Extension and Challenge (PEAC) program conducted presently within the North Metropolitan Education Region.
- All children are tested in Year 4. Successful applicants may then attend PEAC through Years 5 – 6.
- Students (K-6) are provided opportunities in class through integrated learning projects involved the STEM (Science, Technology, Engineering & Mathematics) learning areas, focusing on high order thinking, problem solving, critical and creative thinking skills.

## Computer and iPad Use

Computers and iPads are available for student use. The programs used by students are educational in nature and designed to assist/enhance student learning. Each classroom has internet access. Students must have approval from parents to use online services at school. Students with permission are issued with log-in details to access the school internet, which is monitored by the school.

## Instrumental Music Tuition

Instrumental lessons are available for selected students in Years 5 and 6. Positions are offered to students based on the Music Aptitude Testing and other criteria conducted when they are in Year 4.

## School Choir

Each year students from Years 4 – 6 can nominate to be on our School Choir. Selected students must sign an agreement to meet the expectations as a student in our School Choir. These students will have fortnightly choir sessions, participate in choir performances and events.



## Mobile Phones and Smart Watches

Students with mobile phones must sign them in the office at the beginning of the day. This aligns with the Department of Education's 'Off and away all day' requirement. We also remind students that Smart Watches can not be used to communicate electronically at school, during school hours. More information about the Mobile Phones Policy is available at: <https://www.education.wa.edu.au/mobile-phones>

## Homework

Many children benefit from practising at home what has been taught at school. This practice can include a variety of subjects but will be most effective when it meets the needs of the individual. **It is important that the amount of homework be limited to allow the child to take part in and benefit from play and other after school activities.**

Dalmain Primary school recommends that children in the early years regularly read with their parents books chosen from home, Council and/or school libraries. This pattern of regular reading should continue through the years with the gradual addition of other work.

## Year 6 Leadership Program

During their final year of primary school, the Year Six students of Dalmain participate in the leadership program. Their Leadership roles are determined by results from their Leadership Speeches when they are in Year 5, which takes into account their Leadership preferences. This program is designed to develop initiative, lateral thinking, organisational skills, interpersonal skills and time management. Students are able to demonstrate their skill development through various leadership roles such as a Prefect, Faction Captain, Early Childhood, Sustainability or Media Leader.

## Library



The school has a library staffed on a part-time basis. Children are encouraged to borrow regularly from the library. To protect borrowed books, they must be carried in a library bag.

The date of return of the book is recorded on the computer system. **BOOKS MUST BE RETURNED TO THE LIBRARY BY THE DUE DATE.** If your child has not finished the book, he/she may re-borrow it by having it re-issued. While resources are in the possession of pupils, all care should be taken to see that the books are not damaged.

### **RESOURCES WHICH ARE LOST OR DAMAGED MUST BE REPLACED/PAID FOR BY THE PARENT/CAREGIVER.**

- Eating and drinking are not allowed in the library unless under teacher supervision.
- The Library Officer on her rostered days is usually available to give help to children who are looking for certain material for assignments, etc.
- The Library is fully automated and students have access to the Internet.
- Parents wanting to support the Library can contact library staff at any time.
- The school also launched the 'Street Library' in 2024 just outside the school library, which follows the 'give one, take one' philosophy. Students and parents can donate books they no longer want, and/or collect a book they would like to take with them to read.



## Reports and Assessment

The main purpose of assessment is to provide guidance in one form or other so parents/caregivers can monitor their child's progress from one semester to another.

At Dalmain Primary School, teachers conduct informal, formative and summative assessment information each term to determine how students are going in order to inform planning and teaching programs. Information can also be collected through NAPLAN for Years 3 and 5 students and On-Entry testing for our Pre-primary students in Term 1 of each year.

Teachers provide formal written reports of children's progress to parents at the end of each semester, *ie* in July and in December. A report link is emailed to parents providing access for one month for parents to download the reports. Parents can request copies of reports from the school should a report become lost.

Teacher/Parent interviews are formally scheduled in Semester One to provide parents with updated information on their child's progress. Teachers may arrange an interview with parents/caregivers at a mutually convenient time when it is felt that the child is having problems coping with work or experiencing relationship difficulties with his/her peers.

## Behaviour Management in Students

At Dalmain Primary School, we strongly value the importance of promoting a positive and safe school culture that enables students to succeed. We believe that the development of appropriate and acceptable behaviour is a shared parent, student and teacher responsibility. Our expectations and procedures are outlined in both our Behaviour Management and Good Standing Policy, which serve to:

- Create a positive environment within the school so that our staff and students can work together in harmony.
- Create a caring school environment where the rights and responsibilities of all are recognised and respected.
- Recognise students whose exemplary behaviour promotes a positive and caring school environment and allows them to maintain their status of 'good standing'.
- Establish a set of rules that protect the rights of all individuals.
- Establish a process for individuals who are involved in conflict, so they are encouraged to recognise and respect the rights of others and establish procedures so that conflicts can be resolved in a positive non-violent manner.

We use a restorative approach to behaviour management and bullying which seeks to work effectively with students to reflect on their choices, consider the impact on themselves and others, and to develop solutions and goals to restore the situation and learn from the experience.

We also explicitly teach important social, emotional and wellbeing skills through the 'Grow Your Mind' and 'You Can Do It!' programs from Kindergarten to Year 6. These programs provide students with opportunities to explore skills relating to self-management, self-awareness, social awareness, relationship skills and decision-making skills, maximising students ability to develop and maintain positive relationships, reflect on their choices and make good choices. We ask that parents speak with the classroom teacher in the first instance with questions relating to behaviour management.

Teachers are permitted under Regulation 39 of the Education Act to "keep children in" for breaches of school discipline. This usually takes place at recess or lunchtime. Normally students are detained for the following reasons:

- Breaches of class/school rules.
- Poor or inappropriate behaviour, and
- Participating in dangerous/unsafe activities.

### **Educational Excursions and Incursions**

It is to be expected that children from our school will be involved in a range of educational excursions/incursions. These activities may include:

- Short excursions e.g. visits to the local library, water treatment plant, and museum.
- Incursions involving storytellers, Aboriginal speakers, special interest groups.
- Excursions and incursions are all related to various curriculum learning areas which students are currently involved in. Parents will be given prior notification of excursions and a signed permission note is required for students to participate.

### **Interm Swimming**

Our school coordinates Interm swimming every year. Lessons are available to all Pre-primary to Year 6 students as part of the Interm swimming program. Parents are advised of bus fares and pool admission costs before the commencement of lessons.

### **Payment Options**

During the year there will be times when children will be attending incursions, excursions, cultural activities etc. Some activities are free and some activities will incur a charge.

Notices will be sent home with children informing parents/caregivers of the activity. Included on the form will be a "permission slip" that must be completed and returned to your child/children's class teacher. Options are;

#### *Direct Deposit;*

*BSB: 066-040 Acct: 1990 6029*

State your Surname/TA/Activity if room permits. **QKR - App**

- Download Qkr!
- Register
- Find our school

### **Spacetalk App**

To ensure you stay up to date with School news, newsletters, reminders, events, cancellations and everything you need to know.

- Search for "Spacetalk" in your app store.
- Download and install the "Spacetalk" app.
- Enter your name and phone number (details are validated against the school's database).



## Family Law Orders of Consent

The class teacher and school administration must be made aware and given copies of any Family Court Orders of Consent that have implications in matters of residence and contact for your child.

## Communication

- Newsletters - One of the main means of communication in the school is the newsletter that is issued once a fortnight on a Friday. It includes general items of information, P & C news and community news. The newsletter is available on our website at: <https://www.dalmainps.wa.edu.au/newsletters/>
- Seesaw – An online learning platform that all classrooms use to provide learning opportunities and experiences with their students, enable students to showcase their work and to communicate about key classroom events with the parents of their students. All parents will be connected to the classroom ‘Seesaws’ of their children through enrolment, with classrooms rolled over each year. More information can be accessed on our website at: <https://www.dalmainps.wa.edu.au/seesaw/>
- Spacetalk – An application that provides parents with links to our online newsletters and sms notifications about important messages from the school. More information can be accessed on our website at: <https://www.dalmainps.wa.edu.au/spacetalk/>

## Enrolment

The “Application to Enrol” and “Enrolment Procedure” at Dalmain Primary School is quite simple and can be undertaken at any time during normal school hours. Parents are also welcome to discuss their child’s enrolment with the Principal or Deputy Principal at any time during normal school hours. The application form and enrolment form can be located on our website, [dalmainps.wa.edu.au](http://dalmainps.wa.edu.au).

As part of the enrolment procedure, Birth Certificates and proof of address must be sighted and need to be brought with you when applying to enrol. A current copy of immunisation records (AIR—Australian Immunisation Record) for children under the age of 7 years can be obtained by calling 1800 653 809 or by Internet at [www.medicareaustralia.gov.au](http://www.medicareaustralia.gov.au).

*IT IS A VERY IMPORTANT COMPONENT OF OUR DUTY OF CARE THAT DETAILS ARE KEPT UP TO DATE. PARENTS ARE ASKED TO NOTIFY THE SCHOOL OF ANY CHANGES TO CONTACT TELEPHONE NUMBERS OR ANY OTHER DETAILS.*

## Signing out of Students During School Hours

It is the responsibility of the adult collecting the child/children leaving the school grounds at any time during normal school hours to report to the School Office and sign the child/children out prior to collecting them from the classroom. If the child returns to school, they must also return through the school administration building to be signed in.

## Access to Students

It is our policy to allow only parents or caregivers of our students to have access to students at any time. Our enrolment form contains details for access to your children. If grandparents or other relations are required to have regular access, this should be stated on the enrolment form. In certain situations, where someone requires access other than those people nominated, written confirmation from one of the parents is required before access will be given. **It is a Departmental requirement that all parents, volunteers, siblings etc sign in through the school office and provide identification should this be required.**

## School Health Services

Each year a Registered Nurse visits the school from School Health Services. On these visits the Nurse conducts the School Entry Health Assessment on Kindergarten students. This assessment includes eyes, ears, weight and height. The nurse is also available at all times if you are concerned about your child's hearing or sight. All referrals should be made through your teacher.

## Health and Hygiene

In the interest of the general health and hygiene of the school community, it is essential to ensure that children come to school regularly bathed and wearing clean clothes to school each day. Fingernails should be clean, hair groomed and shoes cleaned and preferably worn with socks.

## Health

The school is supported by a professional team that includes a School Nurse, a School Psychologist, a School Chaplain and a Dental Therapy Centre. No charge is made for these services. The dental therapy service is located at Halidon Primary School, 38 Halidon Street, Kingsley. **Phone: 9409 6362.**

When children become ill at school, contact is made with parents or people nominated as emergency contacts. As treatment facilities at the school are limited it is better if children are collected as soon as possible so that treatment can commence early.

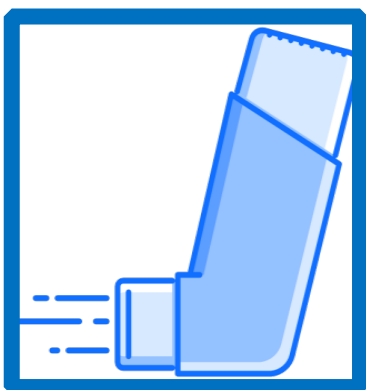


**For this reason, parents are requested to keep their contact details up-to-date.**

## Sickness

If your child complains of sickness prior to coming to school, please make every effort to attend to this. If the child is genuinely ill, please keep him/her at home. A sick child will not be able to participate in normal school activities and parents will be requested to collect their child from school.

## Administration of Medication



Should it be necessary for your child to be given medication at school, administration staff will be able to supervise and assist in this procedure if -

- A request/approval form, containing particulars of medication, nature of ailment, doctor's name, address, time/s for medication and dosage, is completed at the office;
- The prescribed medication and a suitable measure (if applicable) are supplied. The medication should carry the chemist's label identifying the name of the child and dosage.

**Class teachers do not administer medication.**

All requests must be referred to the school office. Where your child's medication is of an ongoing or intermittent nature, please consult with the Principal/Deputy Principal and teacher concerned to make them aware of the necessity and the specific requirements for your child's medication. This could also involve making arrangements for a parent to administer certain medication to the child in school time.

Children in upper school (Years 3 - 6) are permitted to keep their asthma inhalers in their bags. To facilitate this, parents will need to complete a form for this purpose. Children in lower school will have their Asthma medication in the classroom for easy access. Please ask for a form at the school office. Asthma inhalers must be clearly labelled with the child's name and class. All medication must be processed through the front office.

## Head Lice

This school is not unique in that we quite often have children with head lice. Head lice, or the eggs called “nits” can be exchanged by contact at play or in the classroom. One infected child at a school can quickly cause the spread of the lice to many of his or her classmates and to anyone who comes in contact with them. Therefore, the school needs to be advised promptly if any infestation is found.

**REMEMBER: ADULTS ARE NOT IMMUNE TO HEAD LICE. ANYONE CAN PICK THEM UP.**

Parent/caregiver of children suspected of having head lice will be called to pick their child up from the school for treatment. Children may be excluded if head lice are found. Live lice must be destroyed, **eggs must be removed and regular treatment continues until ALL SIGNS of lice have disappeared.**

## Accidents at School

In the case of your child being involved in an accident at school, the following procedure will apply – If the accident is of a minor nature the relevant first aid will be applied.

If the accident is of a more serious nature, then –

- First aid will be applied.
- The ambulance will be called if deemed necessary.
- The school will endeavour to contact the parent, caregiver or emergency contact.

Please be assured that the total welfare of your child/children is our priority at all times.

**The school is not covered by any Ambulance membership or insurance.**

## Allergy Aware School

We have a number of students in our school with allergies (Anaphylactic reaction) to products, particularly nuts. We are seeking your support in creating a safer environment by -

- Not providing nut products at school such as peanut paste, Nutella sandwiches or snack bars with nuts.
- Encouraging your child not to share or swap their food or drink bottles with others.
- Encouraging your child to wash their hands before and after eating.
- When having other children to play or for a party be aware they may have allergies, including anaphylactic reactions. Plan for any dietary needs and medication in discussion with the relevant parent.

Further information about allergies and anaphylaxis can be obtained on the website [www.allergy.org.au](http://www.allergy.org.au) or by contacting the school.

## Assembly

Generally each THURSDAY FORTNIGHT an assembly is held. A different class leads each assembly. You will be notified of assemblies through our Term Planner (available on our school website), and if your child is receiving an award. Photos of merit award winners are included in our fortnightly newsletter.

## Voluntary Contributions

Recent changes in legislation have resulted in school charges being reviewed annually. At the time of enrolment you will receive a copy of the latest charges. This information is available on our school website.

## Uniforms

The school has an established dress code, which all students are expected to follow. The dress code instils a sense of pride, belonging and unity within our school.

Parents through the P & C have developed the school colours of royal blue and gold uniform styles. The school is noted for the high standard of the children's dress.

Uniforms are supplied by TUDOR Uniforms. Uniform can be purchased in-store at Tudor School Uniforms - 1/75 Excellence Drive, Wangara or on their website at: <https://tudorschooluniforms.com.au/>



We encourage all students to be in full school uniform, including wearing the school hat.

## Lost Property

There is a lost property box located in the undercover area. All labelled items will be returned to the child's classroom.

## School Requirements

At the end of each year every child returning to Dalmain Primary School for the following school year will receive a personal item list for the appropriate year level. Included in the personal item list will be specific items requested by the individual teachers to complement the planned teaching and learning programs for the year.

It is anticipated that the lists will not be exhaustive nor put too much pressure on the family budget. Parents should be aware that when significant items are purchased *eg.* dictionary, atlas, calculator etc. – these items are reusable year after year – particularly in Years 4–6. School and P & C charges are also mentioned on personal item lists and may be paid at the same time as items

## Valuables

Parents are asked to avoid possible loss or damage to valuable toys, jewellery, sporting equipment and other personal property by ensuring that they are not brought or worn to school. We cannot guarantee their safe keeping and neither the school nor the Department of Education WA carry insurance to cover the loss or breakage of such items.



## Sun Smart and Extreme Heat Policy

Students who wish to play in the sun while at school must wear a hat with a "legionnaires" flap that protects the ears and neck, or a bucket hat. More and more we are coming to realise the damage we do to our skin in our youth and parents are asked to help protect children from these long-term dangers. Where possible in summer, sport in our school is held early in the day to avoid the most dangerous ultra violet rays. It is encouraged that parents administer sunscreen to children prior to arriving at school daily. Hats are available at our uniform provider, Tudor School Uniforms.

## Bicycles and Scooters

It is not recommended that students younger than Year 4 ride bicycles/scooters to school. Children riding bicycles/scooters to school must wear approved helmets and are required to park them in the racks provided within the school. To prevent theft, it is advisable for students to lock their bicycles into the racks with an effective lock. Normally, children are permitted in the bicycle rack area only when going to or from their bicycle.

***Students must walk their bicycle/scooters when in the school grounds.***

In the unlikely event that your child's bicycle/scooter becomes stolen, the matter should be reported by the parents of the child to the police.



## Dogs on School Grounds

For the safety of our students and community members, dogs are not permitted on school grounds, as per the signage around the school.

## Canteen

The school canteen is run by our active P & C Association and operates Wednesdays and Fridays and provides wholesome food at competitive prices. Orders can be placed through the Qkr app or students can place their orders directly in the Early Bird box provided before school at the canteen.

Pre-primary students have a lunch basket in their room where orders can be left in a sealed envelope with correct money .

### Helpers for the canteen are always required.

As profits from the canteen go to the improvement of education for the children at Dalmain Primary School, this service is seen as a viable means of giving back to the students. We appreciate the help of all parents who volunteer in the canteen.

If you can assist, please contact our Canteen Manager Serene Wee on 6207 2200



## Parents and Citizens Association

The P&C Association plays a vital role with the raising of funds and provide additional financial support to student centred programs. A number of sub-committees operate as part of the Association and include the Canteen, Dalmain Netball Club and Fundraising.

All parents are welcome to become voting members of the Association on payment of an annual membership fee of a gold coin. Meetings are usually held EACH MONTH in the staff room. The Annual General Meeting of the Association is held at the beginning of Term One. The dates of all general meetings are advertised in the school newsletter. A copy of the Minutes of each General Meeting is displayed on the notice board beside the entrance to the school.

## Fundraising at School

During the normal process of the school year, all fundraising at Dalmain Primary School is reserved exclusively for the school's Parents' and Citizens' Association or class teachers who are fundraising for a class/school project or for charity, *eg* cancer research, Asthma Foundation etc. Persons representing outside organisations are not permitted to sell tickets or raise funds at Dalmain Primary school.



## Dalmain School Board

The Board typically comprised of six elected parents, two community members, three elected members of the school staff and the school Principal. Its function is to approve –

- The School Business Plan;
- Annual Report
- The budget created for the school
- To monitor the implementation of the School Business Plan
- To act as an advisory group on matters of school operation as specified – the Education Act.

## **School Security**

Occasionally our school premises are the target of vandals and others intent on breaking and entering buildings to steal school property.

We ask that all parents who live in the immediate vicinity of the school, or who regularly pass the school, report any observed disturbances to the following:-

**EDUCATION SECURITY 9264 4771 or 9264 4632**

**WARWICK POLICE - 9246 8333**

**JOONDALUP POLICE - 9400 0888**

**JOONDALUP CITY COUNCIL RANGERS - 9400 4960**