

2025 PARENT INFORMATION BOOKLET



*Clydebank Avenue,
BUSSELTON WA 6280*

Telephone: 9751 7800

www.geographeps.wa.edu.au

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WELCOME

On behalf of all the staff, students and parents I hope that your family will enjoy being part of our school.

Our school motto, 'Together Toward Future Horizons', underpins our focus on equipping our students with the necessary skills and attributes required now and into the future.

Geographe Primary School values personal excellence and respects diversity. We aim for both high academic performance and emotional and social wellbeing. At Geographe Primary School we strive to develop resilient individuals that maintain an optimistic outlook on life. We embrace new technologies and aim to provide a contemporary education that caters for all.

Opened in 2002, Geographe Primary offers modern facilities amongst a tranquil Busselton setting. We work closely with the school community and value parents as partners in educating the students in our care. We aim to foster a community of learners – with students, families and staff all actively encouraged to share a lifelong passion for learning.

This Information Booklet is designed to inform parents, guardians and community members of the standard procedures associated with the management and organisation of our school program. We encourage parents to contact the school should there be anything that remains unclear.

I sincerely hope you enjoy your time with us at Geographe Primary School.

Greg Clarke
PRINCIPAL



OFFICE HOURS

Monday to Friday 8:00am - 3:45pm

CONTACT INFORMATION

TELEPHONE: 9751 7800
EMAIL: geographe.ps@education.wa.edu.au
WEBSITE: www.geographeps.wa.edu.au

Or follow us on Facebook.

SCHOOL ADMINISTRATION

Principal:	Mr Greg Clarke
Associate Principals:	Mr Luke Ruane Mrs Alison Freeman
Manager Corporate Services:	Mrs Verna Brookes
School Officers:	Mrs Michelle Pascall Mrs Elaine Hayden

2025 TERM DATES

SEMESTER ONE

Term One Wednesday 05.02.2025 until Friday 11.04.2025

Term Two Monday 28.05.2025 until Friday 04.07.2025

SEMESTER TWO

Term Three Tuesday 22.07.2025 until Friday 26.09.2025

Term Four Monday 13.10.2025 until Thursday 18.12.2025



STAFF

Teaching Staff

- Jacqui Archer
- Samantha Davies
- Kristine Garnish
- Sarah Grocock
- Zak Humble
- Julie Newman
- Skye Riley
- Jessica Stephens
- Leanne Boxall
- Brittany Downes
- Jodie Goss
- Gemma Hanmer
- Fiona Jancey
- Julia Packman
- Cherie Ruane
- Natalie Tew
- Lindy Brusaschi
- Narelle Freeman
- Libby Grey
- Amber Hardy
- Adam Luehman
- Sue-Ellen Phillips
- Alecia Snart

Specialist Teachers

- Sharon Anderson
- Alison Kirk
- Ana Nail/ Sue- Ellen Phillips
- Jon Veitch
- Taryn Grainger
- Junior Science
- Phys Ed
- Art
- Senior Science/Music
- LOTE - Auslan

Education Assistants Special Needs

- Jessica Bernhardt
- Sophie Bradley
- Tennille Bright
- Tracy Burroughs
- Julian Caddy
- Megan Carroll
- Ursula Hendry
- Bree Kerry
- Kerry Matthews
- Marni O'Donnell
- Jody Stolp
- Pam Webster
- Kim White

Education Assistants Mainstream

- Annemarie Bojar
- Missy Clifford
- Jody Homer
- Kim Humble

School Chaplain

- Abigail Hussey

School Psychologist

- Paige Batta

Cleaners

- Barb Higgs
- Carol Pradera
- Jen Rodricks

Bus Monitor

- Sharon Bynder

THE INDEPENDENT PUBLIC SCHOOL MODEL

Giving Communities More Say In Their Schools. The very best schools are not just 'in' the community but are an essential part 'of' the community.

So rather than all schools across the State doing the same thing in the same way, it makes sense to give each school community the power to decide how to meet its own distinctive needs and aspirations. With the school and community working together, the best decisions are made because they know, at the local level what they need to do for their students.

Each Independent Public School is harnessing the enthusiasm, skills and expertise of those people who are absolutely committed to the school and, most importantly, to the education of students at the school. More than ever, parents, local community members and school staff are enjoying a new relationship based on a shared vision for the future.

While Independent Public Schools are at the leading edge of educational innovation and reform, as flexibilities steadily extend across the system, all public schools are benefitting from this pioneering work. School autonomy is giving each school the authority to make important decisions about what will work for education in it's community - like who the staff will be, how the resources will be used and what policies will make most sense.

It's about ensuring every child in every school achieves their potential.

Department of Education Western Australia

STAFF DEVELOPMENT

All staff participate in six compulsory School Development Days, two occur at the beginning of the year and on four other days throughout the year, as well as in Professional Development for one hour after school on most Wednesdays. This time is used to progress school priorities and system initiatives. Mid year School Development Days will be held on **Monday 3rd February, Tuesday 4th February, Monday 21st July, Friday 7st November, Monday 10th November, Friday 19th December.**



A colorful Indigenous Australian artwork. It features a central sun-like figure with rays, surrounded by stylized birds and figures. The background is a mix of green, blue, and orange, with intricate patterns and designs.

SCHOOL BOARD

Our Board is the school's peak governing body with members elected by the school community.

The Board is comprised of:

- Principal
- Parent / community representatives
- School staff representatives



Greg Clarke
Principal

Jessica Anderson
Parent
Representative

Katie Blyth
Parent
Representative



Nikki Davies
Community
Representative



Brad Flintoff
Parent
Representative



Fiona Jancey
Staff
Representative



Luke Ruane
Staff
Representative

Skye Riley
Staff
Representative



Ross Ligtermoet
Parent
Representative



Luke O'Connell
Parent
Representative



Jessica Stephens
Staff
Representative



Clayton Trigwell
Parent
Representative



Verna Brookes
Executive
Officer

BOARD FUNCTIONS

Boards take part in:

- establishing and reviewing from time to time, the school's objectives, priorities and general policy directions (SEA s.128(a)(i));
- the planning of financial arrangements necessary to fund those objectives, priorities and directions (SEA s.128(a)(ii));
- evaluating the school's performance in achieving them (SEA s.128(a)(iii)); and
- formulating codes of conduct for students at the school (SEA s.128(c)).

Boards approve:

- charges or contributions determined by the Principal for the provision of certain materials, services and facilities (SEA s.99(4));
- costs determined by the Principal to be paid for participation in an extra cost optional component of the school's educational program (SEA s.100(3));
- items determined by the Principal to be supplied by a student for the student's personal use in the school's educational program (SEA s.108(2)); and
- agreements or arrangements for advertising or sponsorship in relation to a government school (SEA s.216(5)).

Boards determine:

- in consultation with students, their parents and staff, a dress code for students when they are attending or representing the school (SEA s.128(d)).

Boards provide advice to the Principal of the school on:

- a general policy concerning the use in school activities of prayers, songs and material based on religious, spiritual or moral values being used in a school activity as part of religious education (SEA s.70); and
- allowing time for the special religious education of students in the school, but the total number of hours so allowed in a school year is not to exceed 40 (SEA s.69(2)).
- Physical and financial resources.

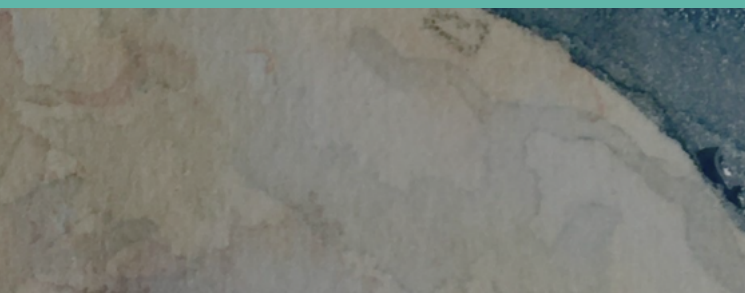
Boards promote:

- the school in the community (SEA s.128(b)).

Additional Functions: IPS Boards take part in:

- the local selection process of, but not the appointment of, the School Principal or any other member of the teaching staff (SEA s.129(2)).

SEA (School Education Act)



PARENTS AND CITIZENS' ASSOCIATION (P&C)

This very valuable organisation meets at the school on a regular basis, usually the second Tuesday of the month. All parents and other citizens of our community are most welcome.

Parents and Citizens' Associations are directed under the Education Act toward two major aims.

- 1.To promote the interests of the school by endeavouring to bring about close cooperation between parents, other citizens and teachers.
- 2.The provision of facilities and amenities and other education needs not provided directly by the Government.

Parents, this is your association and deserves your support. It is the major way of being aware of your school's activities and what is planned to improve conditions for your child/ren. There are many ways of supporting this organisation, but personal involvement is the most appreciated.

At present Parents and Citizens' Association meetings are held twice a term at 7.00 pm in the staff room. You will be reminded of the P&C meetings as they arise.

Our P&C operates a very good Canteen open four days per week (Monday, Tuesday, Thursday and Friday). It also provides a range of resources including digital devices, learning materials, books and programs.

The P&C Association can be contacted by emailing geographepc@gmail.com.



The executive members of the P&C Association are elected by financial members of the Association. The executive roles are:

- President, Kimball Powell
- Secretary, Natalie Silvio
- Treasurer, Bronwyn Flintoff

2024-2027 TO BE FINALISED

STRATEGIC DIRECTIONS FOR GEOGRAPHE PRIMARY SCHOOL 2020 - 2023

TOGETHER TOWARD FUTURE HORIZONS

Because we care about the wellbeing of every child.

Because we teach the skills for the future.



Partner with families, the community and outside agencies to nurture positive relationships and healthy minds and bodies



Use evidence to drive whole school approaches to Literacy and Numeracy



Build our capacity to teach and monitor the skills needed for the future



Foster the opportunity for students to learn about and implement sustainable environmental practice



Continue to support the teaching and learning of positive behavioural expectations

We will:

- 1 Increase student engagement in class
- 2 Enhance student health and wellbeing
- 3 Ensure students have a say in what we do
- 4 Increase student participation in STEM and sustainable practices
- 5 Track growth in future skills
- 6 Progress student literacy and numeracy

SCHOOL HOURS

8:55am – 11:05am
Recess: 11:05am - 11:30am
11:30am – 1:00pm
Lunch: 1:00pm - 1:40pm
1:40pm – 3:10pm

Students are not expected at school until 15 minutes prior to the first siren. Classes are open at 8:40am for students to prepare for the day.

Students are not permitted to play on playground equipment or participate in games/activities before school. Teachers are only rostered for duty during recess and lunchtime.

Some children become distressed if parents are not at school to pick them up promptly at 3:10pm. Please speak to your child about what they need to do if you are unavoidably delayed at the end of the day. We encourage you to let your child know that if you are not there to pick them up after school, they must go to the office to wait for parents.

ATTENDANCE

Teachers at Geographe Primary School plan sequenced and tailored programs that build skills, understandings and concepts for each child. Students who attend school regularly and are on time are assured good quality learning experiences.

Research shows that students missing 10% (one day a fortnight) or more of their schooling interrupts their education. These students may become at educational risk.

LEAVING SCHOOL GROUNDS PRIOR TO 3.10PM

Should you need to collect your child during school hours, we kindly request that you adhere to the following procedure:

- Please visit the main office and sign your child out with our administrative staff.
- Upon signing out, you will be provided with a visitor sticker. This step ensures a smooth and secure handover of your child.

Children are not permitted to leave the school grounds during school hours unless written permission is provided.



ARRIVAL AND DEPARTURE

School commences at 8:55am and concludes at 3:10pm. The doors will be open at 8:40am for a start time of 8:55am. It is best to arrive as close as possible to 8:55am. It is very important your child arrives and is collected on time. This will avoid any unnecessary distress that your child may experience due to lateness.

PRE-PRIMARY CHILDREN

For your child's safety we ask that, when the doors are open, you bring your child inside the class at the beginning of each session.

Children must not be left unattended outside Pre-Primary before or after the session.

In order to protect children from accidents, no child will be allowed to leave the Pre-Primary unaccompanied, or with a person other than their parent or carer, *without written permission from their parent/carer*. The school will not release a Pre-Primary child into the care of his/her brother/sister without prior approval from Administration.

For security reasons, children will only be dismissed to the people parents have listed on their child's enrolment form. If you wish for another adult to collect your child from Pre-Primary, staff need to be advised prior.

If you need to remove your child from the classroom during normal class time, please sign out at the school office before you collect your child.

ABSENCE

An explanation is required for ALL absences from school. Parents and Guardians can either contact the school office, email or provide a written note to the class teacher. A Medical Certificate may be required to explain prolonged absences. If a student does not produce a note, administration will forward a Department of Education letter requesting an explanation as to why the child was absent from school.

Parents/caregivers are required to negotiate and seek approval from the Principal before taking their children on family holidays during term. "Applications to be absent from school" are available from the school office.

If your child has to visit the doctor during school-time, a note should be sent to the school informing us of the time. The parent/guardian must come to the office to sign the Student Sign In/Out Book.

SCHOOL VISITORS

All visitors and volunteers must come to the front office to sign in, which will enable them to state their purpose for being on the school grounds and receive a self stick visitor's label. On completion of the visit it is requested that visitors sign out and exit from the main office.



ENROLMENT PROCESS

Geographe Primary School offers classes from Kindergarten to Year 6. Students are accepted for enrolment at Western Australian schools if they live within the school's local intake area:

https://www.det.wa.edu.au/schoolsonline/local_intake.do?schoolID=5775&pageID=SP09

General information for parents regarding how public schools prioritise and manage student enrolments is available through the Department of Education's website:

<https://www.education.wa.edu.au/enrolling-in-school>

All new families are required to complete an Application for Enrolment, which is reviewed by the School Principal. Please provide the following items with the Application:

- Birth certificate/ passport
- Visa (if applicable)
- Australian childhood immunisation register (ACIR) history statement (immunisation record) Telephone 1800 653 809 or visit <https://www.my.gov.au> to request your child's ACIR statement
- Proof of address (current utility account which includes your name and address)

Once the Application for Enrolment form is complete with all attached documentation, it is signed off by the Principal. If your application is successful you will then be asked to complete a Student Enrolment Form at the school. This form is included in a separate package of information.

For further information about receiving an Application and enrolling your child at Geographe Primary School, please contact the school by phone (08) 9751 7800 or email geographe.ps@education.wa.edu.au

UP TO DATE RECORDS

It is essential that all student information provided is accurate and current. All medical information needs to be correct at time of enrolment to enable the school to create an emergency response plan if one is required.

It is vital that in an emergency, we are able to reach parents immediately. Should parents be unavailable, the emergency contact supplied will be called. Therefore it is important that this contact information is kept updated.

Students' welfare is our highest priority. If there are changes of address, telephone number, emergency contacts or medical details please ensure that the school is notified immediately.

ACCESS RIGHTS

Parents and carers are advised that the School Education Act obliges parents to inform schools of any Family Court Orders or other orders which are applicable to their children. A copy of a Family Court Order must be supplied to the school so staff members are aware of family arrangements, restricted access, etc.

Documentation is required otherwise both parents will have equal rights of access.

CHILD HEALTH INFORMATION

When enrolling your child the school must sight a copy of each student's immunisation record (ACIR history statement) at the time of enrolment.

A child's immunisation is expected to be up-to-date upon entry to school. These include Measles, Mumps, Rubella, Polio, Whooping Cough, Diphtheria and Tetanus. Immunisations can be obtained from your local GP or through the local Council Clinic.

When enrolling your child you will be asked to:

- Provide a copy of your child's immunisation record (ACIR history statement). Telephone 1800 653 809 or visit <https://www.my.gov.au> to request your child's ACIR statement.
- Complete a Student Health Care Summary form which provides an overview of your child's health care needs and information for use in an medical emergency.
- Complete, sign and return one or more specific health care plans if the Health Care Summary indicates your child requires support at school.
- Ensure that any medication and equipment you provide for your child is up to date and in good working order.

NOTE:

- You may wish to meet with school staff to discuss your child's health care plan, particularly if staff need to be trained to support your child.
- Some health care plans for serious conditions require a medical practitioner's signature. It is important to arrange this as soon as possible.

HEALTH CARE PLAN

Where appropriate the school will work with you to develop an appropriate Health Care Plan for any medical conditions your child may have.

You will need to first develop a proposed plan for the school to review. Once you have returned the plan the Principal / Deputy Principal will:

- Review the plan(s) to ensure the school is able to provide the necessary support;
- Arrange staff training if required to support your child;
- Ensure plans are implemented, monitored and reviewed annually;
- Manage the confidentiality of your child's health care information; and
- Provide appropriate storage for medication and health equipment.

HEALTH CARE PLAN ...CONT

Health Care Plan Forms

Forms are available for common conditions. For other conditions the generic health care form or a plan provided by a medical practitioner can be used.

The following plans are available:

- Severe allergy/anaphylaxis;
- Minor and moderate allergies;
- Diabetes;
- Seizure;
- Asthma;
- Activity of daily living;
- Administration of medication;
- Emergency response plan for students with special needs; and
- Generic health care plan (for all other conditions).

Forms can be obtained from the school office.

Minimising Risk

We ask that parents DO NOT provide food for their children at school that contains nuts, as for some children this can be a matter of life or death.

Some important points to note are:

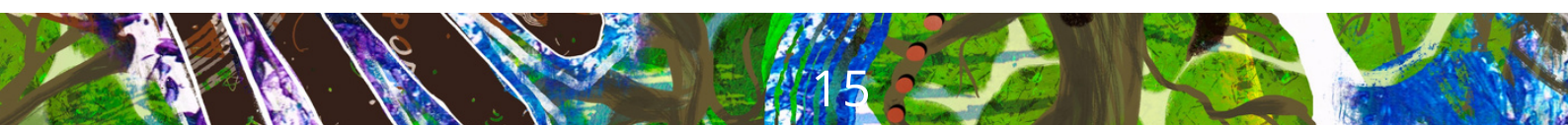
- Geographe Primary School promotes the message “allergy aware” rather than “nut free”.
- Teachers will convey to parents whether there are any students in the class that are anaphylactic and will communicate relevant safe food practices.
- Parents will ensure labelling of ingredients is included with food prepared at home for student consumption, i.e. birthday cakes, multicultural lunches.

As a school, we minimise the risk by ensuring that:

- Students do not share food, utensils or food containers.
- Students with allergies only eat food that is prepared at home.
- All food and drink containers are clearly labelled with students’ names to avoid confusion of ownership.
- Avoiding food that contains nuts and/or traces of nuts where possible.

SCHOOL NURSE

Community Health Nurses serve as a health contact point for children and their families, providing information, assessment, health counselling and referral. The services provided are free and confidential. If you have a concern about your child’s health and well-being, or growth and development, please contact 9753 6476.



INSURANCE COVER AND CHILDREN

The Department of Education does not insure children against injury at school. This is considered to be the responsibility of the parent.

The Department of Education has a public liability insurance cover that covers their liability in cases of accidents caused through defects in school buildings, equipment or playgrounds, or through negligence on the part of an employee of the Department.

On school excursions, students are covered while travelling by normal third party insurance cover, the premium for which is part of both car and bus registration fees. Some bus companies do carry an additional public liability policy, but again it would only cover negligence on the part of the company.

STUDENT REQUIREMENTS

The Department of Education will continue to supply most text materials, work books etc. however, parents are asked to provide items such as consumable workbooks, pencils, pens, rulers and so forth. It is essential each child is equipped with these items and that they are replaced during the year as the need arises.

A list of personal requirements for each class is issued to each student. Items required from this list can be purchased from the recommended supplier or a supplier of parent choice. Children often bring further personal items to school. All personal items should be clearly marked with the owner's name.

To develop habits of neatness and a pride in work, it would be appreciated if parents would cover all books in which written work will be done by the child throughout the year.

TALKING TO YOUR SCHOOL

Where appropriate, teachers should be your first point of call to discuss most issues concerning your child's learning at school. Often speaking promptly with the classroom teacher greatly assists in working through any issue and a satisfactory outcome is achieved for all. If you have any concerns during the year regarding your child, we would appreciate it if these issues are relayed to your child's teacher or please email geographe.ps@education.wa.edu.au as soon as they arise. You will find that there is often a simple solution. If you are in need of a more detailed discussion, please feel free to make an appointment.



VALUING COMMUNICATION

The staff at Geographe Primary School value positive partnerships with parents and the school community. We will continue to provide opportunities for parents to connect and communicate with the school.

A connected network of digital mediums enhanced by various opportunities to engage face to face will enhance the valuable two way communication that is necessary between parents and the school.

We encourage all parents to be strong partners in their child's education and encourage you to be involved in school activities.

Details of specific parent and community engagement events and activities will be communicated via assemblies (Pre Primary to Year 6), notes from teachers, Facebook, SeeSaw, newsletters and the Term Planner.

PARENT PARTICIPATION

Parent assistance in classrooms and with school activities is always very welcome.

Contact your child's classroom teacher or watch for notes via SeeSaw or in the school newsletter asking for assistance with special school events.

Parents working with children in the classroom are required to complete a Parent and Child Volunteer declaration form, which is available from the school office. In some cases there may be a need to obtain a Working With Children (WWC) Check. Information on these requirements is also available from the school office.

Parents assist the school in many ways. Parents are involved in many committees through the P&C and other ways. The parent network is an excellent way for parents to offer their assistance, and provide a network between classrooms and parents.

CAR-PARKING AND TRAFFIC

Please note the following guidelines to ensure safe parking and traffic movement around our school.

- The front parking area is for Kindergarten and Pre-primary parents only.
- Year 1 to 6 parents should use the rear set-down / pick-up bays at the Recreation Lane turn-around, or the Leisure Centre carpark if walking into the school.
- If using the front area for pick-up, it is best to arrive at 3.20pm as much of the traffic has cleared, and children can be waiting at the front gate.
- Parking bays along the bus lane on the west side of the school are for staff only – this frees up bays at the front.
- Disabled bays are for vehicles displaying a current ACROD permit only.
- Rear carpark at the south of the school is for staff only.
- The bus lane is for authorised vehicles only (buses and staff).

The City of Busselton Rangers patrol our parking areas now and then.

LUNCH PERIOD

The first 15 minutes of the lunch period between 1.00pm and 1.15pm requires all children remain seated in their designated area, where they must sit quietly even if they have completed their lunches. A duty teacher will begin dismissing children at 1.15pm for the commencement of the lunchtime play period.

CANTEEN AND LUNCHES

The canteen operates Monday, Tuesday, Thursday and Friday. Orders can be made either via Spriggy Schools app or by placing correct money in a lunch bag with student's name, class and order written on the front. Lunch bags can be purchased from the canteen and extra menus are available from the school office. For enquiries contact the canteen at possumbites@gmail.com. The success and viability of our Canteen is dependent on parent volunteers.

ZERO WASTE LUNCHES

Help us save money to use on your child's education instead of waste disposal. Please organise your child's lunch box, following the Zero Waste Lunch guidelines:

- Bring your food NUDE
- Bring your food in a CONTAINER
- COMPOST your food scraps
- REUSE a drink bottle.

Please provide 'Nude Food!' Waste management is expensive so 'nude food' means there is no packaging in the lunch box.

It is necessary to continually communicate with your child so that they eat all the food you supply, with no wastage or rubbish. Communicate weekly, as your child's tastes will change. Instruct them to bring home in their lunch box any unfinished items so you can review the situation. Energetic, playful children often take two bites out of a large apple and then throw it away. Discuss 'small' fruit selections with your child.



CRUNCH & SIP

We are a Crunch & Sip school, meaning that we approve the students snacking on veges/fruit and sipping water during lesson time. The timing of each class Crunch & Sip is determined by the classroom teacher in conjunction with their own timetable.

Please note that Crunch & Sip does not include crackers, popcorn, nuts or juice.



BUSES

Rural school buses serve our school, all enquiries for this service are to be made direct to Public Transport Authority (PTA) on 9326 2784. Bus children and their families will be reminded of bus rules each term to ensure safe travel for all.

Swan Transit provide a town bus service and can be contacted on 9753 7500. Students now require a Smart Rider card to travel on the town services with application forms available from the School Office or online at www.transperth.wa.gov.au/TicketsandFares/SmartRider/BrochuresForms.

Buses from After School Care providers collect children from the bus lane. Parents are required to advise the office on 9751 7800 if their child/ren will be collected by a Day Care company to ensure children arrive at their destination safely.

BICYCLES AND SCOOTERS

Parents are able to assess whether their children are responsible enough to ride their bikes or scooters to school. These must be walked inside the school grounds.

- A bike lock is recommended
- Security of bikes/scooters are the students responsibility
- All bikes, scooters etc should be walked through the school grounds
- Helmets are compulsory



HOMEWORK

The school favours homework only where it has purpose. The practice of reading every day has value and is expected from all levels.

All homework set will have relevance to the work being done in class.

Pre-Primary children will be asked to participate in some form of home based activities.

This may include reading books, sound practice and sight words.

MOBILE PHONES AND ELECTRONIC DEVICES

The Department of Education does not permit student use of mobile phones in public schools unless for medical or teacher directed educational purpose.

It is important to note that it is not a requirement at Geographe Primary School for students to have a mobile phone at school.

Geographe Primary School recognises that an increasing number of parents/carers who for safety, security and/or emergency purposes wish to provide their children with mobile phones. This policy details the conditions under which mobile phones are permitted at Geographe Primary School.

Note: The purpose of this policy includes smart watches, ear buds, headphones and any other device that can perform the same actions as a mobile phone.

MOBILE PHONES AND ELECTRONIC DEVICES ...

CONT

Conditions of Use

- The use of mobile phones for all students will be banned from the time they arrive at school to the conclusion of the school day. This includes before school and at break times. Students are not permitted to have mobile phones in their possession during the school day.
- Mobile phones must be switched off and handed to the classroom teacher before the commencement of the school day. Students can collect their mobile phone at the end of the school day. The classroom teacher will clearly identify and secure the students mobile phone.
- Smart watches and any other devices as described above, must be placed into “flight mode” and must not be used for any purpose other than telling the time.
- Students will not use any device, other than school owned devices, to take photos, videos or voice recording. Any photos, videos or voice recording undertaken on a school device is not to be shared with anyone other than the relevant classroom teacher for education purposes.
- Any access to the internet will be via school owned devices only.

Exemptions and Communication

- Exemptions to this ban include where a student requires a mobile phone:
 - to monitor a health condition as part of a school approved documented health care plan; or
 - under the direct instruction of a teacher for educational purposes; or with permission of a teacher for a specified purpose.
- While at Geographe Primary School, students are the responsibility of the school. All communication between parents and students, during school hours, should occur via the school’s administration.

Breaches of this Policy

- Breaches of this policy will be managed in accordance with the School Behaviour Management Policy and Procedures.
 - Students who do not comply with this policy will have their mobile phone confiscated and held at the administration office. The student can collect the mobile phone at the end of the school day.
 - In the case of repeated inappropriate mobile phone use by a student, their mobile phone will be confiscated and held at the administration office. The parent/carer will be informed and requested to collect the mobile phone at their earliest convenience.
 - In the case of repeated inappropriate mobile phone use by a student, the principal may request the withdrawing of the mobile phone from the school for a determined period or permanently.
 - Further disciplinary action, in accordance with Geographe Primary School student behaviour policy and procedures may be a result of repeated breaches and or depending on the circumstances of the breach.

Further information on the Student Mobile Phones in Public School’s Policy may be found on the Education Department of WA’s website. www.education.wa.edu.au/mobile-phones

OUR BEHAVIOUR MANAGEMENT

These apply to all school community members including students, staff, and parents/carers. Whilst it is important that students follow and display these expectations, it is equally important that adults model and demonstrate them also.

Be a Learner

Be Respectful

Be Safe

Be Caring



OUTSIDE EQUIPMENT

For safety reasons, please do not allow your child/children to play on the outside equipment before school commences.

COMMUNICATION APPS

Most class teachers use the Seesaw app to communicate digitally with parents and caregivers. Please respect that your child's teacher needs "down time" and resist the temptation to contact them after hours.

REPORTING TO PARENTS

At Geographe Primary School we believe assessment of learning is integral to the achievement of high quality learning outcomes.

We are committed to providing clear and consistent reporting regimes. Reporting for Years Kindergarten to Year 6 includes:

- Formal reports on a semester basis.
- National Assessment Program Literacy and Numeracy (NAPLAN) for students in Years 3 and 5. Reports will be issued in Term 3.
- Other methods of reporting will be used on a needs basis. They could be:
 - Telephone discussions between parents and teachers and informal encounters and discussions.
 - Parent teacher meetings that may include three way conferences in which the children participate.
 - Letters and other forms of correspondence from teachers and other school personnel to advise parents about successes or concerns.

SCHOOL DRESS CODE

Students at GPS are encouraged to wear our school uniform with pride. Clothing items in the uniform range are comfortable and affordable however, if you choose not to purchase a school uniform, children will need to wear clothing that is unrestrictive and easy for them to manage. Please keep a change of clothing in children's bags at all times so we can help your child stay comfortable while at school.

Parents, staff and students support Geographe Primary School's Dress Code. A school's Dress Code can play an important role in promoting a positive image of the school and creating a sense of identity. Wearing school uniform promotes equality, inclusion and a sense of belonging for students.

Enrolment at the school is on the understanding that Geographe Primary School's Dress Code will be adhered to.

HATS

It is school policy that all children are to wear a wide-brimmed or bucket style hat for all organised physical education activities and while playing outside at recess and lunchtime. This hat policy is fully supported by the Cancer Foundation as an effective means of protecting students from harmful effects of over exposure to UV rays. We have a 'no hat no play' policy throughout the year. On occasions when your child does not have a hat to wear, she/he will be restricted to playing in shaded areas.

HAIR

Students must ensure that their hair does not create a health or safety risk. Regardless of gender, students with long hair are required to tie their hair back. Long hair must be 'tied back' as a preventative measure in avoiding/containing the spread of head lice (nits). Hair ties and headbands must be plain and flat (no embellishments). No brightly coloured hair dye to be used, except on sports days and for assembly items.

FOOTWEAR

Students are required to wear sensible, closed in footwear to school, or sandals with back straps. We encourage children to wear footwear that is easy to take off and put on themselves as footwear is optional inside our playground.



Our uniforms will be available from Uniform Concepts Super Store conveniently located at 33 Bussell Highway, West Busselton.

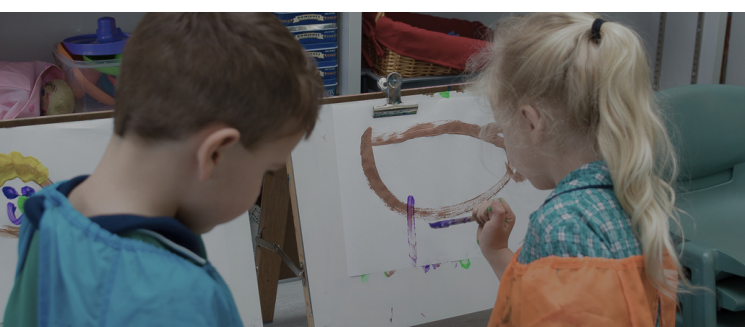
Opening hours

Tues, Wed, Thur: 9:00am - 5:00pm

Sat: 9:00am - 12:00pm

Telephone: 9270 4663

Email: busselton@uc.nellgray.com.au



PRIMARY EXTENSION AND CHALLENGE (PEAC)

PEAC offers a supplementary program for gifted and talented students and provides them with the opportunity to extend, challenge and develop their thinking skills. Statewide testing is conducted with Year 4 students for the identification to the PEAC program in Years 5 and 6. Selection is based on results from assessment tests completed in Year 4 and other relevant information.

PEAC students are given the opportunity to learn alongside their intellectual peers.

NOTE: While PEAC is a supplementary program for gifted and talented students, staff at Geographe Primary School are confident and competent in providing in-school opportunities for the extension, challenge and development of critical thinking skills.

EXCURSIONS

Excursions and outings to enhance the educational program are planned by teachers throughout the year.

Advanced notice of such events (including details and costs) is provided to parents and permission for children to attend must be signed by parents.

The school has the right (and accountability) to exclude students where required. Parents will be notified of alternate supervision in this case.

Teachers will call for parent volunteers to assist with excursions and to comply with appropriate adult/student ratios. We would appreciate your support where possible if volunteers are called for.

SCHOOL OF INSTRUMENTAL MUSIC (SIM)

The School of Instrumental Music is a service from the Department of Education that caters for students wishing to learn a musical instrument. Students in Year 4 are invited to participate in a screening assessment for eligibility. At present, Geographe Primary School has two visiting teachers tutoring in Brass, Clarinet and Flute to Year 5 and 6 students.

ASSEMBLIES

School assemblies are held intermittently, usually on a Friday (please see term planner for dates). Merit Certificates and other awards are presented at each assembly. Assemblies commence at 9:00am in the Undercover Area. Parents and extended family are invited to attend.

BIRTHDAYS

On your child's birthday you are welcome to send along small cakes. Please consider the school policy in regards to '*nut aware*' when preparing birthday cakes. Handing out birthday invitations (especially in front of children not invited) can be upsetting to both children and parents. Please forward invitations to your child's teacher to arrange the best manner to hand out party invitations.



LIBRARY

As books are very expensive, each child must have a library bag at least 30cm x 50cm to protect books from food and drinks before he/she may take a book out of the library. If a book is lost or damaged the parents are expected to replace or repay the replacement cost of a new book. The library is automated to increase the children's access to information. The library officer will instruct children on how to use the library effectively. Library bags are available from the uniform shop.

SCHOOL PHOTOS

Class and sporting photos will be taken every year. Also candid photos of school activities will be taken regularly and placed online. The school is mindful of confidentiality protocols and regulations related to publishing of photographs of individuals.

TRANSFERS

Parents leaving the area are requested to advise the school of their intentions so that personal items can be collected and school information will be forwarded to the new school on receipt of a Transfer Note.

NEWSLETTER

The newsletter is produced electronically every second Wednesday and a link is sent home to families via SeeSaw. Limited copies are available from the school office for parents who do not have access to the internet. It is designed to keep parents aware of all current and future happenings. Community notices can be included by sending information to geographe.ps@education.wa.edu.au.

CHAPLAIN

Geographe Primary School has a Chaplain service. The major source of funds for this service is the National Schools Chaplaincy Program, provided by the State Government. It is also supported by our P&C Association.

Our Chaplains work part-time and are currently at the school every Monday, Tuesday, Thursday and Friday. Appointments can be made through the school office.

The role of the Chaplain is to provide pastoral care and support for students and their families, and to support relevant school and classroom programs.

HOUSES (NAMED AFTER FOUR ELEMENTS)

Fire	-	Red
Ice	-	Electric Blue
Storm	-	Deep Purple
Earth	-	Orange



Competition sports may involve house sport carnivals, inter-school sports and Cross Country, and winter and summer sport competition for Year 6.

Children are expected to wear their house t-shirt for Sports Carnivals.

PLACEMENT OF INDIVIDUAL STUDENTS IN CLASSES

Rationale

Individual class placements can have significant effects on students' attainments and must primarily be based on professional judgements of the child's educational needs, circumstances and interests.

Process

During the early part of Term 4, teachers will meet to establish classes for the following school year. Teachers of the current year level will place students taking into consideration the criteria listed below.

- Special needs students are accommodated and transitioned
- Classes should be similar with respect to gender, behaviour or academic ability.
- Where children obviously do not get on together separation should be considered.
- The child's social network should be considered where academic performance might be affected.
- Parents will be consulted where siblings / twins may be allocated to the same class.
- Draft lists will be submitted to the Principal for final ratification.
- The Principal has the discretion to place children where it is most appropriate.

Information on Composite Classes

The total enrolment of a school determines the Department of Education allocation of teachers to that school.

- Where year groups are unevenly distributed, reasonable class sizes can only be achieved by the formation of a certain number of composite classes such as Years 5/6, K/P or 2/3. This should not be a cause for concern to parents, as even in straight year levels, teachers create groups within their classes to better meet individual students needs.
- No class, composite or straight, should be viewed as one that is better than another. Children are placed into classes after due consideration and review of their development in the eight Learning Areas.
- Composite classes are a traditional feature of Western Australian Primary Schools. Informed parents realise there can be social and academic advantages to be gained from this situation. Improved cooperative behaviour patterns and independent study skills are examples of these advantages.
- Educational research indicates that general cooperation, self regulatory behaviour and participation levels all tend to improve in students placed in composite classes.



MEDICAL CONDITIONS

It is important to inform the school if your child has a medical condition which may affect their daily health and wellbeing, e.g. allergy to bee stings, asthma, diabetes, etc.

Minor injuries or illness during the school day are usually attended to at the school. Our general procedure is to assist the child to become more comfortable, to administer first aid if necessary and then return them to the classroom. The school medical room is not designed for the extended supervision of unwell students. If students are ill, parents or guardians will be contacted and requested to collect their child. We believe that prevention is better than cure so if your child is not well before school, please keep them at home.

In the case of a head injury, parents will be required to take their child home or to the doctor for further appraisal or treatment. In extreme emergencies the child may be taken to a doctor or hospital by the school, or an ambulance called if necessary.

School staff are NOT permitted to administer medication to students without parent/guardian permission.

If your child is on regular medication or on a short course of medication and requires a dose during school time, parents are asked to complete the appropriate documentation available from Administration.

All medication on the school premises MUST be handed to the class teacher or Administration for general student safety.

ALLERGIES

Please inform the Administration of any allergies in order for the school to create an emergency plan or a daily plan if this is required. Forms can be collected from the front office and need to be updated if any situation changes.

ANAPHYLAXIS

Anaphylaxis is the most severe form of allergic reaction and this is potentially life threatening. This occurs after exposure to an allergen (e.g. peanuts, nut products and bee stings are most common). In the interests of health and safety of all children, we encourage you to follow the directions that the school and/or class teacher provides and support a 'nut aware' environment.

PEDICULOSIS (HEADLICE / NITS)

Children with head lice are excluded from school. They are permitted to return following treatment and when all lice/nits have been removed. All family members should be treated. For more information on treatment please contact the School, Community Health Centre, local pharmacy or visit www.health.wa.gov.au.

BEING ALLERGY AWARE/NUT AWARE

As a school we are unable to promote that we are 'nut-free' – being 'allergy aware' is a more appropriate term. Minimising the allergen is one of several strategies that can be implemented to reduce the risk.

Promoting a school as 'nut-free' is not recommended for the following reasons: it is impractical to implement and enforce; there is no evidence of effectiveness; it does not encourage the development of strategies for avoidance in the wider school community; it may encourage complacency about risk minimisation strategies (for teachers students and parents/guardians) if a food is banned.

At Geographe Primary School we understand that minimising exposure to particular foods such as peanuts and tree nuts can reduce the level of risk. As such, we request that parents /care givers do not include nut spreads in sandwiches or products containing nuts in the lunchbox.

Anaphylaxis is the most severe form of allergic reaction and this is potentially life threatening. This occurs after exposure to an allergen (e.g. peanuts, nut products and bee stings are some of the most common).

In the interests of health and safety of all children, we encourage you to support a '**nut aware**' environment.

Allergy Aware School



COMMUNICABLE DISEASES

Medical Certificates are required before children who have suffered from certain diseases may be re admitted to the school. In some cases a fixed period of absence is necessary. Information on the exclusion periods for communicable diseases are provided by the Department of Health. Parents are asked to notify the school immediately if their doctor has confirmed a diagnosis of the following diseases:

- Chicken Pox: return to school once all blisters have crusted, usually about 10 days.
- Conjunctivitis: return to school after discharge has stopped or 3 days after treatment has commenced.
- Measles: return to school no less than 7 days after appearance of rash. Non immunised students are to be excluded for 13 days following contact with infected students in their class, unless they are vaccinated within 72 hours of contact.
- Mumps: return to school no less than 9 days after onset of symptoms.
- School Sores (Impetigo): return to school once effective treatment has commenced and sores are covered.
- Rubella (German Measles): return to school once symptoms have subsided, usually at least 4 days after start of rash.
- Whooping Cough (Pertussis): return to school after 14 days from onset of illness or 5 days after starting antibiotic treatment.
- Glandular Fever: return to school after symptoms have subsided.

SPECIALIST PROGRAMS

Specialist programs operate in Visual Art, Music, LOTE (Auslan), Physical Education, and Science. Not all classes will participate in all five continuously, but students will undertake each across the years from Year 1 to 6

TECHNOLOGY

The school has a variety of technologies for student use, including laptops, desktop PCs and iPads. This technology will be used by students (K –6) to enhance learning outcomes across the eight learning areas. Students will have access to technology within their classrooms, wherever technology assists them in their learning.

Our focus is to develop digital citizenship in students so our students use technology ethically and appropriately.

PARENT INTERVIEWS

Interviews with teachers regarding a student's progress may be arranged at any time, but preferably with a minimum of 24 hours notice, so that teachers can be prepared to discuss specific areas of work and at a time which does not interfere with the hours of instruction. Before school is usually a very busy time and not the best time, unless special arrangements are made.

Teachers will arrange parent/teacher interviews in Term 1 to discuss how your child has commenced school in 2024.

DENTAL CLINIC

In Western Australia, the Department of Health provides dental care for students Pre Primary to Year 11.

A Dental Clinic operates within the school grounds at West Busselton Primary School, Bower Road, West Busselton, Telephone 9754 4460.

Parents can register their children by completing the registration form sent home to all Pre Primary students. Once registered, appointments are posted home and parents are encouraged to attend with their children. If you are unable to attend with your child please phone the clinic on 9754 4460 to reschedule an appointment.

All consultations are by appointment only. An appointment can be made during opening hours by telephoning the clinic on the above number.

All children who are registered are checked and parents are advised when treatment is necessary. The clinic carries out all normal dental work.



2025 GEOGRAPHE PRIMARY SCHOOL VOLUNTARY CONTRIBUTIONS AND CHARGES

KINDERGARTEN TO YEAR 6

The Department of Education Contributions, Charges and Fees Policy (updated October 2017) has set the maximum contribution by parents at \$60 per child from Kindergarten to Year 6.

The 2025 charges have been endorsed by the School Board as \$60 per child (equates to \$15 per term, \$1.50 per week).

Money collected will be used to supplement school expenditure on students learning experiences in the classroom. The quality of our teaching and learning program will be maximised when each family makes its contribution by supplementing funding gained from other sources, including the State and Commonwealth governments.

Families experiencing financial hardship are invited to make an appointment with the Principal or Manager Corporate Services to negotiate a payment plan.

The charges/extra cost options below refer to the **maximum** possible costs of extra activities throughout the year. Students only incur a cost when they are involved in a particular activity.

ITEM	K	P	1	2	3	4	5	6
Incursion/Cultural activities	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30
Excursions	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$80
PEAC							\$100	\$100
Interschool sport					\$20	\$20	\$20	\$20
In-term swimming		\$45	\$45	\$45	\$45	\$45	\$45	\$45
Class activities	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20
Student leadership conference and shirt								\$60
Instrument music							\$200	\$200
Year 6 camp								\$440
Year 6 graduation								\$50
Leavers shirt								\$40
Talented and gifted programs						\$220	\$220	\$220

Personal Items

These items (as per lists) have been endorsed by the Board as being required by all students for personal use in the education programs provided by this school. The items can be purchased through the suggested supplier or a supplier of your choice.

Payment Options

Parents pay charges as they arise throughout the year, not upfront.

- At the beginning of 2025 through the office – EFTPOS facilities available
- Via the QKR app or direct deposit into the bank account BSB 066508 Account number 1016 1249. Please put your child's name against the entry.

If you have any questions on this matter, please contact the school on 9751 7800.

Greg Clarke
Principal

1st November 2024

BEHAVIOUR MANAGEMENT

Geographe Primary School has adopted the Positive Behaviour Support (PBS) model for managing student behaviour from Kindergarten to Year 6. Our PBS purpose is: *to develop and implement School-wide Positive Behaviour Support in order to improve behaviour, teach social skills and foster a positive attitude towards learning to achieve higher educational outcomes. It is our intention that this will develop a school culture which is consistent and based on a common language which is used by all.*

All behaviour falls under the following four school expectations:

- **Be A Learner**
- **Be Respectful**
- **Be Safe**
- **Be Caring**

Strategies are employed to identify, recognise, promote and teach the behaviours we desire and expect from students. By reinforcing and focussing on positive behaviour, children demonstrate more of this behaviour and less unproductive, negative behaviour.

When undesirable behaviour does occur, this is seen as an opportunity to reflect on the situation and reteach the desired behaviour. For more severe behaviours which require correction and intervention, the child may be counselled and given a consequence. This will usually involve contacting and/or involving the parent or carer.

