Parent Handbook

Nature Culture Future

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School Overview

Walpole Primary School exemplifies the strength of a small, community-connected school where every student is known, valued and supported to succeed. Guided by our motto Nature, Culture, Future, we deliver high-quality teaching and learning within a purposeful and inclusive environment.

Our approach is grounded in evidence-informed practice, with a strong alignment to the science of learning. Through explicit instruction, targeted differentiation and consistent whole-school practices, we ensure every student is both supported and challenged to achieve their personal best. Small class sizes enable precision in teaching, allowing staff to respond effectively to individual learning needs while building confidence and independence in learners.

In 2025, the implementation of our Positive Behaviour Support (PBS) framework strengthened a consistent, whole-school approach to student wellbeing. Our core expectations—Be Respectful, Be Resilient, Be Responsible—are explicitly taught and reinforced, contributing to a calm, inclusive and high-expectation learning environment.

A defining feature of Walpole Primary School is our deep connection to place. Through the UR Walpole program and strong partnerships with local experts, students engage in authentic, hands-on learning that builds understanding of sustainability, conservation and community responsibility. These experiences foster student voice, leadership and a strong sense of belonging.

Our school grounds further enhance learning, providing rich opportunities for environmental education, food production and outdoor exploration. These are complemented by classroom programs that develop critical thinking, creativity and problem-solving skills.

Students also benefit from a broad range of sporting and extracurricular opportunities that promote teamwork, resilience and wellbeing.

Strong partnerships with families, the School Board and the P&C Association continue to enrich our programs and support ongoing school improvement.

Walpole Primary School is a place where students develop as capable, confident and connected learners, well prepared to contribute positively to their community and future.

Our School Year

Term Dates

Semester One 2026		Staff Development Day
Term One	Monday 2 February to Thursday 2 April	Thursday 29 and Friday 30 January
Break	Friday 3 to Sunday 19 April	
Term Two	Monday 20 April to Friday 3 July	Friday 29 May
Break	Saturday 4 July to Sunday 19 July	
Semester Two 2026		
Term Three	Monday 20 July to Friday 25 September	Friday 21 August
Break	Saturday 26 September to Sunday 11 October	
Term Four	Monday 12 October to Friday 18 December	Monday 16 November Friday 18 December

School Events

- UR Walpole
- PBS Reward Days
- NAIDOC Week
- Swimming Lessons
- Assemblies
- Colour Run
- Book Week
- Faction Sports Day
- Interschool Sports Carnivals – Winter, Cross-Country, Interschool Athletics
- End of Year Concert

Our School Day

Hours of Instruction

8:30am	Students begin to arrive at school
8:50am	School commences
10:30am	Recess
11:00am	Class resumes
1:00pm	Lunch
1:30pm	End of lunch
3:00pm	End of the day

Assembly

Assemblies are scheduled on Fridays throughout the year, commencing at 9.00 am (Please check the school calendar for the dates of when they will be held). Classes take turns in running the assembly. The students and staff welcome parent and community attendance according to the Department of Health recommendations.

Assembly Format: Starting time: 8.50 am
Finishing time: Between 9.20 and 9.45 am

The program is as follows:

- National Anthem
- Class item
- Student council reports
- Student awards
- School song

Attendance and Punctuality

Regular attendance is vital for academic and social success at school. Every day counts. Every absence makes a difference. Under the Education Act, parents are required to send their children to school on every day that the school is open unless they are unwell, or the principal is provided with an acceptable reason for the absence. Shopping trips, birthdays and outings are not acceptable reasons. Parents are obliged to indicate the reason for their child/ren's absence from school. This needs to be entered into Compass.

Classrooms are open at 8:30 am. As school does not officially start until 8.50am, there is still plenty of time for children to get settled before the school day commences. Children who arrive prior to 8.30 am are required to sit quietly in the office where they can be supervised. Children are to be collected at 3 pm. All families are encouraged to leave the school grounds by 3.30 pm, unless involved in an afterschool activity.

Punctuality plays a most vital part in your child's education. The early part of the day is the most important time for efficient learning. All students arriving late must report to the office and obtain a Late Note. Late arrivals are recorded on the Education Department's Compass platform.

Students Arriving and Leaving

For the safety of all children, it is important that any person coming to the school, outside of pick up and drop off times, reports to the school office before going to their child's classroom or any other location on the school site. When a child is being collected from the classroom, the parent/care giver must go to the Office and fill in a Leave Pass and hand the white copy to the class teacher.

All other visitors must sign in at the Office. This enables us to monitor who is on the school grounds and assists us in our 'duty of care'. It would be appreciated if parents ensure whilst they are on the school grounds that they model expected behaviours. For example: walking their bike through the school.

Parents making other arrangements for young children (e.g. a friend collecting their child) need to inform the school through a note or phone call on 6871 0200. This assists us in our 'duty of care' and reducing the risk of children becoming distressed.

Extended Absences

Please note the following information if you are planning to take a vacation during a school term.

If your child is away from school, the principal must be notified in writing

The Code "Unauthorised Vacation" will be entered on Compass to identify students whose parents have taken them on an in-term holiday. If the absence extends beyond the notified number of days, and no acceptable reason is provided, the additional absences will be recorded with as an unacceptable reason.

Early Years Learning Program

Kindergarten

Students attend kindergarten for 15 hours a week, 2 days in Semester One and 3 days in Semester Two Most students have no difficulties when their parent leaves them at kindergarten. For those few students who experience anxiety there are a few simple steps to remember: • Always discuss Kindergarten in a positive and encouraging way at home. • If your child is crying it is best to explain that you will be back at home time, kiss them goodbye and leave promptly. We are very experienced at calming upset children and they usually calm within minutes of parents leaving. Remember that a calm and confident parent helps to create a calm and confident child.

Learning programs are based on children's interests with a focus on social, emotional, pre literacy, pre numeracy and physical development. As your child's first teacher, the role you play is vital. The early years of school build on the experiences your child has at home and sets the foundation for all their future learning.

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WHAT WILL MY CHILD LEARN?

In a carefully planned learning environment, your child experiences many different learning activities. The social and emotional development of your child is a very important part of planned learning. Teachers plan activities and encourage children to be involved so they become successful learners, team players, good problem solvers and creative thinkers who enjoy challenges.

Another focus in kindergarten is on language and literacy. Your child develops an early understanding of letters, sounds and rhyming words; as well as how pictures can tell stories, how written words can be read, and how spoken sounds can be written down. Learning about maths and numeracy is also a key part of kindergarten. Your child learns about early counting, quantifying small collections, regularity, sorting and classifying, shape and position and measurement using play-based techniques and strategies.

Developing the habit of going to school every day is vital so your child does not miss out on important ideas and skills they need for future learning. Did you know?

- missing half a day of school each week equates to one month of missed learning per year
- the attendance habits set by your child when they first start school continue throughout their school life
- if your child missed half a day of school each week between Pre-primary and Year 10, they would miss almost one full year of learning
- learning is cumulative – if your child misses a day, it is harder for them to catch up.

You can help by arriving and collecting your child on time; making sure they get nutritious meals and enough sleep. When bringing your child to kindergarten you must accompany them into the grounds and ensure they are left in the charge of the teacher. Please wait outside the classroom until the door is opened.

Pre-Primary Program

Pre-primary education reinforces and extends the learning which was initially established in the child's home and later in kindergarten. Every child should have the freedom to explore and develop as an individual. A carefully planned program will help a child to develop physically, socially, emotionally and intellectually through group and individual experiences.

The following areas of learning are focused on during the child's pre-primary year.

- Social and emotional development
- Physical Development – fine and gross motor skills
- Cognitive Development – Literacy, Numeracy and General Knowledge
- Creativity

If your child has additional needs, please make an appointment to discuss these needs with their class teacher.

Daily Program

The first session will address literacy. This session will begin with letter/sound activities followed by a task to reinforce the skill being taught. This session may also include oral language, writing, listening, reading and comprehension skills. Currently UFLI and Talk for Writing are whole school academic programs.

The second session will address numeracy. This session will begin with mental maths. The focus concept will then be demonstrated and modelled, followed by an activity to enable the children to put the skill/concept into practice.

The afternoon session will address skills through creative tasks and structured play. The table tasks will be linked to literacy, numeracy and the general knowledge topic of focus.

The Program is carefully planned, and for each child to receive the full benefit, it is important that your child attends regularly. Your encouragement and support in this area would be greatly appreciated.

Remember, your child's pre-primary experience will be even more rewarding if you take an active role in his/her school day.

Please Note: Children and their siblings are not permitted to use the Room 1 playground before school. Students use of the playground after school must be supervised by their parent.

Years One and Two

These are the final two years of the Early Years Learning Program. All Learning Areas will be incorporated into the daily timetable. As always, the day will start with Literacy and Numeracy blocks. This is the most beneficial and important time of the day for any learning, so it is vitally important that children are at school for the start of the school day. Early Years students in the Primary School setting are involved in all activities that are undertaken by the whole school. These activities may involve such things as curriculum-based day trips, fund-raising days, assemblies, concerts and many varied celebration days.

Years Three, Four, Five and Six

As your child progresses through Primary School, they need to develop the confidence and work ethic required to stand them in good stead for their future education. As always, your support is greatly appreciated by the staff and students. Ways in which you can help include volunteering to help in the classroom – reading, cooking, covering books, making charts, lots of things! – helping at sports carnivals or on special days. There is a myriad of opportunities for you to be involved in your child's education. All educational programs across the school are aligned to the Western Australian/Australian Curriculum.

Parent/Teacher Interviews

The school is very keen, in the interest of students, for a close liaison between parents and teachers. Parents are encouraged to discuss the progress of their child with their teacher/s at any time in the year – please don't think you need to wait for a problem to develop before contacting the school. Please telephone 6871 0200 to arrange a convenient interview time with your child/ren's teacher.

Policy and Guidelines

Communication

Communication between school and home is of the utmost importance. It helps to meet student's needs. Come and tell us things we should know and come and ask us things you need to know. Confident and regular communication between home and school will ensure the best outcomes for your child. Please use the Compass app to notify the school of student absences. A link to the Compass app will be sent to you on enrolment. Our school website https://walpoleprimaryschool.wa.edu.au/ provides the community with information about the school, enrolment forms, news and updates.

Reporting

Student reports (Kindergarten to Year 6) are available through the Compass app at the end of Semester 1 and Semester 2. Students in Year 3 and Year 5 will also be issued their NAPLAN results during Semester 2. You may be aware that when enrolling your child in secondary school or another school, the new school will often request a copy of a child's report. For this reason, it is very important that student reports are kept in a safe place. It is not always practical to print a new report.

Dress Code

Parents may purchase the school uniform from the P&C run Uniform Shop. It is an expectation that students will wear the school uniform at Walpole Primary School.

The school uniform includes:

- Royal Blue school polo shirt.
- Royal Blue shorts.
- Royal Blue skort.
- Royal Blue school jumper, Polar Fleece/Zip jacket.
- Royal Blue Track/Cargo pants.
- Shoes – Suitable footwear the child can put on independently would be greatly appreciated. No thongs, clogs, crocs, 'ugg' boots or high heels.
- Hats – Please mark with child's name and it is kept at the school. We have a "No School Hat – No play in the Sun" policy that is implemented for Terms One and Four.
- Hair – Hair past the student's shoulder should be tied up for safety purposes.

Sport Uniforms

Children will be placed in one of the two factions upon their enrolment. Siblings will be kept together in the same faction.

Our Factions are: **Blue** and **Green**

Faction Teams:
- Boys - Blue shorts
- Girls - Blue skort or blue shorts
- Appropriate footwear

Interschool Teams:
- Blue school shirt
- Boys - Blue shorts
- Girls - Blue Skort or blue shorts
- Appropriate footwear

Note:
1. Sports shirts are not part of daily school clothing. Faction shirts can be worn on Sport days e.g. Thursday in 2026.
2. Denim is not part of the school dress code.
3. Due to hygiene and safety concerns, facial piercings are not permitted. Small ear studs or ear sleeper earrings are considered acceptable. Dangling earrings are also not permitted.
4. Articles can be purchased through the P&C Uniform Shop. Please refer to the Parents & Citizens section for more information. Order forms for uniforms are available at the Front Office.

No Hat, No Play Policy

Hats must be worn for all outdoor activities. Children who do not have hats will be required to play in areas that have shade protection e.g. undercover area. Walpole Primary School hats are available for purchase from the Uniform Shop. We also recommend that sunscreen is applied before the child attends each day.

Student Medication Policy

Where possible, medication should be administered by parents at home at times other than during school hours. If medication is required to be administered by a staff member, then a written request needs to be made of that staff member. Special forms (available at the front office) MUST be completed and handed to the principal. A Medical form is provided at the beginning of the year to be filled in by parents/carers. Each time the child/ren leave the school on any type of organised activity parents must update any details through the Compass event.

If your child has an ongoing / chronic condition, e.g. asthma, serious allergies, a special Medical Treatment Plan needs to be completed by your G.P. and submitted to the office.

Mobile Phone Policy

Students are encouraged to leave their mobile phones at home. Should students need to bring them to school, the phones are to remain turned off and handed into the front office for safe keeping prior to school starting and collected at the end of the day.

If a mobile phone is brought to school, it is at the owners' risk and remains the responsibility of both student and parents. Should you need to contact your child, please ring the office.

Smart watches with a communication feature need to be turned off during school hours. If your child is seen to use their watch as a mobile device, they will be asked to leave it at home or at the office until the end of the day.

Parents and Citizens Association (P&C)

Walpole Primary School's Parents and Citizens Association is a very active and productive body of parents and community members. The P&C runs the Uniform Shop. They work in partnership with the school to raise funds to help in providing a positive school experience for your child.

The P&C meets each Term at 4.30pm in the Staffroom. Most of our P&C members are working parents - we certainly encourage and welcome all new parents to become involved in the P&C and its activities.

The P&C typically organises the following:

- Uniform Orders
- Sausage sizzles (on Walpole Market days)
- Mother's Day and Father's Day stalls
- Colour Run

The P&C can be contacted via email walpoleprimarypandc@gmail.com or via our Facebook page "Walpole Primary School P&C Association".

Uniform Orders

Uniform Order Forms are available at the Front Office however it is preferred you visit the Uniform Shop during the advertised Fortnightly hours.

Our preferred payment method is by EFT.

Lunch Orders

Lunch orders are currently available on Thursdays each week. Walpole PS partners with Green Eats Cafe to provide healthy and affordable meals.

Orders must be placed with the office prior to 3pm on Wednesdays. A completed order form and the cash must be presented to the office in a sealed envelope or bag with your child/rens name clearly marked on the outside. Order forms are available on our school website (please ensure you have the up-to-date form).

Orders will be provided to students at lunch time on Thursday.

General Information

Classroom Stationery Requirements (Book lists)

A list of requirements for each year is distributed to students in Term 4. Parents can access their own stationery suppliers or use Australia Post who handles the supply lists.

Copies of the book lists are also available on the school website.

Contribution and Charges

A Voluntary Contribution of $60.00 per child is requested from parents. These fees go directly towards the purchase of materials for use by your children in their particular class. This is included in the 'Contributions & Charges' schedule sent home at the end of the previous year.

Other contributions required:

- Walpole Primary School P&C Association contribution - $20

Contributions and charges can be paid by the following methods:

- Cash (available in the front office)
- Direct deposits to: Walpole Primary School
  BSB: 066 040
  Account: 19907742
  Reference: your child's surname and year

Illness

If your child is unwell, coughing, has a runny nose or had a bad night's sleep, please keep them at home. Your child will not be able to cope with the day's activities and other children and staff are very susceptible to catching anything infectious. If your child vomits or has diarrhoea at school, you will be asked to pick them up. They are to remain home for 24 hours after last episode.

Please ensure the school is notified of any chronic illness your child may suffer by putting the information on the Enrolment form.

From time-to-time common childhood illness can become a concern. Please refer to the following "Infectious Diseases" section for further information on individual illnesses.

Infectious Diseases

In most cases, regulations covering these require exclusion from school for 7-14 days from the onset unless a doctor's certificate is produced.

Chickenpox (varicella)

Incubation period: 13-17 days
Infectious period: from 2 days before rash appears until vesicles have formed crusts
Exclusion: Exclude until well and for at least 5 days after the rash appears and until vesicles have formed crusts
Treatment: Antiviral treatment available – see your doctor

School Sores (Impetigo)

Incubation period: 4-10 days
Infectious period: As long as there is discharge from untreated lesions **Exclusion:** Exclude until day after antibiotic treatment has commenced. Lesions on skin surfaces should be covered with a waterproof dressing
Treatment: Antibiotic treatment available – see your doctor

Scabies (Sarcoptes Scabiei)

Incubation period: 2-6 weeks before onset of itching if not previously infested
Infectious period: Until mites and eggs are destroyed
Exclusion: Exclude until the day after treatment has commenced
Treatment: Treatment available – see your doctor

Vomiting

Incubation period: hours to days
Infectious period: days to weeks
Exclusion: Exclude until vomiting has ceased for 24 hours
Treatment: Good hand washing practices, rest – see your doctor if symptoms persist

Head Lice (Pediculosis)

Incubation period: 7-10 days
Infectious period: Until active lice are killed
Exclusion: Exclude until the day after treatment has commenced
Treatment: Fact Sheet available from school

Diarrhoea

Incubation period: hours to days
Infectious period: days to weeks
Exclusion: Exclude until diarrhoea has ceased for 48 hours
Treatment: Good hand washing practices, rest – see your doctor if symptoms persist

Injury on School Ground

Safety is a part of our primary concern. If students are injured or fall ill during the day staff will assess the seriousness of the situation:

- Basic care will be given ie: ice pack or dressing
- If necessary, parents will be notified immediately
- Any serious injuries may warrant an ambulance

It is important that our medical records are accurate. Please notify the teacher and front office of any change to your child's medical status or to your contact details.

Library

The library is available for students and teachers to encourage and enhance learning and enjoyment. Our Library is available Tuesday each week. Students are required to bring their library bag to borrow books.

Lost Property

A lost property centre is located near the staff room area, but loss can be kept to a minimum if you ensure that every article brought to school by your child is clearly marked with at least a family name. Books, pads, pencil cases, clothing, hats etc. need to be well labelled. Covering of books will also encourage the children to take pride in looking after their belongings.

Lunch Arrangements

No sport is played for the first 15 minutes of the lunch break to enable children to eat lunch. Please be mindful of healthy eating. For excursions, coordinating teachers will effectively communicate lunch arrangements.

Walpole PS is an Allergy Aware School. We have students with allergic reactions to certain foods. ALL students are asked not to share food.

Parent Involvement

Parents are very welcome in our school and to assist in the classrooms, library, kitchen garden and assist with carnivals and busy bees. If you would like to help in your child's classroom or to assist in another way, please contact the relevant staff member to discuss your availability.

Parking

Please park in the carpark on the southern side of the school when dropping off students from Years 2 to 6. Parents of students in Room 1 (Kindergarten to Year 1) can drop and run by using the drive through carpark at the northern end of the school.

Photographic Images

At times the school needs to use images of children in relation to school-related activities. Included in the enrolment paperwork is a Consent Form asking parents/carers to authorise the use of their child/ren's image and/or work for media and online services.

Playground Equipment

Children are only allowed to play on playground equipment if they are being supervised by their teacher or their parent. Supervision means "the child's parent is at the playground with the child and is actively supervising them." School rules apply at all times that students use the playgrounds, whether they are supervised by staff or their parent. Children must not play fight, run on verandas, enter classrooms, or ride bikes in the school grounds. We expect children and parents to respect these rules at all times.

School Board

The Walpole Primary School Board is a body consisting of elected staff, parents and community members. The School Board works as a team and is committed to the continual improvement in all aspects of the educational and social development of the students and the school.

The School Board meets once a term. Agenda items or issues for discussion can be lodged with your School Board representative. Please put forward your name if you would like to participate.

The School Council Members consist of:

- Principal
- Community Member
- Three to Five Parent Representatives
- Up to Two Staff Representatives

School Chaplain

A School Chaplain visits the school one day a week. The School Chaplain supports students and focuses on good values. These services provide the type of care that is required when there is social or family issues that are causing an interruption to the student's education.

School Nurse

A School Nurse visits occasionally. Vision, hearing and growth checks are made as the students pass through the school. Parents should ensure that their child/ren are up to date with their immunisation program. Prior to entry to school a tetanus/sabin booster and measles/mumps vaccination is recommended. Please refer to the Department of Health website www.healthywa.wa.gov.au/immunisation to receive information on how to obtain a copy of your Australian Immunisation Register (AIR).

School Psychologist

A School Psychologist visits the school three days a term. The School Psychologist supports staff in planning for students with special needs. At times, the school psychologist may provide support to individuals or groups of students, with parent consent. The School Psychologist is also available to assist us in the case of an emergency.

Talking about Children

If you have an issue with another parent or your child has an issue with another child, please come to the office. Parents are requested not to talk to children other than their own about their concerns. In the same way it is important not to talk to other adults about children other than your own. Please think about how you would like your child treated and if you would be happy if someone else was talking about your child.

Toys and Valuables

Please keep all toys at home. These are impossible to share, impossible to keep track of and easily broken. Students should not be encouraged to bring valuables to school as these can easily be mislaid or damaged during activities. The school takes no responsibility for valuable items that are brought to school.

Transfers

Please advise the Office and class teacher, at least a week before departure so that Transfer Reports can be prepared, and all records assembled. These documents will be forwarded on to your child's new school as soon as we have received notification that your child has been enrolled.

Website

Information about Walpole Primary School and important Department of Education links can be obtained via the schools' website https://walpoleps.wa.edu.au
Up to date information for parents is available at https://www.walpoleps.wa.edu.au/parent-info including the school calendar and Compass login.

Walpole PS Positive Behaviour Support

Since 2024, Walpole PS has had the Western Australia Positive Behaviour Support (PBS) framework from Kindergarten to Year 6. The purpose of PBS is to establish a positive school culture in order to improve academic performance, increase safety, increase engagement and to decrease inappropriate and negative behaviour.

There is a dedicated Walpole PS PBS Team within the school which consists of the Principal, Teachers and Education Assistants. Their responsibility is to drive and support PBS initiatives within the school. The entire staff and community at Walpole Primary are committed to, and involved in, implementing PBS.

This framework aims to develop our current Behaviour Management Policy into a policy that explicitly teaches and reinforces positive and sustained behaviours. The development of the PBS Framework is an ongoing process, during its development our current behaviour policy will be regularly updated to reflect these changes.

Walpole Primary School aims to:

- Create a positive environment within the school and classroom so that the teachers, students and parents can work together.
- Create a caring school environment where the rights and responsibilities of the individual are recognised and respected.
- Recognise those members of the school community whose exemplary behaviour promotes a positive and caring school environment.
- Establish a set of rules that protect property and people.
- Establish a clear and consistent process that sets out consequences for individuals who do not accept their responsibilities.
- Support students who demonstrate difficulty adhering to rules and accepting responsibility for behaviour.

Walpole PS Values

The Walpole PBS Team worked with the staff, to develop our school values and a PBS Matrix that clearly identifies behaviour expectations throughout different areas of the school. They then developed a set of specific lessons to teach the expected behaviours to the students. These behaviours are reinforced through staff communications, assemblies, dojo points, student and school rewards and visuals displayed across the school.

- **Respect** - We show respect to ourselves, others and to our school.
- **Responsible** - We aspire to be responsible members of our school community.
- **Resilient** - We look for every opportunity to learn and grow.

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