Greenmount Primary School



INFORMATION

BOOK 2027

Greenmount Primary School

Address:	50-68 Innamincka Road, Greenmount WA 6056
Phone:	9257 0600
Website:	greenmountps.wa.edu.au
Office Hours:	8.00am — 3.30pm Monday to Friday
Student Absences :	please call 9257 0600 or email greenmount.ps@education.wa.edu.au

Leadership Team

Principal:	Natalie Astle	natalie.Astle@education.wa.edu.au
Associate Principals	Amy McEwen	amy.McEwen@education.wa.edu.au
	Evie Vernon	evie.vernon@education.wa.edu.au
	Natalie Marotta	natalie.marotta@education.wa.edu.au
	Alex Taylor	alex.taylor2@education.wa.edu.au
Manager Corporate Services:	Pamela Pepper Leah Stamenich	Thursday and Friday, Monday to Wednesday
School Officer:	Jane Austen	Jane.Miles2@education.wa.edu.au

School Times

Classrooms open:	8.38am
First lesson begins:	8.40am
Morning Recess:	10.50am to 11.10am
Lunch:	1.10pm to 1.50pm
School finishes :	3.00pm (except Tuesdays)

On Tuesdays we have *Early Close*, and school finishes at 2.30pm. Students unable to be collected at 2.30pm on Tuesdays need to be collected at 2.30pm by family or after School Care.

Students are supervised from 8.15am and are strongly encouraged not to arrive prior to this time. From 8.15am students assemble in the Undercover Assembly area where they will be supervised until classrooms open at 8.38am. Students arriving after 9am need to get a late note from the front office before going to class.

School Term Dates 2026

Term 1 Mon 1 Feb – Fri 9 April

Term 2 Tues 27 April – Fri 2 July - Please note: Our school development day for Term 2 will be on Friday 4 June 2027 - **This will be a student free day**

Term 3 Tues 20 July - Fri 24 Sep

Term 4 Tues 11 Oct – Thurs 16 Dec

Principal's Welcome

A warm welcome to the Greenmount Primary School community. We trust that your association with our school will be a positive and happy one. At Greenmount Primary School we provide a safe and inclusive learning environment. The staff, parents and carers work together in a mutually respectful and supportive environment, maintaining a genuine sense of community which is valued by all. We focus on creating culturally responsive classrooms that build on the strength of Aboriginal students. We put our students front and centre of all we do. Our focus is on developing all aspects of each child and believe that strong partnerships with home are essential to achieving this.

Our Vision

We are a community of lifelong learners. We learn side by side while being inclusive, collaborative and respectful in a safe and caring environment.

Our Values

Our values underpin the approach we take to enable our vision. We embrace, teach and promote these values daily:

- Respect
- Relationships
- Responsibility

Our Expectations

Our expectations reflect our values.

We expect everyone to :

- Use kind words and actions
- Include everyone in their games and activities
- Keep our school safe and orderly

To Enable Our Vision

To enable our vision and empower our students to achieve their full potential we explicitly teach seven key dispositions so that learners are:

- Resilient
- Reflective
- Accountable
- Risk takers
- Engaged
- Persevering
- Self -managing



Attendance

Greenmount Primary School has consistently achieved a higher than state average for attendance for all students. This is achieved with parents and school working together to ensure that students attend daily to participate in the learning programs provided by our teachers.

Parents are asked to contact the school before 9.00am if their child will be absent for the day. An email, phone call, or a response via the absence sms, or a written note should be provided to the class teacher or front office to explain all absences.

Class teachers and the Administration Team monitor attendance and lateness, and should frequent absences occur, parents will be contacted to discuss any issues.

Assemblies

Assemblies are held every fortnight (even numbered weeks of the school term). Each class will present an Assembly item once per year. Dates when classes are hosting their assemblies are advised in the weekly Bibool. Parents and family members are welcome to attend our fortnightly assemblies which showcase and highlight the achievement of our students.

Canteen

The canteen is an independently run business and not operated by the School's P&C. The operator is required to follow the Department of Education's Healthy Eating guidelines. Menus and prices are available on the school's website or Canteen Facebook page. Canteen operates Tuesday to Friday.

Communication

Our *Communicating With Parents Policy* outlines processes in place to ensure communication between home and school is respectful, informative and timely. The policy can also be viewed on the school's website

The weekly Bibool is uploaded to **Connect.**

The school website provides important information about the school's plans and policies. Minutes from School Board meetings, information related to enrolments, uniforms and the canteen can also be accessed here.

The P&C Facebook page also provides important reminders and information related to school events.

Contributions and Charges

A $50 per child voluntary contribution is endorsed by the School Board and applies for all students from Kindergarten to Year 6.

Voluntary Contributions are used to support key learning activities throughout the year and allows value adding to student learning experiences.

Information regarding estimated additional charges will be provided with school booklists. These additional charges cover activities such as swimming, camp, incursions or excursions, and are requested during the school year when participation by students is confirmed.

Discussion with the Leadership Team is welcome should fees or voluntary contributions cause concern for any family.

Chaplain

Our School Chaplain, Penny Bays, is available to provide pastoral care and support to students, their families and staff. Access to the Chaplain is through Mrs McEwen—Associate Principal, Student Services.

Duty of Care



Kindergarten or Pre Primary students are not released from class unaccompanied, or with a person other than their parent or carer, unless written permission from their parent or carer is provided. If older siblings are required to collect a brother or sister, please arrange this through the Administration Team. Parents who need to pick their child up during the day for medical or other appointments, between 8.40am and 3.00pm must enter the school through the front office and complete the *Sign in/Sign Out iPad.*

Parents/carers have duty of care for students before and after school. Students should not arrive at school earlier than 8.15am when supervision is available. At the close of school, students are expected to make their way home. Any student remaining on school grounds after 3.00pm, must be under the direct supervision of parents. For safety reasons, school gates are locked at 3.15pm.

Enrolment

Greenmount Primary School is a local area intake school, prioritising enrolments for children within the school's catchment area. *Applications for Enrolment* forms are available from the school's website. Once the application has been considered you will receive a letter/email either offering a place (as per Department of Education regulations) or indicating that a place is not available. If a place is available, and you wish to accept it, you must visit the school to complete the enrolment process.

At the end of the Kindergarten year, applications must be made for re entry into Pre Primary.

Excursions and Incursions

Throughout the year individual classes may arrange an excursion or incursion as part of their educational program or class incentive system. On occasions, the whole school may participate in an incursion arranged for special days or events. Parents will be notified of each individual event via a note home. The note will contain information of the excursion or incursion and related cost.

In addition to this, the Year 6 students have the opportunity to attend a 2 day outdoor activity excursion during the year.

Emergency Contact

Parents are requested to make sure that the emergency address and phone number registered on their child's Enrolment Form is kept up to date. Working parents are requested to keep the school informed of changes to their employment address/contact. Home addresses should also be kept current. Please ensure you advise the front office of any changes to contact details and medical information.

Factions

Our school is divided into three factions:

Karak- Red **Djidi Djidi - Blue** **Bandiny- Gold**

All children, Kindergarten to Year 6, have been placed into a faction and all members of the one family are usually placed in the same faction. Faction polo shirts can be worn on nominated class sport days and on carnival days.

Health and Safety

Allergies

Greenmount Primary aims to develop 'allergy awareness' amongst our students, staff and families. This is to support students who have severe allergic reactions which may cause anaphylaxis (potentially life threatening). It is important for the school to be informed of any allergies that your child may have.

Medications and Medical Plans

For any serious conditions, such as anaphylaxis, asthma or diabetes, parents are required to provide an up to date individualised Action Plan developed in conjunction with your family doctor or appropriate medical team. These are reviewed and updated annually or with any changes in treatment.

It is important to supply the required medication as described in the Action Plan and ensure it is clearly labelled and in date.

Occasionally children are required to take medication while at school. In accordance with Department of Education policy, parents requiring any medication to be administered to their child at school must complete the necessary forms at the Administration Office. No medication, of any kind, should be in a child's possession.

Infectious Diseases

Students are required to be absent from school for the duration of any infectious period. Health Department regulations on the exclusion from school for specific infections may be obtained from the office. The following infections require children to be excluded:

*Chicken pox
*Hepatitis A
*Measles
*Mumps
*Rubella
*Whooping cough
*Conjunctivitis
*Impetigo
*Meningococcal
*Ringworm, scabies, trachoma
*Scarlet fever
*Covid 19

In the event of a serious outbreak (i.e. notifiable disease) the Health Department take control of the disease and dissemination of information. A medical certificate needs to be provided to the school to indicate the child is free from infection and well enough to return to normal school activities.

Head Lice

At various times throughout the year, head lice infestations do occur in schools. Parents will be advised if their child is found to have head lice. A note is sent out to inform parents of a case of lice in the classroom. Children may return to school once treatment has occurred and there are no remaining signs of lice. Recommended treatments are available on the Health Department website.

Playground Injuries

Minor playground injuries during the day are normally attended to at school. The school does have basic sick room facilities, but when a child is ill or injured every effort is made to contact a parent or carer so that the sick child can be collected from school. In extreme emergencies the child may be taken to a doctor or hospital. Greenmount Primary has staff members who are fully trained in First Aid and have current First Aid certificates.

Homework



Homework is a teaching or revision strategy for each teacher to use as they consider necessary.

For Years 4 - 6 students homework is the responsibility of the student as it is part of developing organisational and self-managing skills. If there are any difficulties or issues associated with the homework schedule, parents are asked to discuss this with the classroom teacher.

Students in Years 1-3 will read a levelled home reading text for approximately 15 minutes each night (depending on age). The aim is for students to become regular readers and for reading to be an enjoyable activity. The reading text is supplied by the classroom teacher.

Kindy and Pre Primary students commence home reading at their teacher's discretion. Parents can be involved in home reading by asking about the characters, having children retell the story, asking them to predict what will happen next. We strongly encourage parents to model reading to their children, and to make the sharing of text a positive and enjoyable routine time.

Mobile Phones

While the staff and school community recognise that some parents and carers provide their children with mobile phones for safety or security reasons, it is important to remember that in cases of emergency the school office remains the appropriate point of contact. To ensure that mobile phones do not cause disruptions or distractions during the school day, students bringing mobile phones to school are required to hand them to their class teacher at the start of the school day and retrieve them at the end of the day.

Mobile phones are brought to school at the owner's risk. The school accepts no responsibility for the loss, theft or damage of mobile phones. Department of Education policy strictly prohibits students from using mobile phones to photograph, video or record on school grounds.

P&C (Parents and Citizens Association)

The school is fortunate to have a supportive group of parent representatives who meet twice each term to share information and ideas, raise funds to purchase additional resources and work alongside the school on educational matters. The P&C also run the Uniform Shop, Scholastic Book Club, Safety House program and The Guardians of Greenmount group.

Information and updates are regularly communicated via a noticeboard outside classrooms, newsletters on the school's website and the P&C Facebook page.

Meetings are usually held on Tuesday nights of the 4th and 8th week each term.

New members are always welcome.

Parent Helpers

Assistance from parent helpers varies from class to class and is greatly appreciated. If you wish to assist in the class please contact your child's classroom teacher and watch for special events noted in the school newsletter where assistance is required.

Parents who assist in classrooms or with excursions need to sign a *Confidential Declaration* form if they do not have a current *Working With Children Check.*

We ask that all helpers enter through the Admin area to sign in prior to going to classrooms.

Parking

For the safety of students access to the school drive ways are limited to staff and service vehicles only. No parent should drive into the school grounds to set down or pick-up children. The *'Kiss and Drive'* provides a safe area for set down or pick up of students. There is one marked ACROD bay in the staff car park. These are reserved for vehicles displaying ACROD stickers or Admin Permit only. Please discuss any specific needs with Leadership Team to have an Admin Permit for your vehicle.

*All school gates are locked during the day. If parents/carers need to collect a child from school inside school hours, please park in the staff carpark and enter through the front office.

PEAC

All students in Year 4 are tested annually for the Primary Extension and Challenge (PEAC) program. Placement in the program is dependent on the number of students in the North Metropolitan Education Region successful in the testing. Students in the Junior Primary (Year 1-3) are occasionally nominated by teachers to be involved in the PEAC *Early Extension Program.* Both programs are run outside of school and through the North Metropolitan Education Regional Office.

Reporting to Parents

Parents are informed both formally and informally during the year regarding their child's progress, particularly if there are any concerns or issues related to their academic, social or behavioural development.

The school's *Curriculum, Assessment and Reporting* policy identifies key times throughout the year when parents are informed of their child's progress and achievements. These include:

- A classroom information session early in Term 1
- Teacher/parent conferences in Term 1
- Summative report at the end of Term 2
- A formal summative report at the end of Term 4
- NAPLAN for Years 3 and 5
- On Entry assessment for Pre – Primary and Year 1
- KAT screening for Kindergarten students

Parents are encouraged to discuss the progress of their child by contacting the child's class teacher to make an appointment for a mutually agreeable time.

School Board

The School Board is a group of representatives from staff, parents, P&C and community. Representatives are elected and hold their positions for three years. School Board meetings are held at least once every term to review and discuss:

- school objectives, priorities and policies
- financial planning
- contributions and charges
- student performance and achievements
- codes of conduct, dress codes
- promoting the school in the community.

The function of the School Board is to provide a spectrum of advice in these areas and support the school in its planning and policy development.

Student Services and School Psychologist

As part of our commitment to ensuring all students achieve to their full potential, teachers follow a process where they access the Student Services Team to discuss concerns related to student progress and development. The team consists of the Student Services Coordinator, Amy McEwen, the School Psychologist, Elizabeth Wear, and the School Chaplain, Penny Bays.

Classroom teachers will firstly discuss concerns with parents regarding the progress of their child. The teacher will then complete a Student Services Referral and provide it to the Student Services Coordinator. The Coordinator will discuss the referral with the Student Services Team. The team will decide on the best course of action and notify the student's teacher and parents. Any observations, interventions, or additional support will require consent from parents before being actioned. Psychologist observations and interventions require written consent from parents.

School Development Days (Pupil Free)

There are six school development days during the year where students do not attend school. On these days, staff work together on key school targets and engage in important professional learning.

The six days are set by the school and may vary from days nominated by other local Primary Schools or High Schools. Dates will be confirmed at the beginning of each year.

Safety House

Greenmount Primary School is part of the Safety House program. The Safety House subcommittee is run by members of the P&C. Information is available on the school website with updates being included in school newsletters.

Smoking

No smoking or vaping is permitted within any government school grounds or buildings as outlined in the Occupational Health, Safety and Welfare Act, 1987, and Government directions for a smoke-free work environment.

Specialist Programs

We are fortunate to be able to offer four specialist programs at the school

- Art
- Japanese
- Physical Education
- Music



These programs enrich the learning and development of our students. Due to timetabling not all classes access all specialist programs and there may be variations within year levels.

At the end of Year 5, all students participate in a Music Aptitude assessment. Students successful in this assessment are invited to participate in the School of Instrumental Music (SIM) program. This program is run by SIM, with limited spaces available. Instruments offered have included guitar, flute and drums.

Student Leadership

Each term, all Year 4-6 classes elect a student to represent them on the school's Student Council. There are several opportunities for students to take on a leadership roles within the school. All positions are well contested, with students being elected by their peers.

Each term, Year 4-6 students elect four Year 6 students as Prefects. Faction Captains and Vice Captains are elected at the beginning of each semester, and senior students can also undertake the role of School Coordinator for the duration of a term.

Students at Greenmount Primary aspire to leadership roles. They enjoy the opportunity to take on the responsibilities associated with each role and represent their peers and school.

Supporting Positive Behaviours

Greenmount Primary School teaches, supports and acknowledges positive behaviours in the classroom and playground. This is complemented by the intentional teaching of social skills and conflict resolution strategies throughout the school as outlined in our *Supporting Positive Behaviours policy.*

Our *Staying on Track strategy* provides a clear set of consequences for inappropriate behaviours. This process teaches students to refocus and choose appropriate behaviours. Students are supported to reflect on, and accept responsibility for their own actions and choices.

Parents are contacted as needed to inform them of issues or incidences regarding inappropriate or repeatedly negative behaviour. Actions which do not comply with school expectations may incur a detention. Actions which impact on the safety of self and/or others will incur a suspension.

Positive and responsible behaviours are regularly acknowledged at Greenmount Primary through classroom and whole school incentives including:

- Verbal praise and feedback
- Merit Awards
- Extrinsic rewards (points, stickers etc)
- Class incentives
- Reward excursions



Valuable Items

Parents are encouraged not to permit children to bring personal items to school. The school will not take responsibility for damage or loss of items such as mobile phones, electronic games and expensive toys. Students are also requested not to bring their own sporting equipment to school.

Uniform

Great pride is taken in the wearing of full correct uniform. The school uniform consists of green polo shirts with school logo, tops and green shorts/skirts/pants. For safety reasons appropriate footwear should be worn at all times. Crocs and thongs are not allowed. Students are required to wear a Greenmount Primary school hat all year round as part of our *'No Hat, No Sun'* policy. Please label all items of clothing with your child's name. For health and safety reasons, long hair should be tied back at all times. The wearing of jewellery is discouraged as loss is disappointing and creates safety issues with daily student activities.

The school uniform shop is open on Wednesday mornings 8.15am to 9.15am and Thursday afternoons from 2.30pm to 3.15pm. It is located on the main veranda near Room 8. Orders can be filled in at the office or printed from website. Payments can be made at the Uniform Shop and via Flexi Schools.