

Koondoola Primary School



2026 Parent Information Booklet

50 Burbridge Avenue, Koondoola WA 6064

Telephone 9345 6200

Email: Koondoola.PS@education.wa.edu.au
Website: www.koondoolaps.wa.edu.au

WELCOME TO KOONDOOLA PRIMARY SCHOOL

OUR VISION

To provide an inclusive and supporting learning community that strives for excellence and empowers students to become independent thinkers of the future

OUR VALUES

Unity

We show unity by working as a team bringing everyone together.

Achievement

We nurture each other so we can continue to grow and achieve our goals.

Respect

We show respect by valuing and accepting the uniqueness and diversity of everyone in our school.

Responsibility

We take ownership of our words, actions, learning and our belongings.

Caring

We are kind, supportive and understanding to everyone in our school community.

Perseverance

We strive to achieve our personal best and overcome any challenges that may come our way. We are positive, we are resilient.

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GENERAL INFORMATION

Principal: Debbie Hyde

Deputy Principals: Steve Ioannou
Linda Zein

Manager Corporate Services: Michelle Hardcastle

School Officers: Fay Moreton
Katherine Singleton

School hours:

Start:	8:45 am
Recess:	10:55 am until 11:15 am
Lunch:	1:15 pm until 1:25 pm (eating time) 1:25 pm until 1:55 pm (play time)
Finish:	2:55 pm

Term Dates:

Term 1: Monday 2nd February - Thursday 2nd April
Term 2: Tuesday 21st April - Friday 3rd July
Term 3: Tuesday 21st July - Friday 25th September
Term 4: Tuesday 13th October – Thursday 17th December

Professional Development Days: *(students do not attend school on these days)*

Thursday 29th and Friday 30th January
Monday 20th April
Monday 20th July
Monday 12th October
Friday 18th December

Public Holidays: *(students do not attend school on these days)*

Monday 2nd March – Labour Day
Friday 3rd April – Good Friday
Monday 6th April – Easter Monday
Monday 27th April – ANZAC Day
Monday 1st June – WA Day
Monday 28th September – Kings Birthday

Absences from school

Attending school is compulsory from Pre-Primary. If children have been away from school for any reason, parents/carers need to notify the school explaining why the child has been away. If the child has been sick and has been seen by a doctor or visited a hospital, please send the medical certificate to school when the child returns. Please note, this is a legal requirement in the Education Act. If your family is going away on holidays during the school term, parents need to discuss their travel plans with the Principal, before the child leaves school.

Allergy Aware School

We have some students in the school with allergies to products, particularly nuts. An anaphylaxis reaction causes, shock, suffocation and possibly death within minutes of the allergic reaction commencing if not treated immediately. These life-threatening reactions can be generated simply by touching a surface that has had a nut product on it. We need parents to help create a safe environment at school by not sending peanut paste or Nutella sandwiches or snack bars with nuts. We encourage children to wash their hands before and after eating.

Arrival time at School

Children should not arrive at school before 8:15 am. If children arrive before 8:30 am they must sit in the undercover area. Staff will be on duty from 8:15 am in that area and the children will be dismissed to their class at 8:30 am.

Assemblies

Assemblies are held on a regular basis. Assemblies will be held on Friday mornings commencing at 9:00 am in the new undercover area. Please check the term planner and newsletters for assembly dates and details of special events or performances that will happen during an assembly. We invite all parents, carers and family members to join us for our assemblies.

Bikes and Scooters

It is recommended that children in Year 1, 2 and 3 only ride bikes and scooters when supervised by an adult. Wearing a helmet is compulsory when riding a bike or scooter. A bike/scooter rack is provided near the Dental Therapy Centre. Please make sure your child has a lock to secure their bike or scooter to the rack. When on the school grounds bikes and scooters must be walked - not ridden.

Complaints

If you have any matter of concern or problem you would like to discuss, please contact your child's classroom teacher or the relevant staff member. A problem can be solved if we are aware of it. If the issue continues to be of concern, please contact the Administration.

Factions

There are three factions at the school, they are Cygnet (blue), Parmelia (red) and Success (green). Children from the same family are placed in the same faction.

Late arrival at school

Teachers mark their electronic roll at 8:45 am each morning. Children who are not in their classroom at 8:45 am are automatically marked absent. Children who arrive at school after 8:45 am must come to the office and collect a Late Pass before going to their classroom. The office staff will change the electronic roll to show the child has arrived at school.

Enrolling your child

Proof of your child's date of birth is required for enrolment. Parents are required to bring along their child's birth certificate; passport; travel documents; immunisation record and visa information when enrolling their child. A Student Enrolment Form must be completed and signed by a parent or guardian before the child can start school.

Intensive English Centre

The Intensive English Centre (IEC) is part of our school with approximately 90-100 children from many different countries. The children are transported by bus from surrounding suburbs and attend the IEC for between one and two years.

Leaving the school grounds during the day

Between the hours of 8:45 am and 2:55 pm, the children are our responsibility and while in our care must NOT leave the school grounds without our knowledge. Parents who need to collect their child from school during the day must come to the office, sign their child out and collect a Leave Pass to hand to the teacher, before collecting their child from the classroom. Parents who are taking their child from the classroom to the Koondoola Dental Therapy Centre on the school site must also advise the office, before collecting their child from the classroom.

Library

All children must have a library bag before they can borrow books. The books are loaned to the children to take home for one week and then the book needs to be returned. Students in Years 1, 2 and 3 can borrow one book per week and students in Years 4, 5 and 6 can borrow two books per week.

Lost property

To help prevent us from having a large amount of lost property, it is important your child's name is printed on their stationery items and clothing, including hat and water bottle.

Money payment

When a child needs to pay money for an activity or excursion, a note will be sent home with a payment envelope that has the child's name, activity or excursion and cost printed on it. The child needs to bring the payment envelope to the office.

Newsletters

Newsletters will be sent out regularly informing parents about school activities and events. These are now sent out using a program called Sway through an SMS message. You will receive these on your phone.

Parent and teacher Interviews

Parents are welcome to visit the school. If you would like to discuss any aspect of your child's progress, please contact your child's teacher to arrange a time to suit you both. Occasionally teachers may contact parents and ask them to come to the school for an interview. We ask parents not to interrupt teachers during lesson time, but instead make an appointment for an interview. Interviews before school are often not convenient as teachers are preparing their lessons and interacting with their students. If the matter is urgent, please contact the office on 9345 6200.

Parent involvement

All parents are supported by the school and encouraged to take an active part in their child's learning. Koondoola takes pride in its flexible and engaging programs, and its multicultural environment. Parents are encouraged to become involved in the many activities happening at the school. An active involvement in school life is important because parents play a vital part in the total education of their children. Parents are welcome to join in the following activities: School Board; Classroom events including excursions, music festival, sports carnivals, assemblies etc.

Parking and pedestrian access

Parking inside the school grounds is provided for staff, visitors, delivery couriers and tradespeople only. We have a Disabled Parking Bay for drivers displaying an ACROD sticker. Parents/carers are not permitted to park in the school car park at any time. It is also important parents do not drive into the school car park to drop-off or pick-up children. Parking is provided for parents outside the school grounds along the school side of Burbridge Avenue or in Meldrum Way near the early childhood classrooms. [The school bus bays are clearly marked on Burbridge Avenue near the admin building and parents must not park in the bus bays at any time.](#) It is very important children do not walk through the school car park at any time. We appreciate your co-operation with this important safety matter.

Kindergarten Parent Information Booklet

Parents of children in Kindergarten will receive a separate Parent Information Booklet.

Reporting to parents – school reports and NAPLAN reports

All children from Kindergarten to Year 6 will receive a formal report for their child twice a year, in Term 2 and 4. IEC children receive an exit report when their time has finished. Children in Years 3 and 5 sit the NAPLAN test and receive a NAPLAN report. Please keep the reports in a safe place. Parents may be required to show their child's NAPLAN reports when enrolling in high school.

School Watch (Education Security)

We are keen to prevent vandalism and other damage to the school grounds and buildings. Parents are asked to take an interest in any activity around the school during out-of-school-hours and during the holidays. If you are concerned about anything happening on the school grounds or you see trespassers who you suspect may cause damage, please call Education Security on 9264 4632 or telephone the Police on 131 444.

Uniforms

Children are required to wear their school uniform to school every day. The school faction colours are Red, Blue and Yellow. A full range of uniforms can be purchased from our supplier, Tudor, 1/75 Excellent Drive, Wangara. Tudor is open from 8.00am until 5.30pm from Monday to Friday. The polo shirts, long sleeve polo shirts, micro fibre jackets and hats with the school logo can only be purchased from Tudor. Parents can collect a uniform order form from the office that will provide information about prices and sizes. The SunSmart approved school hats are reversible with navy blue on one side and the child's faction colour on the other side. Parents will need to know their child's faction colour so they can purchase the correct hat from Tudor.

Valuables and mobile phones

Children are not to bring jewellery, toys or expensive equipment to school unless permission has been given from Admin. Permission will generally only be given on "special" days or for selected class activities. Children who bring a mobile phone to school must leave it at the office for safe keeping during the day and collect it after school. If a student needs to contact home urgently, the school will arrange access to a phone from the office.

Voluntary contributions

Each year parents are asked to please pay \$40.00 per child voluntary contributions. The money is used to purchase library books, reading books, sports equipment, art and craft supplies etc. to support the educational programs for the children. Payment can be made at the office using cash and EFTPOS. Parents can pay their child's voluntary contributions in instalments eg \$10.00 per term. Parents of mainstream students who order their child's booklist requirements through the school can pay their voluntary contribution at the same time.

STUDENT SUPPORT SERVICES

Dental Therapy Centre

Children from Pre-Primary to Year 6 receive free dental treatment at the Koondoola Dental Therapy Centre situated at the school near the admin building. Although specialist treatment is not provided at the clinic, students are referred to a specialist if necessary.

School Nurse

A school nurse works at the school regularly doing hearing and vision screening. Children can be referred to the nurse by a teacher or parents can request an appraisal by telephoning the school.

School Psychologist

The School Psychologist's role is to assist with children who have academic, behavioural or emotional problems. Children are usually referred to the School Psychologist by a teacher, however, parents may make an appointment themselves to discuss any concerns they have regarding the progress and development of their children.

Aboriginal and Islander Education Officer (AIEO)

Our AIEO workers work at the school supporting our Aboriginal students and all projects involving Aboriginal and cultural studies. The AIEOs also provides support in classrooms.

Students at Educational Risk (SAER)

The SAER coordinator oversees the programs designed to enhance outcomes for students at risk in a variety of areas. The school has a comprehensive SAER program for both supportive and extension programs in the Intensive English Centre and mainstream classes.