

EAST BEECHBORO PRIMARY SCHOOL



PARENT INFORMATION BOOKLET 2026

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6216 1900

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EastBeechboro.PS@education.wa.edu.au



EAST BEECHBORO PRIMARY SCHOOL

Our Vision

At East Beechboro Primary School, we are dedicated to fostering an inclusive environment where every student is valued, empowered and supported in their individual journey. Working closely with families and the school community, we strive to create a safe, positive learning environment to inspire lifelong learning and maximise each child's potential.

Our Values

Learning

We have a positive approach to learning and encourage it in others. We advance learning based on our belief that all students have the capacity to learn.

Excellence

We have high expectations of our students and ourselves. We set standards of excellence and strive to achieve them.

Equity

We recognise the differing circumstances and needs of our students and are dedicated to achieving the best possible outcomes for all.

Care

We treat all individuals with care. Our relationships are based on trust, mutual respect and the acceptance of responsibility.

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Introduction

Welcome, and congratulations on your decision to enrol your child at East Beechboro Primary School. This booklet is designed to give you a brief overview of information you may find useful regarding processes that occur at our school. For a more detailed understanding of our school, we hope you take some time to chat with your child's classroom teacher, and we invite you to call our office to clarify any aspect of your child's schooling.

East Beechboro Primary School values working together in partnership with families to achieve the high expectations we set for our students. With a shared commitment to quality teaching and learning, and productive relationships, we look forward to working together to support your child to grow and thrive both academically and socially.

Caroline Harben
Principal

ADMINISTRATION STAFF

Principal:	Mrs Caroline Harben
Deputy Principals:	Mr Jonas Byford Mrs Nicola Suckling
Manager Corporate Services:	Mrs Dana Marshall
School Address	51 Brockmill Avenue Beechboro WA 6063
Phone:	6216 1900
Website:	www.eastbeechboroprimary.wa.edu.au
Email:	EastBeechboro.PS@education.wa.edu.au

ABSENCES FROM SCHOOL

If your child is absent you will need to inform the school and provide a valid reason. You can contact the school via phone on 6216 1900, through Compass or via the website. If your child is absent and you have not notified the school before 9:30am, you will receive an automated text message. You can click on the link in the message and enter a reason for your child's absence. Extended absences require a medical certificate.

Where you are able to give advance notice of absences, particularly for a prolonged period, please contact the school to let us know as soon as possible.

ALLERGIES

East Beechboro Primary School is an allergy aware school. We implement a range of measures to minimise the chance of a student being exposed to a known allergen.

If your child has an allergy you are required to report it to the school and complete an Emergency Medical Action Plan with your Medical Practitioner to assist us in keeping your child safe.

ARRIVAL AT SCHOOL

Due to duty of care concerns, students should not arrive at school before 8:15am.

If arriving at school between 8:15am and 8:30am, children from all year levels, must wait in the Undercover Area, where they will be supervised by a member of administration. No students are to wait outside of classrooms. This also applies to students who are with their parents.

All students will be released to class at 8:30am to prepare for the school day.

ATTENDANCE

All students K-6 are expected to attend school regularly. Less than 90% attendance is considered At Risk by the Department of Education. Student absences are monitored by the Administration staff and may be followed up if considered to be impacting a student's education.

Wherever possible, appointments and therapy services should be arranged outside of school hours to minimise the impact on your child's schoolwork.

Authorisation for absences due to vacations during term time will only be considered under specific circumstances. If you are removing your child/ren from school during the term you are required to write to the Principal informing them of the length and reason for the vacation.

ASSEMBLIES

Assemblies are generally held weekly on a Wednesday morning from 8:50am to approximately 9:30am. **Councillor assemblies**, held fortnightly, deliver school messages for staff and students, and school incentive awards are presented. **Class assemblies** are hosted by classes who present an item such as a song or class learning. Student Honour Certificates are presented to students at these assemblies. Parents and friends are welcome to attend all assemblies.

AUTHORISED COLLECTION OF STUDENTS

Students will only be released to people listed as authorised contacts on their student record. Should you require additional contacts added to your child's list please contact the school via phone or email.

If someone who is not on your child's record will be collecting your child, please phone us ahead of time and let us know. They will need to provide appropriate identification before collecting your child.

BEHAVIOUR AND WELLBEING

The School Behaviour Management Policy provides students with a positive, safe and supportive learning environment. Our student behaviour and wellbeing approach is based on restorative practices where we;

- Assist students to develop personal responsibility for learning, behaviour and wellbeing.
- Support students to restore any relationships damaged in the event of a confrontation.
- Maintain the rights of students to learn and the rights of teachers to teach in an orderly, secure environment.

Our School Rights are explicitly taught and consistently referred to;

1. We have the right to be free from harm.
2. We have the right to teach and learn.
3. We have the right for our property to be looked after.

Whole School Reward System

The school operates a token reward system using “greenies”, “pinkies”, a series of achievement certificates and merit badges. The system is used throughout the school in the classroom and playground. Students are rewarded for good behaviour, demonstration of good work, effort, virtues and school values.

Honour Certificates are issued by teachers to identified students for a variety of reasons and presented at assemblies. Students receive a variety of stamps, stickers and rewards from administration for application, achievement and exemplary work.

BELL TIMES

Classroom Doors Open	8:30am
School Starts	8:40am
Morning Session 1	8:40am – 10:55am
Recess	10:55am – 11:15am
Morning Session 2	11:15am – 12:40pm
Lunch	12:40pm – 1:15pm
Afternoon Session	1:15pm – 2:45pm

BICYCLES AND SCOOTERS

Children must know and obey all cycle safety rules if riding to and from school. Consistent with police advice, it is strongly recommended that children under the age of 10 do not ride to school unaccompanied. Students must wear a helmet at all times when riding their bicycle or scooter. Bikes and scooters must be walked on school grounds.

Bikes and scooters are secured within the school grounds; however, it is strongly recommended that a lock also be used to protect your child’s property. The school does not accept responsibility for the security of bikes and scooters.

Skateboards and roller skates are not permitted on school grounds.

BOOK CLUB

Scholastic Book Club is available on a regular basis throughout the year. Brochures are sent home with each child, showing the books available and the prices. Students return their orders to school with payment as indicated on the brochure. Book orders will be delivered to the school and sent to the child's classroom on arrival.

BOOKLIST (PERSONAL ITEMS LISTS)

Booklists are issued each November/December for the following year. The items on the Booklist (Personal Items list) are essential for day-to-day classroom learning. Parents are asked to ensure that *all items are clearly labelled with the student's name*.

COMPOSITE CLASS POLICY (Split class)

Being placed in a composite class does not disadvantage children. It is a teacher's professional responsibility to teach every child at their point of need regardless of their age. Given the developmental nature of learning and social interactions of children, composite classes optimise educational outcome opportunities.

Teacher professional judgement is the key to all placement decisions. All students will have their placements determined following very careful consideration of their needs.

CONCERNS AND COMPLAINTS

Please contact the school with any concerns or complaints. In most instances it is appropriate that the class teacher be the first point of contact. However, please feel free to contact the Principal or Deputy Principals directly if you feel this is warranted.

COMPASS

Compass is the school's main communication platform which allows parents to engage in their child's learning. Each parent will be given their own secure login to Compass. Parents will receive notifications from Compass, via email, when a notice has been posted. More information about accessing this platform will be in your enrolment pack.

CUSTODY

If there are court orders involving a child, the class teacher and Principal need to be informed as soon as possible and the school must be supplied with copies of court orders the student's record. Unless the school has a copy of approved court orders, the school cannot action any restrictions.

DENTAL THERAPY SERVICES

Located at Caversham Valley Primary School, the clinic offers examination and treatment services to all eligible students. Pre-Primary and new students to the school will be issued a registration form at the time of enrolment. Appointments are organised through the clinic directly. Families are notified of appointments through letters sent to the school or to the home. All Pre-Primary, Year 3 and Year 6 students will be screened during the year for a growth and development check.

If you wish to discuss a dental concern you can contact the clinic on 9461 2713.

DOGS

Dogs are not permitted on the school grounds under any circumstances, including the school carpark and oval.

EXCURSIONS / INCURSIONS

Planned excursions and incursions form an important part of the curriculum, providing valuable learning opportunities for students. Cost of excursions are kept to a minimum and will not exceed the amount identified in the yearly "Contribution and Charges" schedule. Information regarding excursions will be sent out via Compass and parental permission, payment (if required) and updated medical information is required for a student to be eligible to attend an excursion. These are also completed through Compass.

Attending excursions, incursions or organised school activities is a privilege not a right. Continuous behavioural concerns may preclude a student from attending such activities.

FACTIONS

On entering the school each child is allocated to one of our four factions. Family members are allocated to the same faction. Faction groups are Bilbies (green), Wallabies (yellow), Numbats (red) and Bandicoots (blue).

HATS

The school has a "NO HAT, NO PLAY POLICY". Children's outdoor activities will be confined to undercover areas if they do not have a 'SunSmart' hat. East Beechboro Primary School is an accredited 'SunSmart' school. The wearing of the school SunSmart hat is part of the school uniform. Hats are available from the uniform shop.

Please ensure your child's hat is clearly labelled with your child's name.

HOMEWORK

Homework is set by each class teacher in line with the student's year level and capacity, and increases in formality, complexity and time requirements as children progress through year levels. Although the issue is best clarified with teachers at class meetings, parents can generally expect that homework will consist of reading, completion of class work, revision of recent work, preparation for tests and projects/assignments.

Parents can anticipate that a reasonable amount of time for children to spend on homework, four times per week, would be:

Junior Primary	-	10-15 minutes
Middle and Upper Primary	-	20-30 minutes

IMPORTANT DATES

Term Dates for 2026

Term 1: Monday 2nd February – Thursday 2nd April

Term 2: Monday 20th April – Friday 3rd July

Term 3: Monday 20th July – Friday 25th September

Term 4: Monday 12th October – Thursday 17th December

*Note: The school office will be open from Tuesday 27th January 2026. Teachers commence on Thursday 29th January 2026.

IMPORTANT DATES *continued*

School Development Days for 2026

Term 1: (Mandated) Thursday Jan 29th and Friday Jan 30th

Term 2: Week 6 Friday 29th May

Term 3: Week 5 Monday 17th August

Term 4: Week 5 Monday 9th November
Week 10 Friday 18th December

IMMUNISATION

Children enrolling in Kindergarten **must** be up to date with all the scheduled immunisations for their age to be able to attend school. Parents will need to provide a copy of their child's Australian Immunisation Register (AIR) Immunisation History Statement as proof of immunisation.

INTERNET USAGE

The internet is provided as a learning aid and will only be used in accordance with the Internet and Computer Usage Policy guidelines. Students must return a Acceptable Use of Online Services agreement, signed by the student and a parent prior to students being permitted to use computers in classes.

LEAVING DURING THE SCHOOL DAY

Parents needing to collect their child during the school day must come to the front office to sign the child out. Only parents and other authorised persons may collect children.

LIBRARY

Classes are allocated a library time for borrowing and returning books. Students are encouraged to borrow books of their choice which they take home for **the week** to read and enjoy. Students **must** return their books to the library on their next visit to borrow another one. Students who have not returned their books will **not** be permitted to borrow another until it has been returned.

MEDICAL EMERGENCIES

Every effort will be made to contact parents in the event of a medical emergency. In the case of a medical emergency children will be treated by staff, and if deemed necessary, an ambulance will be called. Cost of an ambulance will be billed to the parent.

Please make sure all information regarding MEDICAL CONDITIONS, EMERGENCY CONTACTS, and the name and telephone number of your MEDICAL PRACTITIONER on your child's enrolment form is current.

MEDICATION AT SCHOOL

If medication is required at school, parents must speak to a Deputy Principal, or the Principal and complete the required permission forms prior any to medication being administered by staff.

MOBILE PHONES

Students who require a mobile phone for any reason are required to submit a Mobile Phone Agreement, signed by the student and a parent, prior to being permitted to bring their phone to school. Students are not permitted to carry their phones on them or in their bags during the day. All mobile phones must be submitted at the office at the start of the day and collected after school. The school accepts no responsibility for lost or damaged mobiles for students who do not follow this procedure. Students found using their phones at school will have the phone confiscated and parents will need to collect the phone from the office. Parent support on this matter is greatly appreciated. During the school day, parents may contact their child by calling the school office.

NEWSLETTERS

Newsletters are produced three times a term. This publication is available on the school website and via Compass. It is highly recommended that parents spend time reading the Newsletters to stay informed.

NO SMOKING

Parents and visitors must adhere to Department of Education policy prohibiting smoking on school grounds or at official Department of Education events i.e. sport carnivals, excursions or family events.

PARENT INVOLVEMENT

Parents are encouraged to involve themselves in as many school activities as possible.

- ***Parents and Citizen's Association*** – The P&C plays a vital role in helping with the education of students by organising fundraisers and social events. Joining the P&C and following their Facebook page is a good way to meet other parents. Meetings are held every term and dates are communicated through Facebook. All parents are urged to support the P&C to assist our school and students.
- ***School Board*** – East Beechboro is an Independent Public School with a School Board that meets once a term. Parent Board members (6) are elected by ballot from the community, the Principal is automatically on the board, staff members (2) are elected by ballot of staff members, independent community members are invited to join the board. Members serve on the board for a period of no less than 2 years.

PARKING

The safety of all children is paramount. You are asked to heed the Council road signs when parking around the school, especially during peak pick-up and drop off times.

THE STAFF CAR PARK IS RESERVED FOR STAFF, SERVICE VEHICLES AND VALID ACROD PERMIT HOLDERS ONLY. This policy exists for the safety of children. Parents are not permitted to use the car park unless prior arrangements have been made with the Principal.

PAYMENT OF COSTS

When paying for activities such as excursions, swimming lessons, class activities etc, the preferred payment option is Compass. Other payment options available are EFTPOS, Cash (exact monies as no change is available) or Direct Deposit (BSB: 066 132 Acct: 00902273). Families experiencing financial difficulties are encouraged to discuss other payment options with Dana Marshall - Manager Corporate Services. All discussions are strictly confidential.

Students can deposit permission forms and/or payment (cash or credit card) in the black drop boxes at the back of the staffroom.

PHOTOS

Throughout the year student photos may be selected for newsletter displays, media publications, web page productions or other school promotional materials. **Parent permission for student images to be used for school purposes is included in the third-party consent form.**

Parents will be provided the opportunity to purchase professional school photos during the school year.

REPORTING TO PARENTS

Parents are advised of the teaching program and their child's progress in a number of ways throughout the year including:

- **Class information Sessions** – conducted by teachers early in the school year.
- **Student Work Samples** – a selection of your child's work forwarded home for your consideration and comments throughout the year.
- **Learning Journey Open Night** – your child chooses examples of their work across all curriculum areas for you to view. The school opens for an evening to host families to visit the school including specialist classrooms and the library.
- **Parent/Teacher Interviews** - conducted at the request of parents or teachers at any time during the year.
- **Formal school reports** - available to parents electronically.

SCHOOL CHAPLAIN

Our School Chaplain is on site two days per week. The role of the School Chaplain is to offer pastoral care to our students. Appointments can be made through the Deputy Principal.

SCHOOL NURSE

A school nurse is available to the school through a referral process. Responsibilities include hearing, eyesight and general growth and development checks.

SICK CHILDREN

If your child is unwell in any way, it is advisable they be kept at home – even if they feel well and want to come to school. This will prevent infecting other children and avoid your child becoming distressed unnecessarily. Children who have an illness causing them to vomit must not attend school until they have ceased vomiting for a minimum period of 24 hours **after** the last episode of vomiting.

SPORT

Sport is a part of the school curriculum and as such all children are expected to participate. A parent note or doctor's certificate is required before a child can be excused. Physical Education lessons are conducted with all classes.

STUDENT TEACHERS (Education Assistants, Workplace Learning students, High School students)

Each year our school supports the program of Edith Cowan University, TAFE Certificate III & IV students and high school students by accepting a number of trainees for short and long term placement in classrooms.

SWIMMING LESSONS

Swimming Lessons run for 2 weeks each year for Year 1 – Year 6 students. 10 lessons are provided by the Department of Education and are free, however there is a cost to families for transport and pool entry. It is the responsibility of the parents to pay these costs in full prior to the commencement of the lessons.

UNIFORM POLICY & DRESS CODE

Our school uniform fosters and enhances the public image of East Beechboro Primary School, assists in building school and team spirit, ensures students are safely dressed for specific school activities, encourages equity among students and is cost effective. Items in the designated school colours may be purchased from the P&C Uniform Shop. Second hand school clothes are also available from the uniform shop for a gold coin donation.

Student Presentation & Uniform

- All students are expected to wear the school uniform as per the Uniform Policy.
- Jewellery should be limited to a watch or studs/sleepers (earrings) for safety reasons. Should a student be wearing inappropriate jewellery or makeup they will be asked to remove it.
- All students should wear closed in shoes appropriate for school activities.

The Uniform Shop is run by the P&C volunteers and is open weekly. Orders can be placed via their online store at: eastbeechborouniforms.square.site or through the order form (available on the school website and from the school office) and returned via email or in person.

VISITORS

In the interest of student safety all visitors to the school inclusive of parent helpers are expected to present to the school office to sign in. Students will not be released to an adult without completion of the official 'sign-out' process.

VIRTUES

The East Beechboro Primary School community is committed to the implementation of the whole school Virtues program. All virtues are explicitly discussed in the classroom, highlighted during assemblies and school announcements and referenced in school newsletters and internal communications.

	TERM 1	TERM 2	TERM 3	TERM 4
WEEK 1 & 2	Honesty	Honesty & Truthfulness	Cooperation	Trustworthiness
WEEK 3 & 4	Courtesy	Commitment	Forgiveness	Tolerance
WEEK 5 & 6	Respect	Courage	Diligence	Assertiveness
WEEK 7 & 8	Pride	Compassion	Reliability	Perseverance
WEEK 9 & 10	Self-Discipline	Responsibility	Determination	Friendliness

VOLUNTARY CONTRIBUTIONS

To help enrich the learning opportunities available to your child, the Education Act allows School Boards to request voluntary contributions to support student education. Our School Board has set this contribution at **\$50 per child**, with a **maximum of \$150 per family**. These funds play an important role in helping the school plan effectively, and we appreciate contributions being made early in Term 1 or when submitting your child's personal items list.

The School Board has also approved a **voluntary annual P&C contribution of \$10 per family**. We sincerely appreciate your support as every contribution, big or small, makes a meaningful difference to our school community.

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