

Aveley North Primary School



Parent Information Booklet 2025

This booklet provides an overview of our school. Please see our website for all the detailed information and guidelines on the following:

Charges & Voluntary Contributions

Attendance Guidelines

Uniform Guidelines

Communication Guidelines

Mobile Phone Guidelines

Good Standing Guidelines

Bushfire/ Evacuation Procedures

<https://aveleynorthps.wa.edu.au/guidelines/>

School Contact Information	<p>Address: 77 Strinesdale Boulevard, AVELEY WA 6069</p> <p>Contact Number: 9297 7800</p> <p>Email: AveleyNorth.PS@education.wa.edu.au</p> <p>Website: https://aveleynorthps.wa.edu.au</p>																
Additional Phone Numbers	<table> <tr> <td>Department of Education (WA)</td> <td>9264 4111</td> </tr> <tr> <td>North Metropolitan Education Region</td> <td>9264 6666</td> </tr> <tr> <td>Education Security</td> <td>9264 4771</td> </tr> </table>	Department of Education (WA)	9264 4111	North Metropolitan Education Region	9264 6666	Education Security	9264 4771										
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Term Dates 2025	<p>All term dates for the current and future years are available on the Department of Education website: www.det.wa.edu.au/education/termdates</p> <p>Term 1: Wednesday 5 February – Friday 11 April</p> <p>Term 2: Monday 28 April – July</p> <p>Term 3: Monday 21 July-Friday 26 September</p> <p>Term 4: Monday 13 October – Thursday 18 December</p> <p><i>Please note the School Development Days:</i></p> <p>Monday 3 February</p> <p>Tuesday 4 February</p> <p>Friday 28 February</p> <p>Friday 30 May</p> <p>Monday 10 November</p> <p>Friday 19 December</p>																
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Bell Times	<p>Doors Open: 8.30 am</p> <p>Lesson 1 Commences: 8.45 am</p> <p>Lesson 2 Commences: 9.40 am</p> <p>Recess: 10.35 am</p> <p>Lesson 3 Commences: 11.00 am</p> <p>Lesson 4 Commences: 11.55 am</p> <p>Lunch: 12.50 pm</p> <p>Health & Wellbeing Time: 1.35pm</p> <p>Lesson 5 Commences: 2.00 pm</p> <p>End of Day: 2.55 pm (2.30 pm on Wednesday)</p>								
Hours of Supervision	<p>To always ensure the safety of students, they should not arrive at school prior to 8.30am. Any students arriving prior to 8.30am will need to sit in the meeting area with their bags.</p> <p>All students not involved in after school activities are expected to leave school grounds at 2.55pm (or 2.30pm on Wednesday), unless special arrangements have been made by parents or teachers. If an emergency occurs and you will be more than 15 minutes late to collect your child, please contact the school, so supervision arrangements can be made. Should a student be collected prior to the end of the day, they will need to be signed out at the front office.</p>								
Before and After School Care	<p>Camp Australia provide before and after school care for students on the Aveley North Primary School site from the beginning of the school year.</p> <p>You can register for this service at: www.campastralia.com.au</p> <p>You can also collect an information flyer from the Administration Office.</p> <p>For more information, please refer to the Outside School Hours Care and Other Partnerships Tab under What We Do on the School's Website.</p>								
School Houses	<p>The School Houses were named by the Steering Committee and represent trees local to the area.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Jarrah</td> <td style="width: 50%;">Red</td> </tr> <tr> <td>Sheoak</td> <td>Green</td> </tr> <tr> <td>Marri</td> <td>Blue</td> </tr> <tr> <td>Wattle</td> <td>Gold</td> </tr> </table>	Jarrah	Red	Sheoak	Green	Marri	Blue	Wattle	Gold
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<p>Enrolling at Aveley North</p>	<p>Aveley North Primary School adheres to the Department of Education's Enrolment Policy. This policy clearly outlines eligibility requirements as listed below:</p> <ul style="list-style-type: none"> • Resident in the local area: The School Education Act 1999 guarantees a place for every child in the compulsory years of school, Pre-Primary – Year 6, at their local school. • A birth certificate or extract of birth or passport must accompany the Application for Enrolment. Students will be placed in the year of study corresponding to their age group. • Parents of students with Special Needs are asked to contact the school to discuss these needs when the Application for Enrolment has been approved to ensure that the most appropriate program is in place to meet their needs. • Access to our Education Support Program is discussed with parents along with other disability support options. All applications for placement in the Education Support Program are subject to eligibility criteria and approval by the Department of Education. • The school must sight a copy of each Student's Immunisation Statement at the time of Application for Enrolment.
<p>International Enrolments</p>	<p>Students who were born overseas must hold the appropriate visa before applying to the school. For overseas students who are entering Australia using an entry visa it is necessary that the office sight the passport and visa of the parent (primary visa holder) and student at the time of Application for Enrolment.</p> <p>For all visa enquires please contact Education and Training International on 08 9218 2100 or email study.eti@dtwd.wa.gov.au</p>
<p>Collection of Children</p>	<p>During School Hours:</p> <ul style="list-style-type: none"> • In certain circumstances, such as illness, medical appointments, etc. it may be necessary to collect children from school during school hours. Parents are required to complete a Student Leave Pass at the front office before picking up child/ren from their classroom/s. This is a necessary legal requirement for reasons of safety and duty of care. <p>After School Hours:</p> <ul style="list-style-type: none"> • At times, parents can be unavoidably detained, causing them to be late when collecting their children from school. In such instances, please phone the school, so that supervision arrangements can be made. We do have on-site after school care where your child will be placed. A cost will be incurred by you when your child is picked up.
<p>Custody of Children</p>	<p>Please provide copies of court orders to the Principal at time of enrolment. An appointment to discuss the information with the Principal will be provided. If in the future, there are any changes to the orders it is very important that you inform the Principal.</p>

<p>Communicating with the School</p>	<p>Aveley North Primary School acknowledges the concerns of parents and welcomes any questions you may have. We are committed to responding promptly to your enquiries. When you have matters or concerns regarding the school it is vital that you seek resolution as early as possible to avoid unnecessary stress and anxiety.</p> <p>In the first instance, please contact the classroom teacher or other relevant staff members to discuss your concerns. The best way to do this is to arrange an appointment with the relevant person so that an appropriate amount of time can be devoted to resolving the matter effectively.</p> <p>Please note: it is inappropriate for parents/caregivers to deal directly with other students or their caregivers as this can lead to unnecessary conflict between the parties involved.</p>
<p>Compass</p>	<p>Our whole school communication platform is Compass. The front office can provide you with your log in, allowing you to see notices, submit attendance notes, and keep up to date with school events.</p> <p>There is an app available for both IOS and Android</p>
<p>Newsletters and School Communication</p>	<p>The school newsletter is sent out fortnightly. This is generally on Thursday. Our newsletter is designed to keep you up to date with current and upcoming events at the school.</p> <p>A term planner is included with the first newsletter of each term. The newsletter also includes information from the Aveley North Primary School Board and the Parents & Citizens Association. The newsletter is a wonderful way for us to share and celebrate the achievements of your children. (DEAN TO CHANGE)</p> <p>We urge parents to read the newsletters regularly to keep up to-date with what is happening in and around the school.</p>
<p>Website</p>	<p>Please refer to the school website for up-to-date information about school information, policies, services and staffing.</p> <p>We urge parents to look at the website regularly to keep up-to-date with what is happening in and around the school.</p> <p>You can access the school website at: https://aveleynorthps.wa.edu.au/</p>
<p>Facebook</p>	<p>Aveley North Primary School is on Facebook. Information about school wide events and some reminders will be posted to the page. Like the page to stay connected.</p>
<p>Accidents and Illness</p>	<p>In the event of a child being sick or having an accident at school, every attempt will be made to contact the parents. All parents are asked to ensure that the school has up to date contact phone numbers, address and emergency contact details, so contact can be made without delay. In the event of a serious accident where parents cannot be contacted, an ambulance will be called. This cost will be charged to the parent by the Ambulance Service.</p>

<p>School Board</p>	<p>The purpose of the School Board is to act ethically and with integrity in the governance of the school within the legislated accountability framework. The board has a distinct role as provided under the legislation as the way for parents and the community to be involved in school decision making. In general, the Act prohibits the board from participating in the day-to-day running of the school.</p> <p>Board meetings are a key part of board life. During meetings, the Board receives updates on school progress and performance, and makes important decisions that have an impact on the lives of students, staff and members of the community.</p> <p>The Board must adhere to ethical and transparent processes around holding and documenting meetings. Guidance on expected behaviours is included in the board's code of conduct and grievance handling arrangements.</p> <p>The Delivery and Performance Agreement is a contract between the Department of Education and each Independent Public School that details Department, School and Board responsibilities as well as reporting and other requirements.</p>
<p>Parents and Citizens Association</p>	<p>The P&C is an important body consisting of staff and parents/carers. They aim to work together to help provide information about school issues and educational developments and support the learning environment and infrastructure of the school. Meetings are generally held twice per term with the sub-committees and an executive committee meeting more regularly to progress work at hand. The Annual General Meeting is held in February. Dates of the meetings are published in the school newsletter, on the school website and in the term planner.</p> <p>The role of the P&C is diverse and most school P&C Associations significantly contribute to the programs and facilities within the school. Please contact the School Office if you would like to be involved.</p>
<p>Parent Participation</p>	<p>Parent assistance in the classroom and with school activities is always very welcome. It gives parents the opportunity to take an active part in class activities and to develop an understanding of how children learn. If you wish to assist in the class, please contact your child's classroom teacher and watch for notes in the school newsletter asking for assistance with special school events. You will be required to sign our Visitor Book prior to assisting in the classroom.</p> <p>If you are a volunteer on an overnight camp you are required to have a current <i>Working with Children Check</i>. Further information about this is available from the Principal.</p>

<p>Dogs on Premises</p>	<p>As a school we are bound by policies from the Department of Education. I must remind parents that dogs are not permitted on school grounds during school hours. Apart from our school Therapy Dog, who has approved documentation and risk management plans, no other dogs are permitted on site at our school.</p> <p>We appreciate that families walk to school with their dogs; however, please make arrangements for dogs to remain outside the school grounds when taking your child to their classroom.</p>
<p>Bicycles</p>	<p>Students may ride their bikes or scooters to school. In the interests of safety, we have expectations for them to follow:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bicycles or scooters are not to be ridden on the school grounds <input type="checkbox"/> Legislation exists that requires all cyclists, including children in Western Australia, to wear helmets. <input type="checkbox"/> It is recommended that children under the age of ten do not ride bicycles unsupervised. <input type="checkbox"/> Bicycles and scooters must be kept in the racks provided. They are not permitted to be stored in classrooms or with school bags. <input type="checkbox"/> Students bring these items to school at their own risk. They are strongly encouraged to secure bicycles and scooters with a lockable chain. <input type="checkbox"/> The school takes no responsibility if these items are stolen or damaged.
<p>Parking</p>	<p>Parking for parents and visitors is available in the Early Childhood Annexe car park located off Vidalia Drive. There will also be street parking surrounding the School for parents. We ask that parking is a community responsibility and we act with respect and courtesy to keep our students safe as they enter and leave school each day.</p> <p>Staff, Disabled, Dental Therapy and authorised visitor parking areas have been designated in the Strinesdale Boulevard car park. Parents are asked to use the bays that are not marked when dropping off children before, during and after school hours.</p>
<p>Internet, Information Privacy and Security</p>	<p>All students access and use the internet under supervision whilst at school. When enrolling your child you will be required to sign a permission form granting rights to access the internet whilst at school.</p> <p>Department of Education policy requires written permission before photos of your child/ren can be used on printed material such as newsletters, newspapers, television, video and/or internet. Formal enrolment documentation requests parent authorisation / permission for this to occur.</p>
<p>Personal Belongings</p>	<p>Children are asked not to bring along valuables such as iPods, mobile phones, jewellery, electronic toys or money that can be mislaid or damaged during school hours. No responsibility will be accepted for valuables of this nature.</p>
<p>Lost Property</p>	<p>Containers of lost property such as clothing will be located in the Administration Office.</p> <p>We ask for your assistance by ensuring that all personal belongings are clearly labelled with your child's name to assist us to be able to return items misplaced by children within the school grounds.</p>