



Information Booklet

Parent Handbook 2025



Shaping bright futures by empowering lifelong learners



Dear Parents, Families and Friends

Thank you for enrolling your child at Gosnells Primary School. Gosnells Primary has been delivering educational services to the Gosnells community since 1905.

Our school is highly regarded, well established and strives for excellence. In 2015 we were awarded Independent Public School status, giving us more flexibility to meet the needs of our local community.

We are proud of our long history, our professional and dedicated staff, our inclusive education environment and our strong and ongoing community links.

Gosnells Primary School prides itself on providing an environment of excellence for all staff, students and their families with four simple expectations that everyone will **'Be Safe'**, **'Be Responsible'**, **'Be Respectful'** and **'Be Better'**. We ask that you join us in expecting the very best from both us and your children so that they have every chance to achieve their potential.

We encourage you to take part in your child's educational journey. This is only the start! If you play, read, encourage, talk with and listen to your child, then it gives them a firm base upon which to grow and learn.

This handbook is a useful reference. It tells about how our school operates, our policies, our expectations, programs and support for you and your child. We welcome you to this unique school community and look forward to working together with you to make a difference for your child.

With best wishes,

Scott Tapper

Principal



OUR SCHOOL

School Contact Information

Telephone: 9234 6350
Email: gosnells.ps@education.wa.edu.au
Website: www.gosnellsps.wa.edu.au
Absentees: send an SMS to 0418 938 510
Facebook www.facebook.com/GosnellsPS
Address: 173 Hicks Street, Gosnells WA 6110

School Hours

Morning Period: 8:30am - 10:40am
Recess: 10:40am - 11:00am
Pre-lunch Period: 11:00am - 1:00pm
Lunch: 1:00pm - 1:40pm
Afternoon period: 1:40pm - 2:40pm

Parents/carers are requested to ensure that children **do not arrive at school before 8:15am.**

The gates on May Street and Clara Street are opened at 8:15am for drop off and locked at 8:35am. The gates are opened again at 2:40pm where your children will meet you for collection.

All children who arrive after 8:40am require a Late Pass from the office.

Parent Contributions

The parent contribution for Kindergarten to Year 6 is \$60 per child per year. This contribution may be paid in cash at the office, online via the Qkr! App or when personal items lists are ordered.

School Vision

Shaping bright futures by empowering lifelong learners.

Term Dates for Students in 2025

Term 1, 2025

Wednesday 5 February - Friday 11th April

Term 2, 2025

Monday 28 April - Friday 4 July

Term 3, 2025

Monday 21 July - Friday 26 September

Term 4, 2025

Monday 13 October - Thursday, 18 December

There are six school development days decided by the school where students do not attend. Two of these days are before the school year starts for students and one day is after the school year ends for students.

Each school schedules another three days throughout the year in consultation with its school council/board and school community. These dates for 2025 are:

- Tuesday 4th March, 2025
- Tuesday 3rd June, 2025
- Monday 25th August, 2025



UNIFORMS

School Dress Code

The Gosnells Primary School Dress Code shall reflect the pride and ethos of the school community.

Context

A school dress code:

- fosters and enhances the public image of the school and in building school and team spirit;
- ensures students are dressed for specific school activities and encourages equity among students;
- clearly identifies students when they represent or participate in excursions or at school social functions;
- identifies what faction a student is in when they participate in sport or physical education if they are wearing their faction shirt.

Recommended Uniform

- gold t-shirt or polo shirt;
- Maali t-shirt;
- Graduation Shirt for Year 6s;
- royal blue windcheater or zip jacket;
- royal blue shorts, skorts or skirt;
- royal blue track pants or long cargo pants;
- blue and white checked dress;
- faction t-shirt with faction specific emblem;
- appropriate enclosed shoes with socks or strapped sandals;
- wearing of shirts, windcheaters and jackets with school emblem is preferred; and
- students are to wear sun safe hats when outside in the sun.



Dress Code Inclusions

- children are to adhere to school colours;
- sports uniform or faction colours for sports events; and
- hair is to be tied back and kept clear of the child's eyes.

Dress Code Exclusions

- thongs, health sandals, slip-ons, ugg boots, rubber boots, football boots in class, high heels or platform shoes;
- jewellery (watches, ear studs and sleepers are acceptable). Make-up is excluded, this includes nail polish;
- bulky jackets to be worn over a jumper and removed before entry to class;
- brief shorts, board shorts or denim shorts;
- clothing with vulgar, lewd or offensive slogans or pictures;
- no logos bigger than a bankcard; and
- t-shirts and long pants not in school colours, jeans, camouflage clothing, black clothing, checked shirts or long coloured striped socks.

Advice to Students on Dress Code

A sun-safe hat in the school colours is compulsory whenever the UV is forecast to reach three or more during recess and lunch time. School uniforms may be ordered through the Gosnells Primary P&C and second hand school clothes are available.

Modification to Dress Code

Students who for religious or health reasons may need to modify the school dress code are required to make an appointment with the Principal to negotiate alternatives. Staff will be informed of these students.





COMMUNICATION

Early Release and Emergency Contacts

Parents are requested to identify on their child's enrolment form the names of people they wish to act on their behalf in an emergency. Authority from the parent/caregiver is required before students are released to anyone during school hours. Forms are available at the office and they are to be completed by the parent/caregiver before students can be released from school. The name of the person collecting the student is checked against the child's enrolment details. Please ensure that the office is kept advised at all times if the emergency contacts identified change.

Facebook Page, Seesaw and Website

Parents and carers can 'like' our school Facebook page to be regularly updated with important and relevant school information. Shared throughout the year. www.facebook.com/gosnellsp

When enrolling at our school, students are connected via our whole school communication app [Seesaw](#). Parents can download this app via the Apple or Google store. Seesaw enables quick communication between school and home and provides parents with an invaluable insight into the learning occurring within the classroom. Teachers use Seesaw regularly to share learning and key activities and event information.

We have a mobile-friendly website which is a central hub of information for parents and community members. Check it out regularly for the latest news around our school. www.gosnellsp.wa.edu.au

Newsletter

Newsletters are an important way of communicating with all parents and caregivers on matters concerning the school. The newsletter will be distributed electronically every second Wednesday (odd weeks) and is available on our website. For those families who do not have an email address, the eldest child in the family at school will receive a hard copy. Spare copies are available from the office. Please check with your children and insist that all notes are handed to you promptly on arrival from school.

Notes are required for:

- any absence from school - stating a reason for the absence. SMS communication will be accepted as a legitimate 'absence note' - send an SMS to: 0418 938 510;

Parent Contact with School

Any parent who feels concerned about a child's progress or any other aspect of his/her schooling is invited to discuss the matter with the class teacher and/or Deputy Principal and/or Principal. However, in order that the school routine is not unduly interrupted, we ask that the following procedure be adopted:

1. **Discussion with Class Teacher** - Please endeavour not to interrupt class teaching routines. The best procedure is a note to the teacher or Seesaw message requesting a suitable time or to arrange an appointment whether in person or via telephone. Teachers have specific non-teaching times in which appointments can be held.
2. **Discussion with a Deputy Principal or Principal** - If you wish to discuss your child's progress with a Deputy Principal or Principal, please telephone (if possible) or write a note to make an appointment. Appointments outside school hours can be arranged. Please try to resolve the issue, as a courtesy, with the class teacher in the first instance.

Reporting to Parents

The electronically generated reports, now Department of Education standard, provide you with your child's levels of achievement (A-E) that gives you an accurate picture of performance compared to others of his/her age across the state. They also ensure that they are uniformly presented and as such provide reliable information that is transferable to other schools.

Strategies used to inform parents of student progress could include:

- teacher/parent conferences;
- open classrooms; and
- half yearly and annual reports.

Where children are on special educational programs individual reports are used. These match the specific educational outcomes taught and are not assessed using the A-E grades.

Assemblies

At Gosnells Primary School, assemblies are held on Thursday mornings from 8.45am and are spread throughout the terms. Please refer to the school term planner for assembly dates and class presentations.



POLICIES AND PROCEDURES

Factions

All primary students will be placed in a faction soon after they are enrolled at school. Students from the same family will be placed in the same faction. Gosnells' factions are:



Money, Valuables and Mobile Phones

Children should not bring valuables, toys or unnecessary money to school. Children who need to bring money should not leave it in bags outside the classroom or in their desks, but should place it in the care of their class teacher or keep it on their person. Mobile phones should remain at home unless needed for important contact with adults. **Students with a genuine reason for bringing a mobile phone to school must complete a 'Student Mobile Phone Contract'** which is available on our website (Forms and Notices) or from the school office.

School Visitors

All parent helpers and visitors on school premises after 8:35am and/or before 2:40pm are required to come to the school office to sign-in. This will enable you to state your purpose for being here and receive a badge which will enable you to remain "on-site". On completion of your visit it is requested that you exit from the main entrance after signing out. Anyone without a badge will be questioned and asked to leave or proceed to the office to follow this procedure. Members of external agencies working with children are expected to present their Working With Children cards.

Lost Property

Lost property is a continual problem at the school. Parents are requested to ensure all clothing is clearly marked with the child's name so that the owners can be located when clothing is found. Every effort will be made to return lost clothing if the articles clearly show the name of the child. Lost property is usually stored in the office and any unclaimed lost property is donated within the school.

Collection Time

All students need to be collected from school promptly at the conclusion of each day (2:40pm). Students who have not been collected by 3pm will be redirected to the school office to await arrival of carers.

Publication of Images and Work

Gosnells Primary School requires that we gain written parental/guardian permission before using visual images of students, such as photographs, outside the school environment.

We regularly uses images of students in a variety of ways to recognise excellent achievement, inform parents and the local community of school matters, publicise events and to promote the school. From time to time we may also be asked to contribute to Department of Education materials such as educational videos and local papers. The school has a website and Facebook page which may result in your child's image potentially being accessed worldwide through the internet. Written permission of parents/caregivers is required before any photographs are published and this is done at the time of enrolment on a consent form that is part of the enrolment package.

Internet Policy

The school is committed to the Western Australian Curriculum and every effort is made to use computers and the internet as part of each classroom's learning programme, rather than be taught as a separate subject. The internet is a tool which can be used across all learning areas and offers tremendous opportunities of educational value. Internet access will be available to students with teacher supervision in the library and classrooms. All students, parents and teachers are to complete an 'Internet Acceptable Use Policy' contract. This contract is also part of the enrolment package.

Children Transferring

When children are about to leave our school or transfer to another school, parents are asked to contact the office or advise the class teacher at least a week beforehand. This will provide adequate time to enable staff to ensure all records have been completed and checked and all library books or borrowed materials are returned prior to the child's departure.

First Response to Playground Injury

Every effort is made to attend to minor cuts, grazes and sprains etc. For serious injuries parents are contacted immediately and an ambulance could be called, depending on the severity of the injury or distress.



HEALTH AND WELFARE

Medical Issues

Please alert administration if your child has a medical condition that could affect them during the school day, and regularly update these details as they change. Requests for school staff to administer prescribed medication must be made at the school office. Parents are asked NOT to make individual requests to the class teacher. Parents who require the administration of medication to their children during school hours (including asthma preventatives or relievers) are asked to provide the medication to the school and to complete the necessary form. The school requests that prescription medication is supplied to the school in pharmacy labelled bottles. Students are not to keep prescription medication in their bags.

Head Lice

Gosnells Primary School asks that all parents regularly check their child's hair for head lice and, if lice are found, please treat promptly and inform the class teacher or the school administration office. We strongly recommend tying your child's hair back to avoid contact. If a child is found to have head lice while attending school the parents will be telephoned and asked to collect the student for their wellbeing.

Illness

Although we endeavour to take every care of genuinely sick children, we request that parents do not send to school children who have been ill at home and have not fully recovered. If a child has a recurring illness or communicable disease, please let the teacher or the school office know. Parents must supply an emergency caregiver's number that is current in case of emergencies.

If a child becomes ill at school the caregiver will be contacted and asked to take the child home. Where a caregiver cannot be contacted, the child will remain in the sick room under the supervision of the administrative team. When the caregiver calls to collect the child the nature of the child's complaint will be given to them. In exceptional circumstances immediate medical help will be sought and the caregiver contacted as quickly as possible. The cost of an ambulance, if needed, will be the parents' responsibility.

Insurance Cover and School Children

To avoid any misunderstanding with regard to school children and insurance cover, your attention is drawn to the following points:

- The Department of Education does not insure children against injury at school or on an excursion, camps, visits etc. This is considered to be the responsibility of the parent. School children's accident insurance cover is available from several insurance companies. This insurance provides twenty-four hour per day cover.
- On school excursions, camps and swimming lessons, whether children travel by bus or private transport, they are covered while traveling by normal third party insurance cover, the premium for which is part of both car and bus registration fees. Some bus companies do carry an additional public liability policy, but it would only cover negligence on the part of the company.

Dental Therapy Centre

Free dental treatment is available at the dental therapy centre attached to this school. However, no child can be given treatment until parents have signed a form authorising the dental therapists to treat the child. Where special orthodontic work is needed, children are referred to an orthodontist, but in this case the cost of treatment must be borne by parents.

Bicycles, Skateboards and Scooters

As legislation exists requiring all cyclists to wear helmets, children who do cycle to school should wear a helmet. It is recommended, by the WA Police, that children under ten do not ride bicycles unsupervised. Students who ride their skateboards or scooters to school are expected to wear appropriate safety equipment. Bicycles are to be locked up in the rack provided. It is highly recommended that students provide their own locks. Children riding skateboards or scooters to school are expected to obey all road and safety rules.





HEALTH AND WELFARE

Sun Protection

Gosnells Primary School follows a 'No Hat, No Playing in the Sun' protection policy at all times the UV reading is above three. This is in place:

- to encourage all students to have protection from the sun when involved in outdoor activities;
- for students to develop sensible habits with regard to protection from harmful effects of the sun; and
- to educate students to be aware of the dangers of exposure to the sun.

Healthy Bodies and Minds

At Gosnells Primary School we value learning and recognise that children learn best when they are healthy and happy. In the school environment healthy bodies and healthy minds are achieved by staff, families and children working together by teaching children how to eat healthily, exercise regularly and develop a sense of well-being, confidence and self-esteem. This will give them the best possible chance to succeed in school, academically, socially, in sport and other areas.

Healthy Bodies Through Good Nutrition

Active, growing children require good nutrition to build healthy bodies and be the best they can be. This means eating foods from a variety of food groups and limiting products which contain saturated fat, added salt and added sugar (these used to be called 'sometimes' food). Primary school children are still shaping their attitude towards food and forming the basis for their future eating habits. At school, with the help of parents, we can help encourage a love of healthy foods and develop an understanding of the importance of nutrition.

Healthy Bodies through Exercise

Physical activity is an essential part of a child's development. It is important that children participate in at least 60 minutes of moderate to vigorous intensity exercise every day and limit the amount of time they spend being sedentary (sitting). Children who exercise regularly benefit in a number of ways. They have better health, sleep better and have improved confidence and self-esteem. Children can achieve their 60 minutes of physical activity in a number of ways including structured lessons, free play, after school sport activities (group play) or family activities such as walking the dog.

Healthy Minds

Mental health is also an important part of being healthy. Healthy minds enable children to form positive relationships and deal with life's challenges. Developing healthy minds in children helps them reach their full potential and enable them to enjoy and appreciate other people, day to day life and the environment.

SPECIALIST LEARNING PROGRAM

The Specialist Learning Program (Autism) caters for specifically selected primary aged (K-6) students with a documented diagnosis of Autism Spectrum Disorder who do not have an accompanying intellectual impairment. It delivers an individualised evidence-based learning program using a "homeroom" model that aims to increase students' age-appropriate academic engagement, organisational skills, social thinking, peer relationships and self-regulation.

Students spend their homeroom based instructional time participating in a range of targeted activities and teaching programs aimed to address their individual strengths and challenges. Students may also receive instruction within mainstream classrooms and/or within the community. The amount of instructional time provided in the homeroom is determined by each student's unique learning needs and individualised program. It is expected that, as each student develops their skills, they will gradually spend more time successfully engaged in learning alongside their peers in mainstream classes.

Personalised Learning Plans (PLPs), created collaboratively with input from a range of stakeholders including their parents/guardians, other teachers and related service providers are provided for each student participating in the program.

Parents/Guardians wanting their child to be considered for entry to the program must complete an Application for Enrolment (Primary Specialist Learning Program for Students with ASD) and submit it to the school.



STUDENT SERVICES

Additional Learning Needs

Gosnells Primary School is committed to meeting the individual needs of our students. In order to develop and implement the most appropriate and relevant teaching and learning programs we need to be informed about children with special needs. Special needs may include:

- speech and/or language delay;
- gross/fine motor delay;
- behavioural disorders;
- social/emotional problems;
- physical disabilities;
- specific learning disabilities; or
- academic talent and/or giftedness.

If your child does have special needs you are advised to discuss this with the Deputy Principal or Principal upon enrolment so that we can make the appropriate adjustments needed to cater for your child.

School Psychologist

Gosnells Primary School has utilised the IPS flexibility in order to appoint our own School Psychologist working four days a fortnight. Children with learning difficulties can be assessed to ascertain problems, and guidance and assistance is offered to teachers and parents. Help with children who have social, behavioural or emotional concerns is also available. Before a school psychologist can assess or observe children, caregivers will be advised and a consent form completed which must be signed by the parents/caregiver. Parents who feel that their children have difficulties and are in need of assessment should discuss this with the class teacher.

School Chaplain

The school has a part-time non-denominational Chaplain available to students and parents. Our school Chaplain make a valuable contribution to the emotional well-being of our community. Through support, pastoral care and guidance on ethics, values and relationships we assure our community that students are giving of their best.

School Health Nurse

The school health nurse visits the school periodically. Kindergarten and Pre-Primary children are examined at intervals and parents are alerted to problems. Older children may be referred to the nurse if required.

Attendance

Attendance is compulsory and is monitored to ensure students have the best opportunity to achieve academic success. A phone call to the school office by parents or a note to the class teacher, indicating the date and reason for a student's absence is required. All notes are retained for checking by school welfare officers. In an attempt to make explaining absences easier and to address matters of attendance, we have automatic SMS messaging. This makes it easier to make personal contact and to send global messages to parents. This service is only available to parents with mobile phones who have provided a current contact number.

Holidays

Family holidays are encouraged to be taken during the school holidays and not during school terms. When your child is absent from school on family vacation this is recorded as an unacceptable reason. All requests for holidays school be emailed to: gosnells.ps@education.wa.edu.au.

English as an Additional Language/Dialect (EAL/D)

At Gosnells Primary School we celebrate the multicultural mix of our students. Teachers can access support from the EAL/D specialist teacher and education assistant. Support is carried out by assisting the teacher in the class or by small group instruction focusing on particular aspects of language and literacy. The EAL/D teacher is also available to advise parents on how they can help their children at home. From time to time the school holds EAL/D parent sessions, with translators (if necessary) to present information to help parents understand aspects of schooling in Australia.

Newly arrived students (to Australia) who have limited English are referred to our local Intensive English Centre at Thornlie Primary School, where they will access more comprehensive support.





HOW CAN YOU BE INVOLVED?

Parents and Citizens' Association

The P&C comprises parents and guardians of children attending Gosnells Primary School and other interested persons over the age of 18 years who have paid an annual subscription (\$1.00). The Principal of the school is an ex officio member. The P&C Association, as per the *School Education Act 1999*, is a recognised organisation whose major objectives are to:

- act as formal, recognised parent forum for discussion of educational issues;
- develop community interest and gather community opinion on educational issues;
- promote the interests and well being of the children attending the school;
- work to bring about greater co-operation between the school and the home; and
- provide additional resources and facilities for the school.

The P&C operates under the guidance of WACSSO (Western Australian Council of State School Organisations Inc.) and abides by the constitution and rules provided by them. The positions of **President**, **Vice-President**, **Secretary** and **Treasurer** are required to be filled each year for the P&C (and the sub committees) to operate. These positions are filled at the Annual General Meeting, which usually occurs in the first few months of the new year. Most sub committees will function most effectively with three to five volunteers. Most positions require a little of your time each month.

Meeting twice per term (in weeks 2 and 7) the P&C is a dynamic, welcoming and supportive group of parents who are invested in affording the best opportunities to their children and all students at Gosnells Primary School. Working in partnership with the Principal, they organise events, fundraise for major projects and work to create additional enriching opportunities for all to enjoy.



Find us on
facebook

School Board

The Gosnells Primary School Board is formed with the fundamental purpose of enabling parents and members of the community to engage in activities that are in the best interest of students and will enhance the education provided by our school. The Board consists of three staff representatives, four parent representatives and two community representatives whose function includes, but is not limited to:

- i) all business required of it by the Department of Education or the Principal of the school;
- ii) an annual review of the School Business Plan addressing the following considerations in a manner it sees fit:
 - delivery of the strategic plan;
 - any necessary changes to the strategic plan;
- iii) an annual review of school codes;
- iv) promotion of the school; and
- v) formally report to the school community at least once each calendar year, through the School's Annual Report.



HOW CAN YOU BE INVOLVED?

Parent Helpers

Parent assistance in classrooms 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. At the same time parent-help enables teachers to give more individual attention to members of the class. If you wish to assist in the class please contact your classroom teacher or watch for notes in the school newsletter asking for assistance with special school events.

Police Clearance and Confidentiality

Parents volunteering in their child's classroom are not required to obtain a "Working with Children Check". Other volunteers/visitors to the school may be required to produce a "Working with Children Card" on arrival. Please check with the school office for more information.



Community Member Code of Conduct

To ensure safety, security and the social-emotional development of all students and school personnel, the following list is the school's expectations of the conduct that is expected of all community members whilst on school premises.

When on school premises you must:

- Act in a polite and courteous manner at all times.
- Obtain a visitor's badge and state the name of your business if remaining on school premises after 8:35am and/or before 2:40pm.
- Refer child related concerns to the class teacher or the office.
- Be aware that staff are not always available on demand and that an appointment may be necessary.
- Respect each child's privacy by ensuring your concerns are discussed with staff in private.
- Respect the position of all staff as authority figures in your child's life and refer to them in a positive manner.
- Request a copy of school policy when further information is required.
- Help to promote a smoke-free zone around the school.
- Avoid behaviours which are delivered in a manner that threatens, intimidates, or harasses. The use of inappropriate language and behaviour will not be tolerated and will be dealt with accordingly.
- Help to ensure the good order of Gosnells Primary School.

We look forward to working together with you!



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