



# Parent Information Handbook

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..... **Connected • Engaged • Successful**



## PRINCIPAL'S MESSAGE

Hillarys Primary School has a rich history and a strong reputation as a dynamic school which is caring and achievement focussed. At Hillarys Primary School every student is important to us. We place students first and foremost in all our planning, operations, and decision making. 'Every student, Every Classroom, Every day!'

We are very excited and appreciative to be enjoying our new school. We look forward to adding to our amazing facilities with new sustainability and nature play areas.

We believe in doing our very best for our students and supporting them in every way we can- making learning exciting, purposeful, and rewarding. At Hillarys Primary School, we pride ourselves on maintaining a proactive and solution focussed approach, striving for a sense of belonging, community, connectedness, wellbeing, and empowerment.

Hillarys Primary School is renowned for delivering unique and innovative programs which promote inquiry learning, critical thinking, creativity, and excellence. Our programs provide students with the opportunity to study a range of subjects including Science, Sustainability, Physical Education, Visual Arts, Music and French, delivered by specialist teaching staff. Our highly skilled classroom teachers and educational assistants engage students in learning programs that are adjusted to suit the students' individual learning needs.

We build positive and productive relationships within the school community and work together as a supportive team. Our commitment to partnerships and collaboration creates a vibrant and nurturing culture to support students and teachers as they teach and learn. This culture promotes a strong sense of trust, achievement, and community throughout the school.

We have a clear, shared school vision that is supported by our mission and the continual focus on five important values. This inspires students to become capable, resilient and motivated learners and, supported by the sustained efforts of our staff, parents, P&C and School Board, these goals are achievable.

### Our vision:

*"Connected Community, Engaged Educators, Successful Students"*

### Our Mission:

To cultivate an inclusive, collaborative and innovative learning community that supports and inspires students to become capable, resilient and motivated learners who can adapt and thrive in an ever-changing world.

### Our Values:

At Hillarys Independent Primary School we are:

- Respectful: We show respect for ourselves, our peers, our school, our community and the environment around us.
- Responsible: We embrace self-responsibility and are accountable for our actions.
- Inclusive: We embrace individual and cultural differences and welcome and include everyone into our school community.
- Caring: We acknowledge each person's uniqueness and support them to meet their needs and aspirations.
- Motivated: We have high expectations of ourselves and others, and always strive to achieve to the best of our ability.

I invite you to become an active and supportive member of our vibrant school culture and vision.

Yours truly

Trevor Mitchell  
Principal



OUR SCHOOL CONTACT DETAILS

School	Phone 9306 0550
Postal Address	75 Lymburner Drive HILLARYS WA 6025
Email Address	hillarys.ps@education.wa.edu.au
Website	www.hillarysps.wa.edu.au
Absence	<a href="#">COMPASS app</a>



SCHOOL HOURS

Gates Open	8:20am
Onsite OSHC Available from	6:30am-8:45am
Classrooms Open	8:30am
School Starts	8:45am
Morning Recess Start	11:00am
Morning Recess Finish	11:20am
Lunch Start	1:05pm
Lunch Finish	1:45pm
Kindergarten Finish	2:45pm
School Finish PP-Year 6	2:55pm
Gates Close	3:10pm
Onsite OSHC Available from	2:55pm–6:00pm



OFFICE HOURS

Front Administration Office	8:15am – 3:30pm
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COLLECTION OF STUDENTS AT THE END OF THE SCHOOL DAY

Early childhood students are to be collected by parents or an approved person promptly at **2:45pm** for kindergarten students and at **2:55 pm** Pre-Primary students.

Year 1 – 6 students will be dismissed from their classrooms at **2:55 pm**. We encourage parents to plan a regular meeting spot with their children. For example, kiss n drive.

If you are unable to get to school on time for pick up, please contact the school to advise alternate arrangements for your child’s collection. If your child has not been collected and we have not had contact with you, we will proceed to call your emergency contacts. Please ensure the school has your emergency contacts up to date.

Students are encouraged to leave the school site promptly at the end of the day and to make their way home. All students, parents and visitors are requested to leave the school site by 3:10pm.

‘Duty of Care’ responsibilities are significant for school staff, and there’s still a level of duty of care, even when parents/visitors are on site.

GOVERNANCE

School Administration and Executive Team

The School Administration and Executive Team guide the school operations.

The team is comprised of the Principal, Associate Principals and Manager Corporate Services. Associate Principal Denise Dewing is responsible for overseeing Kindy – Year 2 and guiding the Team Leaders

Associate Principal Kristie Pring is responsible for overseeing Year 3 – Year 6 and guiding the Team Leaders  
Manager Corporate Services, Monique Sperring, is responsible for school operations and facilities.

All final decisions rest with the Principal, who is responsible for:

- The educational leadership, operation, and management of the school
- Delivering education programs that meet the needs of students and are in accordance with requirements of the Curriculum Council Act 1997
- Ensuring the safety and welfare of students on school premises, and away from the school premises when on school activities, so far as can be done reasonably
- Ensuring appropriate standards of academic and non-academic achievement
- Articulating how the financial and human resources will be used to deliver the educational program
- Developing a workforce plan encompassing future need
- Compliance with all legislation

**School Board**

The responsibilities of the School Board are to:

- Work within the Department of Education’s relevant legislation and regulation
- Endorse and review the annual budget
- Assist with the formulation of school policies
- Participate in a review of the performance of the school
- Create interest, within and across the community, about the school priorities
- Approve fees, charges, contributions, and items of personal use (booklists)
- Approve extra cost optional components of programs
- Approve arrangements for sponsorship or advertising
- Liaise with other committees within the school e.g., the P & C
- Hold one open meeting each year to report to the school community

The School Board does not:

- Manage the day to day running of the school
- Discuss individual issues relating to teachers, staff, or parents– these are the responsibility of the Principal
- Represent specific interest groups, or permit special interests to dominate the agenda of the Board
- Intervene in the educational instruction of students; or
- Performance manage the Principal or any staff member

*Please note: School Board training is available for School Board members.*

**COMMUNICATING AND ENGAGING WITH THE SCHOOL**

**Valuing Communication**

We provide opportunities for parents to connect and communicate with the school. A connected network of digital mediums enhanced by various opportunities to engage face-to-face will support the two-way communication that is necessary between parents and the school.

We encourage all parents to be strong partners in their child’s education and encourage you to be involved in school activities.

Details of specific parent and community engagement events and activities will be communicated [via COMPASS](#) and notes from teachers.

The threat of physical harm or violence, online or in person, from parents, carers or visitors is unacceptable. Every student and staff member has the right to feel safe and be safe at school.

The Minister for Education released [Standing together against violence – Minister’s statement on how families can help keep schools safe \[PDF 561.66 kB\]](#) to respond to the complicated social issue of violence in schools.



Shaping the future

**Connect and Respect**

**Every student, staff member, parent or carer has the right to feel safe and be safe in our schools.**  
We all share a responsibility for providing a safe, supportive and productive environment, free from bullying, harassment, discrimination and violence.

**What we can all expect:**

mutual respect

good behaviour

open communication

respect for each other's time

**We will not tolerate:**

offensive, insulting or aggressive language

malicious or judgemental gossip

using social media disrespectfully

any form of violence

**Shared and respectful expectations and values will enable us to work together in the best interests of our children.**

Details of specific parent and community engagement events and activities will be communicated via COMPASS and notes from teachers.

## Our Communication to You

Hillarys Primary School encourages the use of emails and the Compass app to communicate with parents regarding important school and class information. Similarly, parents can notify the front office/classroom teacher of their child's absence from school and arrange or make an appointment to personally discuss a matter with their child's classroom teacher.

- [COMPASS](#)– is the App for mobile devices which links to the Connection service. It allows you to receive push notifications and engage with Notices and Discussions from your child's class or school on your phone or tablet. Available for iPhone and Android.
- Newsletters, notices, policies and information, reports, attendances, and awards can be accessed in a secure school specific location. Classroom teachers and Administration will use this as our primary method of communication. Please ensure that you advise us of any changes to your email address to ensure up-to-date records are kept. Your email address is used to connect you with us on the [COMPASS App](#).
- Fortnightly newsletters are sent via [COMPASS](#). Newsletters can also be found on the school website under the Parent Information Tab. Newsletters provide an overview of school development, events, and student achievements.
- Formal student reports are sent home via COMPASS at the end of each semester.
- Website [www.hillarysps.wa.edu.au](http://www.hillarysps.wa.edu.au)

## Complaints Process

Following the Department of Education Connect and Respect Expectations, our staff have families and personal lives and, like all professionals, perform best when they have a quality work-life balance. Parents and carers should not expect:

- school staff to return calls after work hours or on weekends
- emails to be answered in the evenings or weekends
- access to teachers' private phone numbers or emails
- staff to meet with parents and carers, without an appointment, during a school day
- to be allowed on the school site if you have harassed or been aggressive towards school staff

You should contact your child's school if:

- you have concerns about your child's academic or social progress
- medical issues arise or diagnoses change
- there are changes in family circumstances
- there are safety issues or changes in behaviour at home
- social issues arise that could impact the safety and welfare of students at the school
- you want to make or reschedule an appointment

It is a Department of Education expectation that parents will have a reply from the school within a 48-hour timeframe (business hours during term time). This allows a proper response to the situation involving their child.

## Assemblies

Every year level from Pre-Primary to Year 6 leads an assembly each year. Outstanding Student Awards are presented, and items are performed by the designated class or year level. Assemblies usually take place on Friday mornings commencing at 8:45am. Parents and friends are most welcome to attend. Assembly dates can be found on COMPASS, the Term Planner, and via the school website. Teachers notify parents when their child is to be a recipient of an award and a photograph of winners are published in the newsletter. Their award can also be viewed on COMPASS.

## Graduation

In the last week of school in December, a Year 6 Graduation ceremony is organized for the Hillarys Community to farewell the graduating students and to present the Year 6 Annual Awards.

## REPORTING TO PARENTS

At Hillarys Primary School we believe assessment and feedback is integral to the achievement of high-quality learning outcomes. We are committed to providing a clear and consistent reporting regime.

Reporting for Years K-6 includes:

- On Entry Reporting for Pre-Primary students in Term 1
- Individual parent interviews in Term 1
- Formal reports on a semester basis. The electronically generated reports provide you with your child's levels of achievement and 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 portable to other schools
- National Assessment Program Literacy and Numeracy (NAPLAN) for students in Years 3 and 5
- Families are invited to our Open Night which is generally scheduled for Term 1 or Term 2
- Please contact the front office by phone or email if you have a concern. Our staff will connect you to who is best to manage your concern



### Parent teacher interviews/meetings

The teachers are always willing to discuss with parents any issues regarding their child's schooling or general welfare.

Parents wishing to meet with teachers are requested to make an appointment at a mutually suitable time. This can be done via an email to the teacher or via COMPASS.

Appointments are necessary so that interruptions to class instruction or preparation time can be kept to a minimum as well as enabling teachers to allow adequate time for the meeting.

Teachers cannot come to the telephone during lesson times. Personal telephone numbers for teachers or students are not given out.

Interviews will be of varied types:

- Parent and teacher interviews held as required at the request of either party
- Interviews for those parents who wish to discuss their child's report
- Case conferences for students who require additional support. These involve the School Psychologist, Associate Principal, parent/carer and teacher

### Meeting the Principal

To meet with the Principal, an appointment must be pre-arranged. Parents should send an email to the school requesting a meeting and the nature of the concern. The meeting will be during school hours at a mutually suitable time.

## ENROLMENTS

Hillarys Primary School is classed as a local catchment school. Please refer to our zoning map to confirm you reside within our boundaries. Once the office staff have confirmed eligibility to enrol at our school, the enrolment and application forms must be returned to the school office together with the following documentation:

- Birth Certificate or passport
- Medicare ACIR (Australian Childhood Immunisation Record)
- 2 documents with Proof of Address (Water or Land Rates/Lease or Purchase Agreement; a purchase or lease agreement; or WA Driver's License; or utility bills) dated within 3 months of starting
- Online permission form
- If a medical condition is listed, then an action plan is required

We request that parents please indicate the school year your child should be enrolled in. This can be done by visiting our School Year Groups Chart that is available on the school website.

It is essential that all the information on these forms is accurate and current. All medical information needs to be correct at time of enrolment to enable the school to create an emergency response plan if one is required. If your application is successful, you will then be contacted with further details.

Further information for parents regarding how public schools prioritise and manage student enrolments is available through the Department of Education's "Schools and You" website.

### Immunisation requirements

- On enrolment in Kindergarten, a child must now have either:
  - an Australian Immunisation Register (AIR) Immunisation History Statement. no more than two months old with a status of 'up to date'; or
  - an AIR Immunisation History Form, no more than six months old, if the child is on a catch-up schedule; or
  - a valid immunisation certificate issued or declared by the Chief Health Officer
- If a child does not have an 'up to date' Immunisation History Statement, exemptions may apply. These exemptions are approved by the principal.
- The child's Medicare number should be recorded at the time of enrolment

### Before and After School Care / Vacation Care

Hillarys Primary School has a contract with OSHC provider, TheirCare Pty Ltd. TheirCare provide before and after school care for our families as well as Vacation Care options during the school holiday breaks. All bookings, queries, and complaints about OSHC must be directed to TheirCare Pty Ltd.

### English as an Additional Language

If your child speaks other languages, please let the school know on enrolment. We can support your child's English language acquisition through visual prompts, short instructions, and the opportunities to develop their oral language through play. It is important to continue to

Speak your family language(s) at home. This will assist with your child's ability to develop their English language skills as well as their development of a positive self-identity and well-being.

### Overseas Enrolment

Students born overseas must have an Australian passport or appropriate visa before applying to the school. Students who do not hold an Australian passport during the application process must present their passport and visa paperwork at the time of enrolment. Overseas or Interstate applications can be emailed to [hillarys.ps@education.wa.edu.au](mailto:hillarys.ps@education.wa.edu.au) with scanned copies of the required documents. Original documents must be presented on arrival for enrolment.

### Students with Special Needs

Parents of students with additional needs are asked to advise the school at enrolment so that relevant support can be offered to meet the needs of your child.

### Student Records Information and Emergency Contact

It is important that we have up to date student and family information. If there are changes of address, telephone number, emergency contacts or medical details, please ensure that the school is notified immediately, or update on COMPASS.

### Access Rights

Parents and carers are advised that the School Education Act obliges parents to inform schools of any Family Court Orders or other orders which apply to their children. A copy of a Family Court Order must be supplied to the school so that staff can support family arrangements and access. You will be asked to produce the original court document.

Children will only be released into the care of an adult named on the enrolment card or an adult authorised by a parent or legal guardian by written consent. Students must be signed out of the school before leaving if this occurs during school hours.

## HEALTH AND SAFETY

### Child Health Information Needed at Enrolment

A copy of each student's immunisation records (ACIR History Statement Tel: 1800 653 809)) must be sighted by the office. A child's immunisation is expected to be up to date upon entry to school. These include Measles, Mumps, Rubella, Polio, Whooping Cough, Diphtheria and Tetanus. Immunisations can be obtained from your local GP or through the local council clinic.

When enrolling your child, you will be asked to:

- Provide a copy of immunisation records
- Complete a Student Health Care Summary form which provides an overview of your child's health care needs and information for use in a medical emergency
- Complete, sign and return one or more specific health care plans if the HealthCare Summary indicates your child requires support
- Ensure that any medication and equipment you provide for your child is up-to-date and in good working order

Additionally:

- If your child has a Health Care Plan, please advise the school immediately so that staff training and resourcing can be arranged to support your child. Serious health conditions require a letter from a medical practitioner
- Please inform the school if your child has a medical condition which affects their health and wellbeing e.g., allergy to bee stings, asthma, diabetes, etc.
- Children should not have any medication (including pain relievers) stored in their school bag or be self-medicating
- A school-based Action Plan will be created for specific medical conditions. The school will issue a departmental form for parents to complete if required. When the form is returned, the plan will be created, and the necessary supports put in place.
- Forms can be obtained from the school office or downloaded from the website.

### Food allergies

Hillarys Primary School is an Allergy-Aware school. The symptoms of food allergy range from mild to life-threatening, with anaphylaxis the most severe form of allergic reaction..

### Reducing the risk of allergy and anaphylaxis in our school

Anaphylaxis is a severe allergic reaction that is potentially life threatening.

Food allergies are the most common cause of anaphylaxis. There is no cure for food allergy, therefore avoidance of known food allergens is crucial. Peanuts and tree nuts are the foods most likely to cause anaphylaxis.

The school is supporting children at risk of anaphylaxis by:

- training staff
- encouraging children to wash their hands after eating

- educating children about food allergies
- offering a nut free lunch order option through [Lunch Box Hub](#).

We ask you to support children at risk of anaphylaxis by:

- not sending food which has peanuts or tree nuts in the main ingredients list.  
Common tree nuts include almonds, Brazil nuts, cashews, chestnuts, hazelnuts, macadamia nuts, pecans, pine nuts, pistachios, and walnuts.

*Note: products containing traces of peanuts or tree nuts can be sent to school*

- teaching your child not to share food with friends that have food allergy
- encouraging your child to wash their hands after eating
- asking your child to get help immediately if their allergic schoolmate gets sick

With your help we can provide a safe environment that meets the needs of all our children.

## Medications

In accordance with Department of Education policy, parents requiring medication to be administered to their child at school need to complete the necessary forms at the office or via our website. When medication is required on a long term basis, the doctor's signature must be evidenced. Any changes to medication, requires alteration to these forms as they are legal instruction to those taking the responsibility for administration. Students may not bring any medication or herbal preparations to school to self-administer from their bag. They must be given to the front office and the appropriate forms signed.

## Medication of students at school

Except in an extreme emergency, e.g. unexpected anaphylaxis, medication can only be administered by school staff if appropriate documentation has been completed by parents/carers. This applies to both prescribed and non-prescribed medication.

**We do not permit students to keep medications on their person or in their school bag or lunch bag.**

This is to help us reduce any risks associated with maintaining medications on school grounds, including:

- The loss or misuse of medication for example, through spillage or poor management
- The deterioration and expiry of medication due to incorrect storage
- Appropriate access to medications, especially for emergency medications.

## Short Term Use of Medication (up to two (2) weeks)

For administration of short-term medication such as a course of antibiotics, our school requires written authority from parents/carers. This authority can be provided by completing an Administration of Medication Form. These forms can be obtained from the administration office. Forms can be emailed out – please call 08 9306 0550 to request.

Parents/Carers should complete the form and provide it, with the medication in its original packaging to admin.

## Note:

- The medication must be clearly labelled with the child's name and provided in packaging from the pharmacy or manufacturer.
- Documentation must be signed and dated by a parent/carer and provided to the school with the medication.

## Long Term Use of Medication

If you require the school to administer medication to your child for a period of more than two weeks, and if you have not already done so, you may need to complete a Student Health Care Summary and a Management/Emergency Response Plan for your child's particular health need. In most instances, this documentation will have been completed when you enrolled your child or as a part of the school's process for updating student health care records. If this is not the case, please discuss this with our admin staff.

## Communicable Diseases

A confirmed diagnosis of following communicable diseases require a notification from the parent to the school and the student to stay at home:

- Chicken Pox – return to school once all blisters have crusted, usually about 10 days
- Conjunctivitis – return to school after discharge has stopped or 3 days after treatment has commenced
- Measles – return to school no less than 7 days after appearance of rash. Non-immunised students are to be excluded for 13 days following contact with infected students in their class unless they are vaccinated within 72 hours of contact
- Mumps – return to school no less than 9 days after onset of symptoms
- School Sores (Impetigo) – return to school once effective treatment has commenced and sores are covered
- Head Lice/Nits – return to school once effective treatment has commenced and head is free from eggs and lice
- Rubella (German Measles) – return to school once symptoms have subsided, usually at least 4 days after start of rash
- Whooping Cough (Pertussis) – return to school after 14 days from onset of illness or 5 days after starting antibiotic treatment
- Glandular Fever – return to school after symptoms have subsided

The school will advise parents of any cases of these diseases at school via a note home or COMPASS.

## Sickness or injury

Please do not send your child to school if they are unwell. Parents or emergency contacts will be asked to collect students who are injured or become unwell during the school day.



## Procedures for students injured at school

### Minor Injuries

- The teacher completes a Medical Concern Form, and the injured child is assessed by a First Aid Officer
- Office staff will follow the instructions given by First Aid Officer and teacher, and parents contacted if required
- Office staff will contact parents for any injury to the head
- Child returns to class with permission of the First Aid Officer

### Major injuries

- The teacher completes a Medical Concern Form and requests for a First Aid Officer
- The First Aid Officer will assess the student and notify office staff
- Parents or emergency contact are notified to collect their child to seek further medical help
- For a serious injury, the parents will be notified, and an ambulance will be called to transport the child to the hospital
- Incident report forms are filed at the office as required by DoE

### Provision of First Aid

Staff provide first aid according to the level of identified risk and are required to assist in a workplace medical emergency. Staff can assist within their level of training and experience including:

- Ensuring their safety before the safety of others and then attending to the ill or injured person
- Not placing themselves in danger
- Reporting illness, accidents, and injuries to the line manager at the earliest opportunity

### Responsibilities of first aid officers

First aid officers, principals and line managers are responsible for:

- monitoring and maintaining the first aid room
- giving first aid to staff, students, and others on the site
- recording and reporting incidents and accidents as per school processes and DoE policies

## ATTENDANCE

Parents and carers are legally required to send students to school every day. Absence impacts the child's learning, self-confidence, and social engagement. The loss of learning is demonstrated in the table below – even one day a week makes a difference to educational outcomes. If your child is absent for any reason, please tell the administration at the school, or explain the reason [via COMPASS](#), or by phone 9306 0550. Attendance records are kept as per department policy and any absence will be recorded as an unexplained absence unless parents provide a reason for the absence. Families should try to arrange travel during school vacations as they are recorded as 'unauthorised vacations'.

### Pick Up and Drop off

There may be occasions where a student will need to leave school during the school day. To manage the safety of our students, HPS has the following procedure in place for all students K - Year 6.

Prior to collecting the child, the parent/carer will sign the student out using the Compass Kiosk located in our administration office.

- The parent/carer will take leave pass from the kiosk which they will give to the classroom teacher when collecting the student from the classroom.
- If collection is required during recess or lunch, we recommend that you plan to collect your child outside of recess (11:00am -11:20am) and lunch (1:05pm – 1.:45pm) as it is harder for you to locate your child around the grounds at these times. If this is unavoidable, the leave pass must be presented to the teacher on duty. They will be wearing a high-vis vest.

We encourage parents/carers to notify the class teacher by email of an intended absence. Teachers are not able to facilitate students meeting parents in the Administration office at a set time.

### Late Arrivals

All students who arrive to school after the start of Day (08:4am), must be signed in at the office prior to going to class. Students will be given a late slip which they will present to the teacher on arrival to class. This will ensure that their attendance record is kept up to date and will minimise class disruption. Consistently arriving late to school is stressful for students, as they do not have time to settle in with their peers and teachers. A smooth, organised start to the day supports their health, wellbeing and learning at school.

IMPACT OF ABSENTEEISM ON EDUCATIONAL OUTCOMES				
If your child misses...	Each year that equals...	or...	Kindy to Year 12 equals	The same as attending until:
1 day per fortnight	20 days	1 month per year	nearly 1 ½ years	Year 11
1 day per week	40 days	2 months per year	over 2 ½ years	Year 10
2 days per week	80 days	4 months per year	over 5 years	Year 8
3 days per week	120 days	6 months per year	nearly 8 years	Year 5

## CONTRIBUTIONS AND CHARGES

### Annual Voluntary Contribution

The annual Voluntary Contribution for 2025 at Hillarys Primary School (endorsed by the School Board) is \$60.00 per child. It is an important part of our school's budget and contributes directly to supporting the learning environment, as well as purchasing resources for your child's education. The total amount of voluntary contributions is in accordance with the School Education Act 1999.

### Additional charges

A breakdown of estimated charges for your child's education are included in the schedule below. The charges are indicative only and represent the maximum amount allowed. Students will only incur costs if they are involved in the activity described. You will be asked to make payment before each activity.

English	\$15
Maths	\$15
Technologies	\$10
Arts, Visual, Music & French	\$7
Health & Phys Ed	\$6
Humanities, Science & Sustainability	\$7
<b>Total per student</b>	<b>\$60</b>

### Note:

- Musical instrument hire may be applicable for selected Year 5 and 6 students.
- Parents/carers will be advised well in advance if the maximum might be exceeded.
- Payment of the contribution may be made via credit card on COMPASS

Description	K	PP	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Incursions	60	90	90	90	90	90	90	90
Excursions	60	90	90	90	90	90	110	130
<u>Interm Swimming</u>		80	80	80	80	80	80	80
Year 6 Camp								500
Year 6 Surfing								180
PEAC/EYES			5-50	5-50	5-80	5-80	5-300	5-300
Instrumental Music							120	120
Y5/6 School Production	10 per ticket	10 per ticket	10 per ticket	10 per ticket	10 per ticket	10 per ticket	10 per ticket	10 per ticket

## DRESS CODE AND UNIFORMS

The Hillarys Primary School dress code has been established by the Board so that our students have a sense of identity and pride in our school. By wearing the uniform, students to enhance the public image of the school, assist in building school and team spirit, encourage equality and ensure students are safely and appropriately dressed.

Acceptance of enrolment at Hillarys Primary School is on the basis that the student will dress in accordance with the Hillarys Primary School dress code when attending school or when under the authority of the school. Once a student is allocated a faction, they may wear their faction shirt on nominated days, including sports carnivals and physical education lesson days.




Free dress days for fund raising purposes are at the discretion of the school administration. Students are expected to dress in acceptable clothing on these days.

Exceptions to the school dress code may be given on an individual basis on medical, cultural and/or religious grounds after consultation with the school administration.

Uniforms can be purchased from LOWES Joondalup. Our uniform prices are available on our website.

The School Uniform for Pre-Primary to Year 6 (Kindy is recommended to wear a school uniform however is not compulsory)		
		
Everyday Polo Shirt	Polo Dress	Microfibre Jacket
		
Fleece Jacket	Fleecy Trackpants	Shorts
		
Skorts	Year 6 Graduation Polo	School Bag (all years/optional)
		
Dampier Bucket Hat	Lockyer Bucket Hat	Pelsaert Bucket Hat
		
	Library Bag	



OUR FACTIONS		
DAMPIER	LOCKYER	PELSAERT
		

Additional uniform guidelines

Footwear
Closed toed shoes, sneakers, or sport shoes. Plain coloured low sandals strapped to the foot (may be worn in summer, but not during Physical Education lessons or sport
Jewellery
Jewellery is not safe or acceptable unless it is a plain stud or small sleeper earrings
Hair and Make Up
Make-up is not acceptable Neutral or clear nail polish may be worn Hair is to be tied back if reaching shoulders or covering the face
Hat policy
Students who do not wear their hat at school are unable to participate in outdoor activities and breaktimes. They must remain in a covered area as directed by staff.

SOCIAL and EMOTIONAL WELLBEING





Hillarys Primary School is committed to providing a safe, caring, and supportive environment for all members of the school community. Everyone is expected to treat others with consideration and respect, behave safely and responsibly, and take care of property and the school environment.

Zones of Regulation and behaviour management

Zones of Regulation is a whole school program which is explicitly taught and used throughout the year. This program is designed to foster self-regulation and the skills underpin our social and emotional learning. It also supports our whole-school behaviour management strategy which is based on departmental guidelines and our Positive Behaviour Expectation matrix.

The ZONES of Regulation® Reproducible E The Zones of Regulation Visual

The ZONES of Regulation®

			
<div>BLUE ZONE</div> <div>Sad</div> <div>Sick</div> <div>Tired</div> <div>Bored</div> <div>Moving Slowly</div>	<div>GREEN ZONE</div> <div>Happy</div> <div>Calm</div> <div>Feeling Okay</div> <div>Focused</div> <div>Ready to Learn</div>	<div>YELLOW ZONE</div> <div>Frustrated</div> <div>Worried</div> <div>Silly/Wiggly</div> <div>Excited</div> <div>Loss of Some Control</div>	<div>RED ZONE</div> <div>Mad/Angry</div> <div>Terrified</div> <div>Yelling/Hitting</div> <div>Elated</div> <div>Out of Control</div>

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Hillarys Primary School <b>POSITIVE BEHAVIOUR MATRIX</b> <i>Informing the school community of expected behaviours</i>			
	RESPECT	RESPONSIBILITY	CARE
<b>ALL THE TIME</b>	Use manners Respond politely when someone greets you Be accepting of people's differences and ideas Celebrate successes	Be honest Use a growth mindset Negotiate with others Act safely Listen actively Use hands, feet and objects safely	Be supportive Be kind and considerate Co-operate and collaborate Help others in need
<b>LEARNING SPACES</b>	Treat everyone with respect Allow others to learn Wait for your turn to speak Use whole body listening	Follow class rules Participate Be organised and ready to learn Listen to and follow instructions Use technology safely and appropriately Stay out of classrooms during breaks	Speak kindly Encourage classmates Take care of personal and school property Handle ICT devices appropriately and with care
<b>BEFORE AND AFTER SCHOOL</b>	Walk bikes, skateboards and scooters through the school Be punctual Put bags and belongings in the appropriate places	Be safe when arriving and leaving the school Use the crosswalks Stay out of the carparks Before 8:15am: Sit with a parent or go to the waiting area After 8:30am: Wait outside your block	Treat the school environment with care
<b>INCURSIONS AND EXCURSIONS</b>	Use whole body listening Follow the rules of the places you are visiting Respect members of the public	Represent the school with pride Stay in allocated groups and areas Listen to and follow instructions	Acknowledge performances appropriately Thank providers of the incursion or excursion Leave the environment as we found it
<b>OUTSIDE</b>	Walk quietly around the school buildings Play games to the agreed rules Play fairly	Sit to eat or drink in eating areas Wait to be dismissed from the eating area at lunchtime. Put rubbish and recycling in the correct bins Play in the designated areas Move around the school safely Find a duty teacher if needed	Wear a hat or play in the shade or under cover during lunch and recess Model correct behaviour to peers Look after personal property Use equipment as it is meant to be used and return after use

### Prevention and management of bullying

Please download anti-bullying brochure from our website. They are also available at the front office.

### CHAPLAINCY

Hillarys Primary School is proud to offer a Chaplaincy service at the school. Our Chaplain is at the school two days per week, offering support, guidance and mentoring to students across Year 1 – Year 6 students.

### CURRICULUM AREAS

#### Core subjects

##### English

Students learn the English language through the W.A. Curriculum for English strands of Language, Literature and Literacy. It helps create confident communicators, critical and creative thinkers, and informed learning. The study of English helps young people develop the knowledge and skills needed for education, training, and the workplace.

Hillarys use the Talk for Writing (K-2) AND Seven Steps Writing program (Year 3-6) to develop their writing skills. Reading Eggs (PP-1) and Literacy Pro (Year 2-6) are online programs used across the school and at home to develop comprehension skills. Students from Year 2-6 participate in the school's "Speak Up" program which develops speaking and listening skills. Book Week in Term 3 and other literary activities throughout the year provide opportunities to engage with the whole school literacy focus.

## Mathematics

The W.A. Curriculum for Mathematics provides students with essential learning and skills in Number and Algebra, Measurement and Geometry, and Statistics and Probability.

Hillarys Primary combines an explicit teaching model whilst fostering critical thinking using a problem-solving approach to learning.

All students participate in the weekly Maths Challenge which aims to improve accuracy and fluency in fact recall. Maths Seeds and Mathletics are online program that are used across the school and home to promote learning and engagement.

## Science

The W.A Curriculum which provides opportunities for students to develop Science Understanding and Science as a Human Endeavour. The four focus areas are biological, chemical, earth and space, and physical sciences. Students at Hillarys Primary learn through inquiry-based activities taught by specialist science teachers.

## HASS

In the Western Australian Curriculum, the Humanities and Social Sciences (HASS) learning area comprises four subjects: History, Geography, Civics and Citizenship, and Economics and Business. The Aboriginal Cultural Framework and aboriginal perspectives are embedded into our learning programs.

## Health and Physical Education

In the Western Australian Curriculum, Health is divided into personal, social and community health, and movement and physical health. This area of the curriculum is delivered by class teachers and a Physical Education specialist.

## Specialist subjects

Teachers with specific skills and/or additional training teach Physical Education, Music, Art, Science, Design and Digital Technology, and Language (French) at Hillarys Primary School. They also create wonderful opportunities for students beyond the curriculum with whole school activities and special events. This includes in-term swimming classes are conducted annually for children from Pre-primary to Year 6 by trained Swimming Teachers not attached to our school. Instruction is free, but payment is required for bus transport and pool admission in years PP-4. Students in Years 5-6 do swimming lessons at the beach. Students have opportunities to participate and perform in events related to Music, Art and Language with the chance to showcase their skills in the community and beyond.

## OTHER POLICIES and PROCEDURES

### Bringing valuable items to school

Children should not bring valuables, jewellery, money, or other items to school UNLESS permitted for specific educational purposes by the teacher at the school. The school will not take responsibility for the loss, breakage, retrieval, or replacement of valuable items.

### Mobile Phones

Mobile phones and other electronic devices (including smart watches) should be on flight mode and kept at the front office for the day unless the student has been granted an exemption from the principal. All communication between parents and students, during school hours, should occur via the school office. Please refer to the policy on our website.

### Publications of images and work

The Department of Education's Information Privacy and Security Policy requires the school to have parental/guardian permission before using visual images of students, such as photographs, inside or outside the school environment.

## SCHOOL GROUNDS

### Parking

Parking bays are provided in Lymburner Drive for parents to wait for their children. The following parking areas are **out of bounds** to parents:

- Staff car park
- On the verge of private homes
- In areas on the road marked with yellow lines

Parking illegally may result in infringement notices being issued by the City of Joondalup. Always observe the **40kph** speed limit in school zones.

### Bike/Scooter Riding

We promote road safety guidelines ensuring our students arrive and leave safely. We strongly recommend that children under the age of 10 years ride to school in the company of an adult. Students must wear helmets. It is not recommended that skateboards are ridden to school. For the safety of everyone in our community, bikes and scooters must be walked within the school grounds and surroundings footpaths.

### Dogs

Dogs are not permitted on the school grounds at all, even on a leash. Administration must give specific permission for any animal to be on site.

**Update required November 2025**