





# Madeley Primary School

## Handbook 2025



Curriculum • Community • Care

 [www.madeleyprimary.wa.edu.au](http://www.madeleyprimary.wa.edu.au)  
 [madeley.ps@education.wa.edu.au](mailto:madeley.ps@education.wa.edu.au)

 Martindale Ave, Madeley  
 9306 6900

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## IMPORTANT CONTACTS

**Office Hours:** 8:00am - 4:00pm

**Front Office:** 9306 6900

**Email:** [Madeley.ps@education.wa.edu.au](mailto:Madeley.ps@education.wa.edu.au)

**Website:** [Madeleyprimary.wa.edu.au](http://Madeleyprimary.wa.edu.au)

**Facebook:** <https://www.facebook.com/madeleyprimaryschool/>

**Principal:** Lainie Beccegato

**Deputy Principals:** Kylie Reeves  
Libby Clark

**MCS:** Rebecca Webb

**School Officers:** Trudy Sutherland  
Janina Fahy  
Smita Hirani

## INSTRUCTIONAL HOURS

Kindy - Year 6

**Monday, Tuesday, Thursday and Friday:**

8:35am - 2:50pm

**Wednesday:**

8:35am - 2:30pm

**Lunch:**

11:08am - 11:38am

**Afternoon Recess:**

1:26pm - 1:56pm

## IMPORTANT TERM DATES

**Term 1:** Wednesday 5th February - Friday 11th April

**Term 2:** Monday 28th April - Friday 4th July

**Term 3:** Monday 21st July - Friday 26th September

**Term 4:** Monday 13th October - Thursday 18th December

## SCHOOL DEVELOPMENT DAYS

**Term 1:** Monday 3rd February 2025

Tuesday 4th February 2025

**Term 2:** Friday 30th May 2025

**Term 3:** Monday 21st July 2025

**Term 4:** Friday 24th October 2025

Friday 19 December 2025

## PUBLIC HOLIDAYS

Labour Day - Monday 3rd March 2025

WA Day - Monday 2nd June 2025





## MADELEY PRIMARY SCHOOL

Madeley Primary is a vibrant learning community where students work in a mutually rewarding partnership with staff, caregivers and the wider community.

Our school has a strong focus on developing the whole child in all aspects of their lives including cognitive, creative, physical, emotional, social and academic areas.

All students in our school are expected to achieve their very best so that they are equipped to deal effectively with the opportunities and challenges they encounter in our changing world. To support them we provide a safe and supportive environment in which they can grow and learn together.

Students are taught higher order thinking skills within a collaborative learning environment and have access to current technology in order to deepen learning experiences and engage with the global community.

Lainie Beccegato  
Principal





## Our Vision

Madeley Primary School will nurture and promote life-long learners within a positive school community where respect is valued and independence and excellence are expected.

## Our Values

**RESPECT:** for self, others, community, environment.

**RESPONSIBILITY:** for behaviour of self and others, and for learning.

**RESILIENCE:** in relationships, in learning, being able to bounce-back, learn from failures, take risks and self-reflect.

## Our Beliefs

At Madeley Primary School we believe:

- parents and families are integral members of the school community and partners in student learning.
- excellence in teaching is supported by current research and evidence-based methodologies.
- in creating environments in which all students are engaged, challenged, supported to learn and feel safe to take risks.
- in differentiated teaching as a strategy for ensuring that every student is engaged and learning successfully.
- positive behaviour is best learnt through respectful relationships and self reflection.
- that consistent high expectations will promote excellence in the form of challenging learning goals which improve educational outcomes.
- in actively supporting our students to positively manage their own mental and physical health, well being and behaviour.
- in promoting learning as a lifelong pursuit and encouraging all members of the school community to be reflective, collaborative and respectful.



# KINDERGARTEN

## The Learning Program

At Madeley Primary we plan engaging, challenging and supportive learning programs that give your children every opportunity to learn by building on their existing knowledge, skills and interests. The staff take the time to get to know your child, build upon their existing knowledge and skills, and observe their physical, personal, social and emotional wellbeing.

Kindergarten is an important step in making a smooth transition from home to full time schooling. A structured routine assists children in developing the skills required for being in a large group. Our Kindergarten program, guided by The Early Years Learning Framework and the Kindergarten Curriculum Guidelines, aims to prepare your children for learning the Australian Curriculum in Pre-Primary. We achieve this through a perfect balance of learning through play and intentional teaching, both indoors and outdoors.

## Kindergarten Session Times

Times are the same for all year levels.

## Birthdays

Due to COVID restrictions, you are welcome to provide pre-packaged treats (i.e. Freddo Frogs) for the class to celebrate your child's birthday. Please do not send in any food containing nuts. Please let the teacher know if your child cannot partake in the celebrations.

## Canteen

Lunches can be purchased from the canteen on Monday, Thursday and Friday. No recess or slushies/ice-creams are available to students in Kindy or Pre-Primary. Please ensure older siblings do not purchase these for your child, as it is unfair to the other children.

## Crunch & Sip

At Madeley PS, we have fruit time before the first break. We ask that your child bring a container with a piece of fruit, vegetables, plain popcorn, cheese or dried fruit each day. Crunch & Sip provides excellent curriculum teaching opportunities with respect to healthy eating choices, hygiene and manners.





## KINDERGARTEN (CONTINUED)

### Kindergarten Clothing

Please supply your child with a spare set of named clothing in their school bag at all times in case of accidents or spills. During outdoor play the children will take their shoes off. This is a necessary precaution as shoes hinder the children's grip whilst climbing and accidents can occur as a result. Please ensure that your child is able to take off and put on their footwear independently, especially any shoes with laces.

### Kindergarten Pick Up Times

It is Department of Education policy that your child must be supervised by an adult until opening time and picked up by an adult at the conclusion of the school day. Please do not leave your child in the playground alone, nor allow children to play on the equipment before or after school. Please ensure prompt pick (2:50pm Monday, Tuesday, Thursday Friday and 2:30pm on Wednesday) to avoid distress for your child. If you are running late, or need to make other pick-up arrangements, please make contact with the school office.

### Parent Help

There are many ways parents can support our Kindy program. During the year a Parent Roster will be available. Spending the morning in the class allows you to help the teachers, engage in your child's learning program and observe your child participating in the Kindy program. Parents will also have the opportunity to join the class for special activities throughout the year.



# ABSENCES AND PUNCTUALITY

## Absences

When students are enrolled in school, to comply with Department of Education policy, parents must provide explanation of a student's absence by sending an SMS to the school, phoning the office on the day or sending a note within 3 days of each absence occurring. If you are planning an extended absence, a Leave Request Form must be completed.

## Arrival Times

Children are welcome at school from 8:20am. Students who arrive between 8am and 8.20am are required to sit outside the Principal's office until released. A 'Before and After School Care' program through Camp Australia is available. Please refer to the inside back cover of this booklet.

Kindy and Pre-Primary students are to be handed over by parents or carers to the teacher at the beginning of the day and collected at the end of each day. If parents give permission for another adult to pick up their child a written note must be given to the teacher. If students arrive after 8:35am, they must be signed in at the front office.

## Departure of Pupils from School Before End of Day

Parents who wish to take their child during lesson time are asked to forward a note in advance to the class teacher and sign their child/children out at the school office, where you will receive a 'Leave Pass' to take to the teacher/s. In emergency situations, parents are asked to telephone the school so the teacher can be informed.

## Teacher Meetings

Parents are very welcome to visit the school at any time to discuss matters regarding their children with staff members. This can often be to the mutual advantage of parents, children and teachers. However, to save disruption to the normal class routine, parents are asked to arrange visits in advance i.e. the preferred time is a pre-arranged time, which is mutually convenient.

## Pupils Leaving School

When transferring to another school, we would appreciate a few days notice in order that pupil's belongings can be collected. On admission to the new school, a transfer note will be sent to us informing us of the new school and the date of commencement.

## School Out of Hours

The school is not open to the public out of hours unless special arrangements have been made. Children are not permitted to play in the school grounds after hours without parental supervision. No motor cycles, bicycles, skateboards, blades or scooters are permitted to be ridden in the school grounds.

Local clubs and organisations may be given permission to use the school oval and courts. When this occurs, these organisations will be responsible for the behaviour and supervision of their members during allocated times. The courts and oval can be used by local residents, if used appropriately.



## CLOTHING AND PROPERTY

### Lost Property

All children's property and clothing must be clearly marked. Lost property is kept in the box outside the Undercover Area. Unclaimed uniform items are washed and provided to those in need. Non uniform items are given to a charity.

### Items 'not' to be brought to School

Unless asked to do so by a teacher, students are not to bring the following items to school: liquid paper, rubber bands, spray paint, iPads, electronic video games, collector cards (i.e. Pokémon), chewing gum, marker pens, laser pens and any other items that may create a distraction from the learning program.

### Mobile Phones/Smart Watches

Students at all WA public schools are banned from using mobile phones during school hours. The mobile phone policy takes effect during schools hours, including at recess and lunch breaks. Students from Kindergarten to Year Six will not be allowed to have phones during the school day. Smart watches must also be set to airplane mode. All parents must complete the mobile phone policy documentation before sending the mobile phone to school.

### Jewellery

Children are not to wear jewellery to school apart from specified items in the Dress Code. It is not appropriate and considerable time is wasted in locating lost and misplaced items. This includes items such as wallet chains, larger earrings and necklaces as these can often lead to injury in some areas such as Science and Physical Education. Only studs/sleepers, watches, medical identification and religion items (i.e. holy cross) are acceptable items of jewellery.

### Toys

Children are not permitted to bring toys to school unless they wish to use these as news items. They must remain in the classroom at recess and lunch. No responsibility can be taken by the school for loss or breakage of such toys.

### Uniforms

All students should be in appropriate school uniform and wear a wide brim hat when outside throughout the year.

The Madeley Primary School uniform can be purchased from Wanneroo Uniforms, Unit 1/16 Prindiville Drive, Wangara.

### **Wanneroo Uniforms Opening Times:**

Monday – Friday    8.00am – 5.00pm  
Saturday            9.00am – 12.00pm



## CLOTHING AND PROPERTY (CONTINUED)

### Dress Code Policy

It is a requirement for all students to maintain the school's Dress Code. The Code of Dress is a good and affordable alternative to a full prescriptive uniform. It allows the selection of styles from within a range, caters for all seasons and is comfortable.

Acceptance of your enrolment at Madeley is taken as agreement to abide by our dress code. The reasons for a Dress Code include:

- promotes the school's public image
- increases school spirit, morale and pride
- convenient and cost saving for parents
- decrease rivalry between students
- improves safety and security

It is important for our staff to be able to identify our students and recognise outsiders who should not be on the school grounds.

### Not Acceptable

- inappropriate logos
- shirts that do not have a collar i.e. t-shirt and colours other than blue
- denim or denim look shirts, shorts or jeans
- length of upper clothing not meeting lower body clothing
- hoodies of any description
- loose long hair, all hair shoulder length and beyond is to be tied back for both boys and girls.

### What happens if the Code of Dress is not adhered to?

Students who consistently arrive at school in clothing that does not meet the dress code will be directed to Administration. If the clothing is inappropriate, students will be provided with appropriate clothing to change into for the day. If the student is issued with a change of clothing a number of times, parents may be contacted.

### Hats

Wide brimmed hats are compulsory for students. The school has a "no wide brimmed hat no play" policy throughout the year because we are a "Sun Smart School". Caps and visors do not give sufficient protection from the sun and are not permitted.

### Footwear

Students should wear suitable shoes for physical activity. Children should be able to manage their own footwear including laces, buckles and velcro.

### Excursions

It is expected when students are participating in school excursions they will adhere rigidly to the Code of Dress. When we go out in public, students need to be seen as belonging to our school and be identified as a unified group. Students attending official functions will be expected to portray the school in the best possible light and dress in full Code of Dress.



# COMMUNICATION

## Assemblies

Parent assemblies are held approximately 3 times per term. Parents are invited to attend. Notification of classes performing items and conducting the assembly will be made in the newsletter and appear on the School Calendar on our website.

## Reports

Formal reports are sent home via email at the end of the first and second semester. Arrangements can be made for parent interviews. Reports are a record of your child's individual achievement. Pre-Primary students will also receive a report from the On-Entry Assessment in Term 1 each year.

## Newsletters

Three times a term we publish a School Newsletter that is sent to you via Seesaw. If you are unable to access email, please make an alternative arrangement with the front office.

## Interviews

Class teachers will provide information about the particular programs and management of their classroom early in the year. Teachers may inform parents through meetings, notes and online. It is hoped that parents and teachers will have regular contact on an informal basis. Scheduled interviews are a preferred method to discuss issues that require time and attention, to ensure that meetings are productive for all concerned. This is often not possible to accommodate in the rush just before and just after school. To avoid interrupting class teaching routines, please arrange an appointment by telephone, note or email. All staff can be contacted via their Department email account: First name.Surname@education.wa.edu.au

## Parent Concerns

If you have concerns for a child, the best first step is to call your child's teacher and set up a phone conference to discuss the problem. Often, a face-to-face meeting at the school will be scheduled. Only if the problem is unresolved should you take it to the next level, which is a meeting with the Deputy Principal. If however, after this meeting you feel the situation is still unresolved, then it would be appropriate to make an appointment to see the Principal.

In preparation for a meeting with school personnel, envision that everything will work out for the best. A positive attitude makes it easier for everyone to calmly discuss the issues and find solutions.

Work with your child's teacher to come up with a written list of how to resolve the situation. There should be items for both you and your child's teacher to address. Schedule a follow-up appointment to see what progress has been made. If the teacher has asked you to work on some issues with your child at home, it's important that you follow through.



## COMMUNICATION (CONTINUED)

### Publication of Images and Work

Our school regularly uses images of students in a variety of ways to inform parents/carers 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 photos of students and/or their work to Department of Education media. In addition to this, the publication of our Newsletter on our school's website may result in your child's image potentially being accessed worldwide through the Internet. Permission from parents/carers for the use of images is through a signed consent form, completed at enrolment. Please do not publish any children's photographs taken at school events on social media without the permission of that child's parent/s.

## FINANCE

### Contributions

In order to enrich the opportunities available to your child in the school, Department of Education Regulations provide that a Principal may establish funds for libraries, sporting facilities, incidental materials, educational tours etc. In our school, we believe it would be in the best interest of the students if all parents could contribute the following amount:

#### **\$60.00 for each child Years K - 6**

In addition, there is a **P&C contribution of \$20.00 for one child and \$40.00 for two children or more.** These amounts have been approved by the Department of Education guidelines and the School Board.

If there is financial hardship, please contact the Manager Corporate Services as soon as possible so that a mutually acceptable payment plan can be made for you. A breakdown of anticipated costs in respect of your child's participation in excursions, incursion and other school activities is available by referring to the Madeley Primary School Voluntary Contributions and Charges booklet available at Administration.

### Money Collections

Madeley have introduced the Qkr!™ App. Qkr!™ (pronounced 'quicker') is a mobile payments platform that enables consumers to order and pay for goods and services directly from their smart device (iPhone, iPad, Android or Tablet).

Qkr!™ aims to save time convenience and efficiency to both parents/carers and the school. The Qkr!™ App is a free and easy-to-use mobile app that enables parents to order and pay for school items for their children directly from their phone or computer. The Qkr!™ App can be downloaded from the Apple Store or Google Play to your device. (iPads and tablets - use mobile app for these).

For those without access to a smart device, a web-based version on Qkr!™ is available at <http://qkr.matercard.com/store>.

If you are unable to pay for school activities via Qkr!™, please contact administration either by telephone on 9306 6900 or email: [madeley.ps@education.wa.edu.au](mailto:madeley.ps@education.wa.edu.au) for an alternative arrangement to be organised, e.g. EFTPOS and credit card payment.

## GENERAL ORGANISATION

### **School Rules – (Behaviour Education)**

As in any community group, certain rules are necessary for harmonious living. We keep our rules to a minimum and revise them when required. The school's Behaviour Education Policy is outlined to parents at the start of each year and can be found on our school website.

Staff and students have worked together to develop the Madeley Way Matrices. Our Matrices posters can be found in all classrooms and around the school, providing a common language across the school and outline the high expectations we have for our students. The values within our Madeley Way Matrices are integrated as focal points in school mini assemblies. A copy of both Madeley Way Matrices, the Early Childhood Matrix and the Primary Matrix can be found at the end of this handbook.

### **Class Allocations**

Parents are often concerned about how their children are placed into class groups. The school's placement policy is followed by staff. The criteria includes; academic performance, independence in work habits and social/emotional considerations. If parents have a concern regarding placements for the following year, a formal letter needs to be addressed to the school in November. These are called for in the school newsletter with a strict closing date. Class lists are posted on Connect on the afternoon of the business day before students start the new school year.

### **Damage**

The staff of Madeley Primary School would like the buildings, grounds and equipment to be appreciated and respected by present and future generations. Any act of vandalism will be reported to Department of Housing and Works and if a cost is incurred, the school will ask parents to pay for the repairs. Equipment, which is deliberately broken or taken, will also need to be paid for by parents. We would like the support of parents to ensure that students understand that wilful damage of buildings, grounds and equipment will not be condoned. If you use anything suspicious, please call School Watch on 1800 177 777.

### **Canteen**

A canteen operates at the school each Monday, Thursday and Friday unless otherwise stated in the school newsletter. We have online ordering, just sign up and go! Instructions for signing up to 'Our Online Canteen. Website is [quickcliq.com.au](http://quickcliq.com.au).

Alternative to online ordering is a standard lunch order bag available from the canteen. Payment is to be made with every order and where possible, the correct money would be appreciated. Orders are to be placed in the relevant classroom baskets. There is no guarantee that late orders will be filled and substitute items may be given. Some items are also available for recess and this needs to be clearly marked on the order if they are for recess rather than lunch. Students in Kindy and Pre-Primary can only access the canteen for lunch, and may not order ice creams or slushies.

The canteen is conducted by the P&C Association. All profits made by the canteen go to the P&C which then passes onto the school in various ways, which ultimately benefits all of our children. Voluntary helpers are required and appreciated.



## PARENT AND COMMUNICATION ENGAGEMENT

### Parents' and Citizens' Association

The Parents' and Citizens' Association is an active body which plays a most important part in school fundraising. All parents are urged to become active members. As well as providing essential equipment, the Association forms a valuable link between parents and the school. P&C meetings are held at 7.30pm twice a term; please refer to the school newsletter for notification of the next P&C meeting date.

### School Board

The function of the School Board is to take part:

- in establishing and reviewing general policy directions
- in the planning of financial arrangements necessary to fund those objectives, priorities and directions
- in evaluating the school's performance in achieving them
- to promote the school in the community
- to take part in formulating codes of conduct for students at the school
- to determine, in consultation with students, their parents and staff of the school, a dress code for students when they are attending or representing the school

The group meets once per term. The Principal will call for nominations in the newsletter when parent/community positions become available. Parents are welcome to nominate to join the School Board.

## HEALTH AND SAFETY

### Crunch and Sip

Madeley is a Crunch and Sip School. This means we encourage healthy eating including fruit and vegetables and drinking water every day. All students bring their own water bottles to drink from in class. Students bring fruit or salad vegetables ready to eat in a small container. Each child will eat their own snack during the morning "Crunch and Sip" break. More information and suggestions can be found on the website. <http://www.crunchandsip.com.au/>.

*Madeley Primary also encourages healthy lunches and snacks to promote learning and growing.*

### Emergency Information

At the time of enrolment, parents are asked to complete details of their work address and an emergency contact in the event that parents cannot be contacted. It is essential that you advise the school immediately of any change to this information.

### Sickness/ Injury

If a child becomes ill or injured at school, parents will be notified and asked to take their child home. Children who are not well should not be at school. Please be sure your child is sufficiently recovered before he/she returns to school. If your child has a runny nose, a cough, been vomiting, or is feeling sick in the morning, please keep him/her at home so that others don't become infected. If they have conjunctivitis, cold sores or school sores (impetigo), please keep them at home as these are highly contagious.



# Australian Guide to Healthy Eating

Enjoy a wide variety of nutritious foods from these five food groups every day.

Drink plenty of water.

Grain (cereal) foods, mostly wholegrain and/or high cereal fibre varieties



Vegetables and legumes/beans



Lean meats and poultry, fish, eggs, tofu, nuts and seeds and legumes/beans



Milk, yoghurt, cheese and/or alternatives, mostly reduced fat



Fruit



Use small amounts



Only sometimes and in small amounts





## HEALTH AND SAFETY (CONTINUED)

### Head Lice

Please check your child's hair each week and treat if necessary. If a child is found to have head lice, a class note will be sent home to notify all parents. Under the School Education Act 1999, a Principal may exclude a child with head lice from school until treatment has commenced. The child may return to school when all live head lice have been removed. A few remaining eggs are not a reason for continued exclusion. However, the parent must continue treatment until all eggs and hatchlings have been removed, usually over the following ten days.

### Medical Conditions

Please advise the school of any medical conditions your child has. If any changes occur after enrolment it is important to update the school's records. Schools require details of medical management plans for conditions including asthma, diabetes and anaphylaxis. If your child requires assistance taking medicine during the school day a form with parental consent and instructions must be filled out at the School Office.

### SunSmart Program

Madeley Primary School is a SunSmart school. Ensuring children are well protected from the sun in early childhood care and education settings is a major priority for the SunSmart Program. All children must wear a broad brimmed hat all year round.

### Car Parks

Madeley Primary School aims to ensure that all children travel to and from school in a safe manner. All parents are encouraged to read and understand the following policy and to also ensure that their children follow the rules and guidelines. Please do not park on the grassed areas around the school. Parking is only permitted in designated parking areas.

### Lockeport Approach

Early childhood carpark, Kindy-Year 3. There is also an overflow parking area available when entering the early childhood parking area if all other carparks are full.

### Olivedale Road

Carpark for drop off and collection of middle and upper primary students, Year 3 – Year 6.

### Martindale Avenue

Kiss and Drive drop of zone, all drivers must remain in their car to ensure flow. The Kiss and Drive is only for students in Years 1-6. Parents must pick up their children in Kindergarten and Pre Primary from their classroom.

**Entry to the staff car park is prohibited at all times.**

## HEALTH AND SAFETY (CONTINUED)

### Walk to and from School

All children walking to school are encouraged to use the recommended routes. It is **recommended** for young children to be accompanied by a parent or older child, especially if crossing Gngangara Road. It is encouraged that children enter and exit the school via:

- the entrance off Martindale Avenue on to the grey concrete pathway
- the fence near the oval gate on Lockeport approach
- students and parents must not enter via the staff car park and are encouraged to use the footpaths provided.

## SCHOOL PROGRAMMES

### Curriculum

Madeley's curriculum is based on the learning areas of English, Mathematics, Science, Technologies, Indonesian, HASS, The Arts and Health and Physical Education. The implementation of the curriculum is based on the principles embodied in the West Australian Curriculum, which is implemented in all schools. At parent meetings and at other times offered throughout the year, teachers will provide further information about the way the curriculum is developed and how your child's progress is reported. Parents can find further information at <http://www.scsa.wa.edu.au>

### STEM

At Madeley Primary School, STEM is the art of integrating the subjects areas of Science, Digital Technology, Design Technology and Mathematics and the explicit teaching of 21st century skills. Students engage collaboratively to solve open-ended and real world problems drawing on explicitly taught concepts and skills.

### Technology

Each classroom and the Library has access to computers and the internet. The school has a bank of iPads and iPods on transportable trolleys utilised throughout the school. The school runs a one-to-one Laptop program in Years Four to Six. Each class is encouraged to use the available technologies to enhance the educational program. concepts and skills.

### Performing Arts

Performing Arts lessons are provided to all students from Pre-Primary to Year 6 by a specialist Performing Arts teacher. The school has established a choir for selected students who, from time to time, perform at outside venues.

### Visual Arts

Art lessons are provided to all students from Pre-Primary to Year 6 by a specialist Art teacher.





## SCHOOL PROGRAMMES (CONTINUED)

### Sport

Physical Education lessons are provided to all students from Pre-Primary to Year 6 by a specialist PE teacher.

### Winter Sport

During Term 2 football, netball and other sporting teams may take part in a Lightning Carnival.

### Athletics

Students in Kindergarten to Year 6 are involved in a Faction Athletics Carnival during Term 3. Selected students from Years 1 to 6 participate in an Interschool Athletics Carnival.

### Factions

The school has four factions:

- **Lightning (Yellow)**
- **Storm (Green)**
- **Thunder (Red)**
- **Cyclone (Orange)**

### Gifted and Talented Students

Students identified as gifted or talented are catered for at our school through the classroom curriculum. Teachers at our school provide programmes that allow all students to achieve at their individual level. This is done through the differentiation of the classroom curriculum whereby a variety of activities enable students to engage in higher order thinking skills, accelerating, enriching and extending students within the normal classroom environment. Some identified students have the opportunity to participate in the Primary Enrichment and Academic Challenge (PEAC) Program in Years 5-6 or the Early Years Program, suited for Years 1-4. Selection is based on results from assessments tests completed in Year 4 and other relevant information. PEAC is held in various locations and it is the parents' responsibility to transport their child to and from sessions.



### Library

The school library provides a wide range of materials to enrich and support the curriculum and personal growth of users. Children are encouraged to borrow books from the automated school library. Parents are asked to ensure that care is taken of these books when at home, and returned when due. The use of library bags is essential. In the case of books being lost or damaged, parents will be asked to replace them.

### Parent Help

Parents interest and involvement in students' education is known to support successful learning. Teachers provide a variety of opportunities for parents and carers to join in class activities including parent rosters, classroom visits and excursion helpers. Teachers will notify parents of opportunities that are available within their classroom.

## SCHOOL PROGRAMMES (CONTINUED)

### Homework

Homework for primary school children should be minimal, in order that a balance of play, rest and exercise can be achieved. As children move towards the upper primary years, they should progressively be exposed to more structured homework requirements in order to facilitate a smooth transition to secondary school through the development of good study habits. It should always be seen as a vehicle to enhance student learning outcomes and foster positive school/home partnerships.

## STUDENT SERVICES

A number of therapy services are provided within the school setting to minimise the amount of time spent away from the classroom and parent inconvenience associated with attending therapy during school hours. Contact the Deputy Principal, Student Services, about making appointments.

### School Nurse

The School Nurse is available for parents and teachers to discuss medical and developmental concerns.

### School Psychologist

The Psychologist works at the school on a once per weekly basis. Children may be referred by teachers for assessment after consultation with the parents. Parents who have concerns about their child may contact the Deputy Principal, Student Services, for further support.

### School Chaplain

The school chaplain is available to work with students requiring extra emotional support or social skills development. The School Chaplain works on a Thursday and Friday. If parents would like their child to see the School Chaplain, please contact the Deputy Principal, Student Services.

### Dental Centre

All children from Pre-Primary to Year 11 are eligible for free dental treatment. Our Dental Therapy Centre is located at Pearsall Primary School, Willespie Drive, Pearsall WA 6065, For an appointment please contact them directly on 08 9405 3405. Students will automatically be allocated appointments by the Dental Therapy Team.





## STUDENT SERVICES (CONTINUED)

### Therapy Learning & Communication (TLC)

TLC is a private speech therapy company that provides speech assessment and services at our school. This can assist students who are having difficulty in the following areas: speech/articulation skills, pre-literacy and literacy skills, processing, comprehension of instructions, expressive language, vocabulary and grammar, fluency/stuttering. Please contact TLC for further information.

### Abilitations Occupational Therapy

Abilitations is a private company that provides occupational therapy assessment and services at our school. This can assist students who are having difficulty in the following areas: scissor and pencil skills, self-management and gross motor skills, handwriting (letter formation, spatial organisation, written expression, speed), sensory processing & modulation, attention & organisation, visual perception (letter & number recognition) and co-ordination. Please contact Abilitations Occupational Therapy for further information.

### Book Club

The school co-ordinates the ordering of books through Scholastic Book Club, there are approximately 6 releases of books per year. Information is sent home with students.

### Photographs

Every year school photos are taken and parents have the opportunity to purchase them. Further information is provided at the relevant time.

### Transitions

During Term 4, transition activities are developed for students entering Kindergarten and Year 7 the following year. The school will advise parents as to the timing and format of the transition program. An informal transition program for students entering Pre-Primary and Year 1 will be undertaken during the school day in Term 4 to familiarise students in these early years.

### Before and After School Care, Camp Australia

Camp Australia provides a program for students before and after school care. This is located on the school site. Your support and use of this program is appreciated. For further information please contact the school or bookings can be made by contacting the following:

Mobile Phone No: 0413 588 434    Camp Australia: 1300 105 343

Fax No: (03) 8610 2044    Website: [www.campaustralia.com.au](http://www.campaustralia.com.au)

### HOURS OF OPERATION

Before School Care: 7:00 am - 9:00 am

After School Care: 2:50 pm - 6:00 pm

Wednesday Early Close: 2.30 pm - 6.00 pm

Vacation Care: 7:00 am to 6:00 pm (not available at MPS)



# THE MADELEY WAY - EARLY CHILDHOOD MATRIX

 <p>Treat others as you would like them to treat you</p> 	In my learning space I will				When in a digital environment I will		When I move around the school I will		When I use the toilet I will		When I play outside I will		When I'm eating I will			
	Listen to others		Share and take turns		Take care of the equipment		Use quiet voices to respect other learners		Respect others' privacy		Keep my body to myself		Keep my hands on my own belongings			
	Use kind words		Take turns		Use the equipment safely	Walk sensibly without playing	Look where I am walking	Use the appropriate amount of toilet paper	Wipe my own bottom	Go when my body tells me and wait until I'm finished	Ask for help if I need it	Take turns and share with others	Ask a duty teacher for help if I can't solve my own problems	Raise my hand and wait for a teacher before I move		
	Keep my body to myself															
<p>It takes great strength to be sensible</p> 	Make strong choices		Stay on set task		Use the equipment safely		Walk where I am walking		Use a quiet voice		Use the equipment safely		Eat my healthy food first			
	Be my own boss		Ask for help if I need it		Have a go at the set tasks		Walk my bike or scooter through the school grounds		Close the door and lock it		Walk on the pavement		Stay sitting in one place			
	Do my best even when things are hard or new		Have a go at the set tasks		Remind my peers to walk sensibly and quietly		Walk in a line		Wash my hands		Help pack away		Organise my rubbish/scraps in the right place			
<p>Be brave - participate to progress</p> 	Do my best and work cooperatively with others		Work independently on my own device		Walk in a line		Flush the toilet		Dry my hands		Be my own boss and let others be their own boss too		Put my belongings away properly before I play			
	Pursue your personal best no matter who you work with		Work independently on my own device				Wash my hands		Flush the toilet		Help pack away		Organise my rubbish/scraps in the right place		Put my belongings away properly before I play	
	Pursue your personal best no matter who you work with		Work independently on my own device		Walk in a line		Wash my hands		Flush the toilet		Help pack away		Organise my rubbish/scraps in the right place		Put my belongings away properly before I play	



# THE MADELEY WAY - PRIMARY MATRIX

Treat others as you would like them to treat you



It takes great strength to be sensible



Have reasons for the things you say and do



Be brave - participate to progress



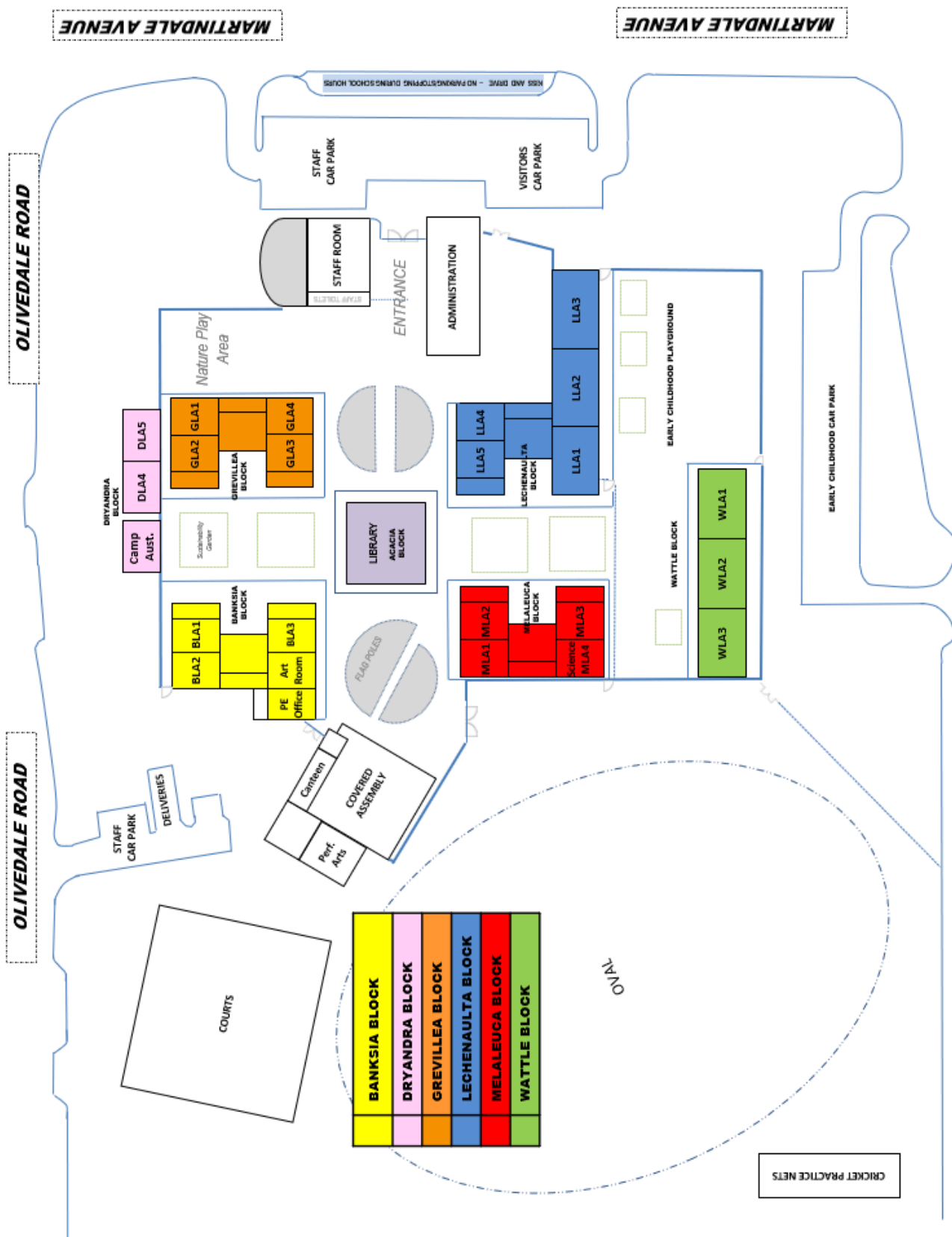
Pursue your personal best no matter who you work with



In my learning space I will	When in a digital environment I will	When I move around the school I will	In the AAA and the canteen I will	When I use the toilet I will	When I play outside I will
Respect others and myself	Only make respectful comments online	Move respectfully through the school	Wait for my turn for the canteen	Be respectful of people's space and privacy	Follow the Golden Rule and play safely
Respect all property	Only take photos/videos when given permission by the teacher	Follow the teacher's instructions	Show manners towards the canteen staff	Use water carefully and not waste it	Include others in my games
Listen to others	Get permission from the teacher before posting things online or send messages		Be kind to others	Use toilet paper responsibly and not waste it	Choose kind words and actions
Use my manners at all times					Resolve conflicts respectfully, or seek assistance from an adult
Follow instructions immediately					
Think about my behaviour and take responsibility for my actions	Adhere to the User Agreement	Walk sensibly	Wait until I get outside to play with the sports equipment	Use my quiet voice	Respect others
Do the right thing even when no one is watching	Look after all equipment	Stay with my group moving quickly and respectfully	Follow the rules of the AAA in a positive way (no running or eating)	Leave the bathroom as soon as I have finished	Respect the school environment by placing rubbish in the bin
Make strong choices and be my own boss	Keep devices in my hands or on a table (not on the floor)	Keep my hands and my feet to myself	Only play in the AAA area when the roller doors are open	Wait for my friend outside the toilet at recess and lunch	Immediately stop playing when the siren rings
Code switch immediately when required	Stay on set task or program	Push my bike or scooter through the school grounds	Make strong choices regardless of what others are doing around me	Go into the toilet cubicle on my own	Hold all equipment and walk to class when the siren rings
Make strong choices regardless of what others are doing around me	Hand in my mobile device before the first siren	Make strong choices regardless of what others are doing around me	Encourage others to follow the AAA rules	Inform the office if the toilet needs cleaning	Wear a school hat
Ask for help if I'm unsure	Report any unsafe or inappropriate behaviour to my teacher	Wait in line sensibly and quietly for my teacher	Include others who have been left out		Play by the rules
Have-a-go at all times	Not be a bystander	Return to class calmly and on time			Make strong choices regardless of what others are doing around me
Accept that I will make mistakes and learn from them					Don't be a bystander
Ensure that every minute counts, so that I do my best at all times	Challenge myself to try new things	Make strong choices no matter who I am with	Be patient and wait for my turn at the canteen	Wash my hands with soap	Display sportsmanship
Try my best and challenge myself	Persist and problem solve	Be respectful with my words and actions to everybody in my school community		Flush the toilet	Accept winning and losing at all times
Work collaboratively with my peers and assist when necessary	Work collaboratively with my peers and assist when necessary				Play my part by keeping the school clean and tidy
I have high expectations of myself and others					



# MADELEY PS SCHOOL MAP





**Madeley**  
Primary School

