

IMPORTANT CONTACTS

Office Hours: 8.30am—3.30pm

Administration: 9413 5050

Email: Westminster.ps@education.wa.edu

Website: westminsterps.wa.edu.au

Facebook: www.facebook.com/westminsterjps

Principal: Andrea White

Deputy Principals: Julien Coci

Miriam Thomas

Manager Corp Services: Nicole Softley

School Officer: Amanda Hogg

Mischa Taylor

BELL & GATE TIMES

Classroom doors open: 8.30am **Lessons begin:** 8.45am

Recess: 10.45am – 11.05am

Lunch: 1.05pm – 1.45pm

Gates: All gates open 8am—9am and 2.15pm—3.15pm

Please note: For safety reasons, students are not permitted to arrive at school prior to 8.15am.

2025 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 and Tuesday 4th February

Term 2: Friday 30th May

Term 3: Monday 21st July

Term 4: Friday 31st October and
Friday 19th December

PUBLIC HOLIDAYS

Labour Day: Monday 3rd March

WA Day: Monday 2nd June



WESTMINSTER PRIMARY SCHOOL

Welcome to Westminster Primary School. It is an honour to have your child and family as a part of our school community.

Westminster Primary School (K-6) opened in 2021 as a new school resulting from the amalgamation of Westminster Junior Primary School (Kindergarten to Year 3) and Westminster Primary School (Years 4 - 6). Our school offers health and early education programs through the onsite Child and Parent Centre and KindiLink initiative, and formal schooling from Kindergarten to Year 6.

Our school is where students, parents and the community are welcomed from all corners of the globe. Our children feel important, and they know they matter. Their individual progress is recognised and celebrated. Our students are inspired to step outside their comfort zone, try new experiences and grow. Westminster Primary School is more than a place to learn; it is a community where children feel safe to dream big and shine.

Positive behaviour is taught and expected, strong relationships are forged and nurtured through engaging and encouraging students to achieve their very best.

The School Board takes an active role in working with the school community to achieve the best outcomes for our students.

As foundational Principal of Westminster Primary School I am honoured to work in partnership with the community, to establish a shared vision and success for your child's future: **Together we learn, grow, achieve.**

We look forward to welcoming you into our Westminster family.

Andrea White
Principal



ABSENCES

Parents are able to phone the Administration Office on 9413 5050 to notify a child's absence. Alternatively, you can email the school on westminster.ps@education.wa.edu.au or submit details via our website at www.westminsterps.wa.edu.au.

AFTER SCHOOL CARE

We do not have a before and after school care provider onsite. Please visit our the Administration Office or website www.westminsterps.wa.edu.au for a list of local Before and After School Care providers.

ASSEMBLIES

Assemblies are held throughout the year and take place in the covered assembly area. Details and dates will be published in the Term Planner, Newsletter and via our website.

ATTENDANCE

Parents should ensure that children arrive at school in plenty of time prior to the 8.45am siren. Classroom doors open at 8.30am.

Late students must go through the office for a late note. If the school does not receive notice of an absence, a text message will be sent to parents/carers.

CANTEEN

Unfortunately, due to a reduction in volunteers, the canteen is currently not in operation.



IMMUNISATION

It is a government requirement for all students to be immunised before they can attend school, including Kindergarten. Children should be fully immunised before starting Year 1. The school requires a copy of immunisation records via MyGov. Acceptable records include:

- an Australian Immunisation Register (AIR) Immunisation History Statement that is 'up to date' and not more than two months old; or
- an AIR Immunisation History Statement that shows a 'catch up schedule active until [date]' that is in the future; or
- a valid immunisation certificate issued by the Chief Health Officer.

MOBILE PHONES and SMART WATCHES

Students are not permitted to use mobile phones or smart watches on school premises (gate to gate) for any reason. Students are required to deliver all devices to Administration for safekeeping and may be collected at the end of the school day.

VOLUNTARY CONTRIBUTIONS

Kindergarten to Year 6 (per child): \$50

Cash payments can be made at the front office. Alternatively, you can make a direct deposit into the school bank account detailed below or pay via EFTPOS at the office.

Westminster Primary School

BSB: 066 137

Account: 0090 5940

Reference: Child's first initial and surname with brief description for payment.

FACTIONS

Students are assigned a faction on enrolment. All students are welcome to wear their faction shirts during athletics carnival practice and on the carnival day.

The factions are:

- Avon**
- Swan**
- Tuart**



LATE TO SCHOOL

Students arriving late, after 8:45am, are required to go directly to the school office to collect a late note before going to class.

PARKING & DROPPING/COLLECTING

Increasingly, parents are driving their children to and from school each day. One result of this is that the boundaries and side streets of the school tend to become hazardous before and after school. Cars, students on foot and on bicycles/scooters make the possibility of accidents very real.

Please note the 40km/h speed zone.

Please take care when moving off from the school after drop-off and pick-up. For your convenience a Kiss and Drive is located along Ungaroo Road.

ROAD SAFETY

Students riding bicycles to school need parental guidance and training with respect to road safety. Please observe road safety rules. Bicycle helmets must be worn in line with WA law. Bikes can be chained to bike racks in order to minimise theft. Everyone must dismount before entering the school grounds and walk their bicycles and scooters whilst on school grounds. Please note, leaving bicycles, scooters and E-Scooters at school are done at your own risk as not covered by school insurance.

PERSONAL BELONGINGS

Students should not bring expensive personal items such as jewellery, toys, games etc to school. Staff cannot accept responsibility for loss or damage to this property. The Department of Education's insurance policy does not cover personal belongings.

ATTENDANCE

The School Education Act 1999 requires children of compulsory school age to attend school. When a child is unable to attend, legislation requires that parents/caregivers forward written notification providing a reasonable cause for the absence of their child. Notification beforehand is appreciated if the absence is anticipated.

Family holidays during school terms are not encouraged. School holiday periods provide a considerable amount of time for families to enjoy holidays. Absence during school terms may disrupt children's learning and their social development with friends. An application in writing must be submitted to the Principal for approval. Please see the Administration Office for forms.



PERSONAL ITEMS LIST

At the end of each year parents are given a personal items list indicating requirements for the next school year. Although the school has a recommended supplier, you are not obliged to use this supplier. Stationery supplies should be regularly checked and replenished throughout the school year.

SICKNESS & ACCIDENTS

Students who are sick should not attend school. In fairness to other students, to the staff and to themselves, they will be more appropriately cared for if allowed to recover from home. Children who are feeling unwell during the school day will be sent home. The school does not have facilities for minding sick students.

Minor illness or injury, occurring during the day, will normally be treated at school. In more serious emergencies every endeavour will be made to contact a parent to arrange for the child to be collected from school. Any changes in telephone numbers (home, work or mobile), addresses and emergency contact numbers should be recorded at school promptly.

There are a number of illnesses which require a child be excluded from school for a period of time. Some of the more common ones are Chicken Pox, Conjunctivitis, Diarrhea, Impetigo, Measles, Mumps and Ringworm. If you have a sick child and are in any doubt whether they should attend school, please contact the school to discuss the matter. Information on communicable and infectious diseases can be found at www.health.wa.gov.au.

Arrangements for the dispensing of all **medication** (both long term and short term) must be made through the school administration and updated annually. A staff member may assist, by arrangement, in the dispensing of medication only if the parent/caregiver has given written authority and clear written instructions. For safety reasons students are not to have medicines in their possession or in their bags (except Ventolin for older children).

STUDENT SERVICES

Our School Physiologists role is to support teachers' by providing educational learning advice for those students who may be at risk in their learning at an expected level.

A chaplain is also employed through Youthcare at the school every Monday and Tuesday. Referrals are made through the classroom teacher. The role of the Chaplain is to predominately assist and work alongside teachers, administration staff and the school psychologist in the pastoral care of students, which is focused on building, supporting and restoring emotional and social stability.

If you have a concern with your child and would like to speak to someone on the Student Services team, please feel free to contact Administration and arrange an appointment.



UNIFORM/DRESS CODE POLICY

At Westminster Primary School we aim for high standards in all that we do. This includes high standards of presentation. Our school uniform policy and dress code reflects this. By enrolling your child at you are supporting our high standards and agreeing to our school uniform policy and dress code, thus committing to your child wearing the correct school uniform as stated in the policy. The School Board has developed a school Dress Code which students are expected to follow. Westminster Primary School colours are royal blue and yellow. The uniform is as follows:

- WPS Polo shirt- Royal blue and gold
- WPS Wind Jacket (fully zip up)
- Royal blue fleece pants
- Royal blue shorts
- Royal blue skirts
- WPS Bucket hat (blue inside)
- Royal blue undershirt and leggings
- Royal blue head scarves/hijab
- Socks and shoes, sandals
- Faction shirts to be worn for sports carnivals and Friday sports.



PBS

A high standard of acceptable behaviour is the expectation of Westminster Primary School. Swearing, insolence, answering back, snide remarks or other such anti-social behaviour will not be tolerated.

At Westminster we are Respectful, Responsible, Persistent and show Good Character!

SCHOOL BOARD

The School Board comprising of elected parents and staff plus the Principal, meets once a term to consider items of School Policy and the School Business Plan. All enquiries as to the operation of these bodies should be addressed to the Principal.

