



Osborne
PRIMARY SCHOOL



INFORMATION BOOKLET

KINDERGARTEN TO YEAR 6

ADMINISTRATION OFFICE

Opening Hours

8:00 AM - 3:30 PM

Telephone

9413 1700

Absentees (SMS only)

0447 923 938

Email

osborne.ps@education.wa.edu.au



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Our Vision

We aim to develop curious passionate life-long learners.

Our Mission

We are a community nurturing children to achieve their personal best.

Our Values

Our values underpin the behaviour expectations of our students, staff, and community.

We work in a harmonious culture of high expectations and high care.

Responsibility

Respect

Resilience



SCHOOL HOURS AND BELL TIMES

8:15 AM	Students are permitted on site
8:35 AM	Classrooms open - Student may prepare for the start of the day
8:45 AM	Classes commence
10:50 AM - 11:10 AM	Recess
1:10 PM - 1:50 PM	Lunch (Except Wednesday 1:10 PM -1:45 PM)
3:00 PM	End of School Day for Students Except Wednesday EARLY CLOSE - 2:30PM

Students should not arrive at school before 8:15 AM and need to be seated outside their classroom until the doors open at 8:35 AM

SCHOOL TERM DATES AND STAFF DEVELOPMENT DAYS

School term dates and staff development days are published on the school website [calendar](#).

The School Development Days are pupil free days that school staff value as opportunities to collaboratively plan whole school directions, reflect on data to inform future actions and to participate in professional learning.



ATTENDANCE

Western Australian Law requires that all students attend school every day. Kindergarten students attend on their rostered days.

If your child is unable to attend for any reason, you must advise the school as soon as possible.

Please keep your child at home if they are unwell.

Advise your child's absence by 09:30 AM

SMS ONLY	0447 923 938
TELEPHONE	9413 1700
EMAIL	osborne.ps@education.wa.edu.au

LATE ARRIVALS

Students who arrive after 8:45 AM must come to the Administration Office for a late note before going to class. Late arrivals will be recorded on your child's attendance record.

EARLY LEAVERS

Should there be a need to collect your child from school, parents must report to the Administration Office for a leave pass. This will be recorded on your child's attendance record.

HOLIDAYS / MOVING SCHOOLS

If you are going on holiday, please complete a Holiday Form available from the Administration Office.

If you are leaving the school, please complete a Leaving Form available from the Administration Office.



VISITORS

All visitors including parents and guardians must sign in and out at the Administration Office during the school day. This does not apply to parents and carers who are dropping off or collecting their child at the beginning or end of day.

VOLUNTARY CONTRIBUTIONS AND CHARGES

In accordance with the Department of Education's Contributions, Charges and Fees Policy (September 2001), a maximum voluntary contribution of \$60.00 per child is set for Years K – 6 (3 or more family members \$120 per annum). These fees are set in consultation with the School Board.

These funds are used to supplement the cost of materials, services and facilities used by students in the educational program.

The term “charges” refers to the provision of extra optional activities which are part of an education program and which contributions do not cover. If a particular event does not go ahead within the school year, no charges for that event will apply. Parents will be advised in advance when these activities will occur and when payment is required. All cost optional activities have been approved by the Osborne Primary School Board.

Preferred School Payment Method

- **Qkr!** - making payments via credit card.
- With Qkr! you can pay for a variety of school items and see all your receipts on the app. Please follow the steps below:
 - 1. Download the **Qkr! App**
 - 2. Register Country : Australia
 - 3. Find our School
 - 4. Register your children and add their details in the Student Profile
 - 5. Purchase School Items
 - 6. Make Payments
- Any queries regarding Qkr! please see staff in the administration office or view Qkr! flyer on the school website.



COMMUNICATION

Communication between parents/carers and teachers is very important to us. You are welcome to visit the school to discuss matters regarding your child/children. Appointments can be made through the administration office.

The school website and newsletters help to keep families up-to-date with school news, reminders, and events. The school newsletter is published twice a term and sent electronically to all parents via the school outreach messaging system.

Please notify the administration office of any changes of address or telephone numbers as soon as possible.

DIGITAL ENGAGEMENT PLATFORMS

At Osborne Primary School our teachers use various platforms to communicate with students and their families. Your teacher will provide login details and information relevant to you and your child.

REPORTING TO PARENTS

Each year we report to parents in a variety of formats:

- Term 1: Classroom information session
- Term 2: Formal semester report
- Term 3: Parent and teacher meetings
- Term 4: Formal semester report

COMMUNITY LIAISON

The following specialist staff are available to support you as needed:

Aboriginal and Islander Education Officer (AIEO)

School Chaplain - Contact hours will be made available at the start of the year.

ASSEMBLIES

School assemblies are held fortnightly on Wednesdays in the undercover area at 8:50 AM. The dates will be communicated to families prior to each event via the school website calendar. Assemblies are child centred, formal occasions. Parents, family, friends, and community members are welcome to attend.



ONLINE LUNCH ORDERS

The Parents and Citizen (P&C) volunteers organise online lunch orders for students. Orders are to be placed by using the Spriggy Schools app. For further details, please visit the P&C tab on the school website or collect a pamphlet from the administration office.

MORNING RECESS AND LUNCHTIME

Osborne Primary School is a “**nut-aware**” school. No food is allowed to be shared between children. We ask parents not to include nuts in lunchboxes to minimise the risk of contamination between students.

Morning Recess: Please send a healthy snack for your child.

Lunch: Please ensure that your child has lunch every day. We strongly encourage each student has a healthy lunch for school. Some examples include:

Sandwich	Egg	Vegetables/Fruit
Yoghurt	Crackers/ Cheese	Rice or noodles (already cooked)

All students are supervised while eating.

Drinks:

It is important for children to stay hydrated, especially during the warmer months. Each child must bring their own clearly labelled water bottle to school every day. Soft drinks and energy drinks including Prime and Powerade/Gatorade are not permitted.

BREAKFAST CLUB

Osborne Primary School runs a FREE breakfast club every Friday morning each school term. From 08:00 - 08.30 AM in the STEAM/ART room, students can chat over yummy pancakes, cereal, cheese toasties, and milo, in a friendly environment. All welcome!



FACTIONS

SUNHAWKS - Blue

FIREWOLVES - Red

A faction system operates for sport carnival activities in this school. Each student is allocated to a faction with consideration given to family groupings. Students are encouraged to wear coloured t-shirts in support of their faction colour.

Year 1-6 are involved in a whole school faction carnival, held once a year. The school also participates in a variety of interschool sport events during the year. Kindergarten and Pre Primary students participate in their own mini sports carnival on a separate day.

Parents are welcome to attend and support their children.

EXCURSIONS AND INCURSIONS

Excursions and incursions are curriculum aligned and provide great learning experiences for the children. We will notify you of upcoming excursions and incursions.

SWIMMING LESSONS

Each year, Department of Education swimming lessons are held within school time. Children from Pre Primary to Year 6 are expected to participate as it is part of the Physical Education curriculum. Parents will receive further information closer to the day.

BICYCLES/SCOOTERS/SKATEBOARDS

Students are encouraged to come actively to school. Kindergarten to Year Two students should be accompanied to school regardless of whether they are walking or riding. **Helmets are compulsory.**

Bicycle and scooter racks are provided for students and they are encouraged to use them. Students must dismount at the school gates. Bikes, scooters, and skateboards **must not** be ridden on school grounds.

A good security chain is suggested while bikes and scooters are at school.



REFERRALS

The school has access to a school psychologist and a school health nurse. Parents may approach the classroom teacher to discuss their concerns and arrange a referral for their children to access these services on a needs basis. All referrals are conducted in consultation with parents and case conferences are arranged with all parties for information purposes.

ILLNESS/INJURY

Where possible, minor injuries or illnesses are attended to at school with basic first aid. In more serious cases, every endeavour is made to contact a parent to arrange for the child to be collected from school. In an emergency an ambulance will be called.

If your child has had flu or gastro symptoms, please keep them home until they have been without symptoms for at least 24 hours.

MEDICATIONS

Should your child require short-term or ongoing medication, written parental permission is required. Forms for the administration of medication can be obtained from the administration office and must be completed when providing the medication to the school.

P&C ASSOCIATION

The P&C are a group of parents, teachers and community members who work together to improve our school and the school experience for our children. Fundraising activities are run throughout the year and help provide for services and student experiences which would otherwise be outside the scope of the school budget.

The P&C is also a forum for discussion and the exchange of information between parents and carers, and the school. Your involvement is encouraged and very much appreciated.

Please contact our P&C via email at osbornepandc@gmail.com for further information.

P&C Payments

Please use a P&C payment envelope. These are available from the administration office. Place payment in the 'P&C Silver Box' located at the rear entry to administration.



SCHOOL BOARD

Osborne Primary School has an active School Board consisting of a number of Representatives, including parents, community members, staff and the principal. The Board meets once per term and is the voice of the school community. Parents who are interested in joining the board are encouraged to express their interest to the principal.

SCHOOL UNIFORM

The wearing of the school uniform helps to promote a positive school culture. The Dress Code Policy is fully endorsed by the School Board, P&C and the teaching staff. School uniform is compulsory.

All items of school apparel may be purchased through **Lowes at Mirrabooka Shopping Centre, Shop 43, Yirrigan Drive, Mirrabooka.**

Please clearly label all personal items with your child's name and class. Lost property is at the rear of the Administration Office near room 5.

NO HAT NO PLAY

The school has a policy of “No hat, no play” for recess and lunch times. Students must wear the school hat which is available from Lowes or from the administration office. No other hats are acceptable.

VALUABLES/JEWELLERY/WATCHES

Students should not bring valuable items to school. The school cannot guarantee the safety of valuables or accept responsibility for lost or damaged personal items.

Jewellery - only small studs or sleepers which hug the ear are permitted.

Watches - a digital or analogue watch is permitted. Please refer to the Mobile Phone policy regarding Smart Watches.

MOBILE PHONE POLICY

The Department of Education does not permit student use of mobile phones/smart watches* in public schools. These devices must be handed in to the administration office on arrival at school and collected at the end of day.

***For the purposes of this policy, a smart watch is a watch with internet and/or phone capability.**



PARKING

There are limited parking bays on Albert Street and Hamilton Street. Please observe the parking restrictions which are detailed on verge signs. Cooperation and awareness is needed by the whole school community to maintain high standards of safety. Please do not park in our neighbours' private driveways, verges or lawns. Traffic wardens do patrol the area regularly.

Staff car parks are not to be used by parents as this will present a major safety hazard and inconvenience our staff. Under no circumstances are students to walk through the carpark. Please do not encourage your child to do so.

Please observe the speed limit at all times for the safety of your child and those of the school community.

EVACUATION - SCHOOL EVACUATION PLAN

The school has an Emergency Evacuation Plan in the case of fire, earthquake, or bomb threat.

If you are on-site for any reason, you need to immediately follow the direction of the teacher closest to where you are. Teachers know the procedures and will instruct you accordingly. Your safety is our priority.

SMOKING ON SCHOOL PREMISES

Department of Education and Government premises are now officially **SMOKE-FREE** areas, and it is an offence to smoke on school grounds. Please refrain from all forms of smoking, including tobacco and e-cigarettes (vaping).

DOGS

Dogs are not allowed on school premises. The public may walk their dogs before 8:00 AM and after 5:00PM.



OUTSIDE SCHOOL HOURS CARE- OSHC

OSHC is available at Osborne Primary to support the care of your child before and after school. Our on-site provider is TheirCare. Please contact them for details
Tel: 1300 072 410
www.theircare.com.au

DENTAL SERVICES

A preventative dentistry service is available to your child free of cost. This service operates from the grounds of Tuart Hill Primary School.
Contact the dental clinic, 9344 1585 to arrange an appointment.

CROSSWALK ATTENDANT

Crosswalk attendants control the crosswalk on Hutton Street. Children should use this service and give the attendants full co-operation.

SCHOOL SECURITY – VANDALISM

Parents and local residents are requested to contact the Department of Education School Security or Police Communications if anything of a potentially criminal nature occurs on the premises after hours. We thank you for being vigilant.

- **Department of Education School Security 1800 177 777 / 9264 4632**
- **Scarborough Police Station 9441 6400**
- **Police 13 14 44**



OSBORNE PRIMARY

Osborne Primary

Osborne Primary would like to respectfully acknowledge the Traditional Custodians of this land on which we are operating today, the Nyongar people.

We recognise their long tradition of teaching and learning through their connections to land, water and culture.

We pay our respects to Elders past and present.



Additional information for Kindergarten and Pre Primary Students

KINDERGARTEN SESSIONS

Kindergarten students attend Kindergarten on a rotational roster. Parents will be notified of these days on enrolment.

ARRIVAL & COLLECTION

Parents and carers are required to stay with their child until the Kindergarten and Pre Primary doors open each morning. We encourage you to stay with your child and participate in an activity for the first 10-15 minutes of each day if you are able. **Only a nominated adult** may collect your child. Please be prompt in picking up your child to minimise their anxiety.

PARENT HELP

We appreciate having parents and grandparents help us at Kindergarten and Pre Primary. Your child would also love having you as their special helper. Please note, this is a time for you and your child. No siblings are allowed during this time. We will set up a roster early in the term once the children are settled and unlikely to change their social behaviour when parents attend.



We are committed to providing your child with a stimulating, fun, safe and caring environment where they can grow, learn, and make new friends.

