KINDY & PRE-PRIMARY CENTRES
The school has both Kindy and Pre-Primary centres that cater for the needs of three, four and five year old children. These are both first class centres, each staffed with specialist Early Childhood teachers. Registration and enrolment for attendance at the Centres may be made at the School Office.

SCHOOL SECURITY - VANDALISM
Parents and nearby residents are requested to contact the Education Department Security Section or Police Communications if they notice anyone loitering on the premises. Contact may be made on the following numbers:
Education Department Security  9264 4632 / 9264 4771
Mt. Hawthorn Police Station     9242 1633

DENTAL THERAPY UNIT
A preventative dentistry service is available to your child free of cost. This service operates from the grounds of Tuart Hill PS. Contact phone is 9344 1585.

CROSS WALK ATTENDANT
Cross walk attendants control the cross walk on Hutton Street. Children should use this service and give the attendants full co-operation.

PARKING
Student Safety is most important around our school and we ask for your help by
- Avoiding the staff car park when in a car
- If parking on Albert Street, please ensure that you park on the school side of the road and face the correct way.

INFORMATION BROCHURE
Welcome to Osborne Primary School.
We hope your time with us, for both student and parent, is both enjoyable and rewarding. Osborne Primary encourages and welcomes active parent involvement. There are many interesting activities occurring within our school, which we encourage you to become involved in.
SCHOOL FEATURES
Since its establishment in 1903, Osborne Primary has developed a proud history, with many of our students going on to play important roles within Western Australia.

Our school has an experienced and dynamic staff, with provision for specialist staff in Music, Physical Education, Visual Arts and English as a Second Language. We are also focussed on the advancement of Information Technologies in the learning program. There are computers in a laboratory setting and in classrooms. Every classroom has a Smartboard (Interactive Whiteboard), which is the very latest in learning technologies for students.

2014 National Testing results were exceptionally good, with many areas above the state average. This is testimony to the quality educational learning programs conducted by staff across the school.

NORMAL SCHOOL HOURS
School commences - 8.45am
Morning Recess - 10.25am - 10.45am
Lunch - 12.05pm - 12.45pm
School Dismissed - 3.05pm *

Children should not arrive at school before 8.30am each morning, as supervision cannot be guaranteed before that time.

EARLY CLOSE
Every Wednesday the school closes at 2.30pm to facilitate teacher planning meetings. Parents are reminded of these dates at the commencement of each term.

CHILDREN’S BELONGINGS
Children are not permitted to bring personal items such as; radios, electronic games, expensive watches, jewellery, toys or an excessive amount of money to school. Money must be left in trays or desks. Problems occur when these items are lost, stolen or broken. The school cannot take responsibility for such occurrences.

MONEY
From time to time it may be necessary for you to forward money to the school. Please enclose the money in an envelope or container marked with the child’s name and room number. Parents are requested to tender money in the least number of notes and coins possible and present it to the classroom teacher.

CLOTHING
Please mark all hats, coats, jumpers and footwear with your child’s name. Shoes and sandals are recommended for every day use.

SCHOOL UNIFORM
Our aim is to have all children take pride in their school and personal appearance. We ask for your co-operation in seeing that your children come to school clean, neat and tidy wearing school uniform. Details of the school uniform are available from the office.

The school has established a dress code and the following items have been identified as not acceptable for children to wear to school:
1. Decorative jewellery and make up.
2. Thongs.
3. Earrings - except for standard sleepers.
4. Board shorts, multi coloured pants, or excessively long bulky shorts.
5. Excessively long jumpers/woollen wear.
6. Sloganised and designer wind cheaters & T shirts (makers’ names & brand names excluded if printed in small lettering).
7. Tank tops.
8. Tight bicycle type short/pants.
LOST PROPERTY
Unclaimed items of clothing, school stationery, books etc, are placed in the lost property bin. Any unclaimed articles are disposed of at the end of each term. Parents may inspect the lost property bin at any time.

Items of clothing should be clearly marked with your child’s name.

STUDENT SUPPORT SERVICES
Counselling services are available to the school through the North Metropolitan Education District student services team. The school or parents may refer children. Information about referral procedures may be obtained from the school.

LIBRARY - RESOURCE CENTRE
Children should have library bags to protect school or library books from damage or loss.

Costs associated with books and equipment damaged or mislaid will be recouped from parents.

HEALTH
From time to time the school nurse carries out checks and examinations of children. Parents are required to show evidence on enrolment that their children have been immunised.

HAIR
All long hair must be tied back. Head lice infestations do occur from time to time and this is one way of helping to alleviate the problem. Parents are asked to regularly check their children’s hair.

SICKNESS
We have no facilities for diagnosing or treating children and parents are asked not to send children to school who are obviously unwell.

MEDICATION
The school has developed a medication policy in accordance with the Department of Education’s guidelines in this area. If your child needs to take any medication at school e.g. tablets, medicine, asthma inhalers etc. you will need to discuss the situation with the child’s teacher in the first instance to plan a course of action.

SCHOOL EVACUATION PLAN
The school has an emergency evacuation plan in the case of fire, earthquake or bomb threat.

SCHOOL BOOKLIST
Copies of our school book lists are available from the school office. Parents have a choice of ordering from OfficeMax (North) Unit 6/505 Scarborough Beach Rd Osborne Park 1800 004 427 or buying items and materials from other suppliers.

SCHOOL CONTRIBUTIONS
In our school, in accordance with Departmental policy, we ask that School Contributions be paid as early as possible in the school year. This money is used to enrich the opportunities available to your child.

One child $60.00, two or more children $120.00.
P&C Contributions is $20.00 per family.

Payment of school contributions and P&C contributions within the first two weeks of the new school year will assist the school administration staff in implementing its budgetary process for the year. Parents who feel that they cannot meet this commitment in full are asked to contact the Principal so that an alternative arrangement may be negotiated.

PARENTS AND CITIZENS ASSOCIATION
The Osborne Primary P & C has rendered great assistance to our school over a number of years.

It comprises of parents interested in the best possible education for your children. It deserves your support and enthusiasm.

Dates of meetings will appear in the newsletter.

PARENT/TEACHER INTERVIEWS
If, during the year, parents are concerned about any aspect of their children’s progress, they should take the opportunity of discussing the matter with the appropriate teacher.

Parents are asked to make an appointment with the teacher in order to avoid disrupting classroom teaching. This can be done by note, before school or at the conclusion of the day’s lessons.

You will be advised by letter, if the teacher wishes to discuss your child’s progress, attitude and/or interest to class or school activities.

At the beginning of Term 1 each class will have a meeting to which all parents are invited to meet the teacher and hear about the class. These meetings are important for you to understand many of the programs or activities that will occur in your child’s class and you are strongly encouraged to attend.

At the end of Term 2 individual meetings between parents and teacher are arranged.
PARENT NOTES
Parent notes are requested for
1). Daily absence from school - Absentee Notes.  
   The Education Department requires a written explanation for all absences.
2). Permission to leave the school anytime during the day
3). Exclusion from Sport, Physical Education, Swimming for medical reasons.

NO HAT NO PLAY IN THE SUN
Children are required to wear a hat at school whenever they go outside to play in the 
sun. Children without hats are directed to remain on the verandah or in shaded areas.
This policy is to be enforced right throughout the year.
We encourage the use of sunscreen for all students.

SCHOOL ASSEMBLY
During the year, assemblies are held at 8.45am on rostered Wednesday mornings.
Parents are advised by newsletter of each Term’s assemblies. During each assembly,
class items, displays, reports, plays and musical items are presented.
Honour certificates and Values certificates are awarded to various children for their 
efforts and contributions in class. All parents are welcome and encouraged to attend.

COMMUNICATION
School newsletters are the main means of communication between the school and the 
home. Children will receive a copy from their class teacher. Parents are encouraged 
to communicate with their child’s classroom teacher and Principal when necessary.

ADMISSION CARD INFORMATION
Parents are asked to keep the school admission card up to date. A note to the teach-
er/office concerning change of address and telephone number is desirable. It is im-
portant that your child should know where you might be contacted during the day, if 
you are away from home.

It is also important that the school be aware of any medical or physical problem your 
child may have.

In the case of separated or divorced parents, custody arrangements or access rights to 
the child within school hours should be clearly stated on the back of the Admission 
Card and discussed with the Principal so that any clarifications can be made.
It is a requirement that copies of custody orders are given to the Principal. These 
copies will be held confidentially.

FACTIONS
Firewolves - Red
Sunhawks - Yellow
Children are placed in a faction on admission to the school.

SPORT/PHYSICAL EDUCATION
Children should be appropriately dressed for sporting activities. They will become aware of such times 
through their classroom timetable.

SWIMMING
Ten 40-minute lessons are provided for children in Years 1-6 as part of the In-Term 
Swimming Program. These lessons are held during Term 1. Lessons for the Pre Pri-
mary students may be held later in the year.

SCHOOL DISCIPLINE/BEHAVIOUR MANAGEMENT POLICY
A Behaviour Management Policy operates in our school. The basis of this policy is 
that children will be encouraged to take responsibility for their own behaviour. It is 
reviewed on a regular basis. Parents will be contacted if the school deems it neces-
sary to do so. You are invited to discuss individual classroom plans with teachers.

SCHOOL TESTING AND REPORTING POLICY
During the year children will take home a variety of work samples and test results. 
Please make an appointment to discuss results with your children’s teachers if you so 
wish. We encourage parents to work co-operatively with teachers at all times.

Parent interviews will occur during Term 2. Written reports are issued at the end of 
each semester. We invite parents to discuss these reports with the teachers if neces-
sary.

Year 3 and 5 students will undertake NAPLAN (National Assessment Program Lit-
eracy and Numeracy) testing in May of each year.