



# Parent Information Handbook



-creating excellence together-

# Welcome to Treendale Primary School

Opened in 2014, Treendale Primary School provides a state-of-the-art education facility to families in the Treendale Estate.

Treendale Primary School is a safe, supportive and highly engaging learning environment where individual student needs are met by a highly skilled, dedicated and knowledgeable staff. Values are explicitly taught and there are high expectations for learning and behaviour.

A diverse range of learning opportunities are guided by the West Australian Curriculum. Innovation, creativity and inquiry is highly encouraged and developed in our students and staff. Learning programs are relevant and engaging whilst focusing on the development of literacy, numeracy and social skills.

Treendale Primary School students are immersed in a modern and wireless 'Apple' learning environment with access to tablet and notebook technologies complimented by modern screens and inquiry based learning. Technology is used to enhance and compliment learning programs. A successful BYO parent-funded program in Pre Primary to Year 6 ensures optimal success.

Treendale Primary School is an Independent Public School giving autonomy and flexibility to ensure the needs of the community are met.

On behalf of everyone at Treendale Primary School I look forward to the partnership that will be forged between school and home in order to achieve the best possible outcomes for your children. We understand the importance of strong connections between families and the school to ensure our students, your children, grow into confident, curious, creative, critical thinkers who are well prepared for an unknown future.

Jayde Hewson  
Principal



## School Information

Telephone	(08) 97975100
Email	<a href="mailto:treendale.ps@education.wa.edu.au">treendale.ps@education.wa.edu.au</a>
Web	<a href="http://www.treendaleps.wa.edu.au">www.treendaleps.wa.edu.au</a>
School hours	8:50 am – 3:00 pm
Classrooms open	8:40 am
Recess	11:03 am – 11:33 am
Lunch	1:21 pm – 1:51pm
School finishes	3.00 pm
Office hours	8.00 am – 3:30 pm
Principal	Mrs Jayde Hewson
Deputy Principals	Mr Simone Boccia, Mrs Lisa Tatham and Mrs Kate Williamson
Manager Corporate Services	Mrs Karen Thomson

Information about Treendale Primary School can be found listed in alphabetical order through this booklet

## Arrival at School

In the interest of safety and supervision, we ask that children not be at school before 8:20am. The school day commences at 8:50am with classrooms opening at 8:40am. Prior to 8:40am, children are asked to wait outside the Deputies office before moving to the oval for morning fitness or the undercover area near the library. No students should be playing on playgrounds/playground equipment on school site before or after school, as these areas are not supervised by school staff at these times. We please ask for your support in supporting your child/ren to adhere to these behaviour expectations.

Children arriving to school after 8:50am need to collect a 'late pass' from the office before proceeding to class.

Our school gates are locked in the morning by our student leaders after the school bell and reopened at 2:45pm. Parents and visitors wishing to enter the school grounds between these times need to do so through the front office where they will be required to sign in and out.

Before and after school care is provided on site by Out of School Hours Club (OSHClub). Please see their website for enrolment details [Before and After School Care - Treendale Primary School \(treendaleps.wa.edu.au\)](https://www.treendaleps.wa.edu.au/Before-and-After-School-Care)

## Assemblies

At Treendale Primary School we hold regular assemblies on Friday mornings at 9am. These take place in the undercover area. Merit certificates are presented, a class hosts the assembly with an 'item' performed with tea & coffee served before and after the assembly. If your child is a recipient of a merit award you will be notified in advance. The schedule of assemblies is outlined in term planners.

## Attendance

Regular school attendance is vital for success. Teachers develop sequenced and tailored learning programs that build skills, understandings and concepts for each child. Students who attend school regularly and arrive on time are assured high quality learning experiences. Research shows that students who miss more than 10% (equivalent to one day a fortnight) or more of their schooling, may become at educational risk.

All absences must be explained. This can be done by emailing [treendale.ps@education.wa.edu.au](mailto:treendale.ps@education.wa.edu.au) or phoning the school on 9797 5100, or by sending a text message to 0437 782 696. Alternatively the Seesaw app for your child's class can also be used, prior to the commencement of the day.



How can you let Treendale Primary School know that your child/ren will be absent from school.



Send the classroom teacher a message on Seesaw before school commences.



Call the School office on 9797 5100 Between 8:00am and 3:30pm



Email the school on:-  
[Treendale.PS@education.wa.edu.au](mailto:Treendale.PS@education.wa.edu.au)  
With your child's name and reason.

### Appointments and other absences:-

- Where possible schedule appointments outside of school hours.
- Use the above steps to inform of the absence.
- When collecting student, allow time to collect your child from their class. You will be given a student release pass.
- All students need to be signed out through the front office.

'At risk' attendance (less than 90%), unexplained, frequent unreasonable absences and lateness will be followed up by administration. Taking holidays during school terms is highly discouraged and will be recorded as unacceptable absences.

The Principal has a legal obligation to follow up unexplained or excessive absences. Regardless of reasons, the parents of children whose attendance in any term that is below 80%, will receive a letter acknowledging the low level attendance.

## Behaviour Management Process

Like everything else we do, our role is to teach students, and this includes teaching them how to behave. The learning they do in regards to managing their own emotions and behaviour is extremely important in equipping them with the skills they need to be successful beyond their primary school days. The emphasis on behaviour management at Treendale PS is to provide students opportunities to identify, reflect on and change their behaviour.

## Bicycles, scooters and skateboards

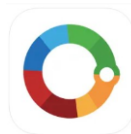
An active journey to and from school is encouraged, as is a safe one. Children need to obey all road rules including wearing a safety helmet. It is the law to wear a helmet when riding a bicycle, and we encourage this for scooter use also.

Bicycles and scooters need to be stored in one of the locked bike racks. We advise the use of personal locks in addition to the gates being secured during the day. The school takes no responsibility for loss or damage.

Bikes and scooters must be walked within the school grounds.

## Canteen

The school canteen is run by 'The Spotty Apron', it is open on Mondays, Wednesdays and Fridays for recess and lunch orders. Online ordering is only available via the 'My School Connect' App.



## Crunch & Sip

Year 1-6 classes will engage in the 'Crunch & Sip' program. Children are encouraged to bring a re-useable water bottle to school each day filled with water, which is kept in the classroom. When thirsty, children can drink from their water bottle. This prevents the need to frequent drink fountains during lesson time.

In addition, children are encouraged to bring a healthy fruit or vegetable snack chopped into bite-sized pieces and packed in a labelled re-useable container. Teachers will provide a time during the day (usually the morning) to allow children to "refuel" maximising concentration and engagement.

<http://www.crunchandsip.com.au/program-info/about-crunchsip/>

## Contributions and Charges

The cost of schooling, including instruction, administration, establishment and maintenance of building are met by government funding. The Education Act 1999 allows government school budgets to be supplemented by local fundraising and prescribed contributions and charges to further enhance the learning experience of children.

The total amount of contributions parent are asked to pay for students at Treendale Primary School is **\$60 per child**.

This money is used to ensure the quality of our teaching and learning program will be maximised when each family makes its contribution to the cost of supplementing funding gained from other sources. We highly encourage you to make this payment at your earliest convenience and preferably before the end of Term 1.

Payments to the school can be made using your credit card, by EFTPOS in the front office or by direct deposit to Treendale Primary School, BSB: 066-040 Account Number: 1990 3071 (Please use your child's name as the reference)

## Departure from school/Student Collection

For all children, the school day finishes at 3pm. Students should not linger in the school grounds. Nor are they to be unsupervised or to play on playground equipment.

It is the parent's responsibility to ensure children are collected promptly, at or very soon after 3pm. Should children be left unsupervised and not collected, parents will be contacted. Your co-operation in this matter is appreciated.

A responsible child in Year 4 or above is able to collect a sibling from Kindy or Pre-Primary, under prior arrangement from parents.

## Dogs

NO dogs are to be brought on to the school grounds at any time, including the oval.





## Dress Code

A school dress code fosters and enhances the public image of the school. It provides students with a strong sense of belonging and promotes pride and team spirit in students, staff and the community. A dress code encourages equity among students and ensured they are dressed safely for all school activities.

Treendale Primary School has a uniform dress code for all children in Kindergarten to Year 6. The Treendale Primary School Board supports and endorses the dress code and the wearing of full school uniform every day. Students are required to wear the school uniform at all times, including school excursions. Expectations not adhered to will be discussed with students and parents. Students who repeatedly choose not to comply with the school's dress code will not be selected for representative teams or leadership positions within the school.

Please note that the school uniform bottoms are navy, NOT black. Appropriate footwear must also be worn; sneakers or closed in shoes are preferred with flat sandals an option. Rubber footwear (thongs or 'cros') are not to be worn to school. Students are not permitted to wear denim of any form or leggings. Students who wear jumper/jackets that are not school uniform will be provided a school jacket from the office for the day, if available.

Students are not permitted to wear bangles, dangling earrings and more than one 'wrist band'. Small studs or sleepers are appropriate ear jewellery. If students wear a necklace, it must remain inside their clothing. Hair below the shoulders, regardless of gender, should be tied up neatly, and hair should only be coloured for sports day and relevant events. Fingernails should be maintained at a sports length due to hygiene and health and safety. Jewellery should be kept to a minimum, and consideration given to the appropriate health and safety requirements of lessons within the school day. Personal items are the responsibility of the students, and we strongly discourage students from wearing or bringing expensive items to school.

We are proud to be a sun smart school. Every child requires a navy broad brimmed school hat every day. Without this hat, they will not be able to participate in play activities in the sun. 'No hat, no play' in the sun.



## Girl's Uniform

Royal & navy polo with school logo  
Navy shorts  
Navy trackpants  
Navy 'skort'  
Royal & navy jacket with school logo  
Navy bucket hat

## Boy's Uniform

Royal & navy polo with school logo  
Navy shorts  
Navy trackpants  
Royal & navy jacket with school logo  
Navy bucket hat

**Faction shirts can be worn on Fridays only or on designated special sporting days.**

Uniforms can be purchased from **Uniform Concepts Bunbury Superstore.**

4/118 Spencer Street, South Bunbury WA 6230

Phone Number 08 9270 4664

There is a second-hand  
**Uniform Shop** onsite that  
operates on Mondays from  
8:30am in the Undercover area

Donations of uniforms are  
welcomed through the front office



## Enrolment

Treendale Primary School is a local intake school with clearly identified boundaries. When making an application to enrol, the Department of Education's Enrolment Policy will be applied. Application for enrolment can be made at the school office. Accompanying the application, we require a copy of the child's birth certificate and 2 items with proof of address (eg: utilities bill / lease agreement / rate notice). All students must apply to enrol for Kindy by the end of Term 2 of the previous year. Enrolment for Pre-Primary is also required as this is the commencement of compulsory schooling in WA. Students accepted for Kindy will not automatically be accepted for Pre-Primary unless they live within the school intake boundary.

## Excursions

Excursions and schools 'outings' may be planned to enhance, enrich and compliment school-based learning. You will be provided with advance notice, including details of costs. Permissions to attend must be signed by a parent or caregiver. Sometimes parent help may be called upon to assist in the running of an excursion.



Factions

Faction names have been chosen based on names of nearby streets, gemstones and colours.

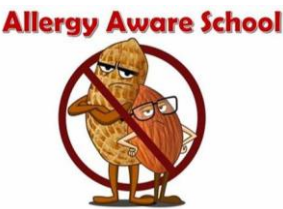
Factions are allocated through the electronic enrolment database. Our whole school positive behaviour incentive program is built around the Factions with daily draw as well as the much loved and anticipated ‘Super Draw’ at every assembly.

	Sapphire	Blue	Symbol of wisdom, strength, kindness and loyalty
	Amber	Orange	Symbol of courage, promotes good luck and courage
	Emerald	Green	Symbol of hope, Brings the wearer closer to wisdom, stone of prophecy
	Tanzanite	Purple	Gives the ability to speak the truth, promotes compassion and communication

Health & Wellbeing

• Allergies

It is vital that the school is informed of any allergies or medical conditions your child may have. We are a nut aware school. In order to accommodate the increasing number of children with nut intolerance, we ask for your support in avoiding the use of nuts or nut-based products in lunches and snacks. This includes peanut butter and nutella.



• Dental Therapy

The nearest school dental therapy service is located at Australind Senior High School. Parents will be of advised of appointments. The centre can be contacted on 9796 3916.

• Head Lice

Unfortunately, Head Lice is a common occurrence in schools and child care centres, with precaution and frequent treatment recommended. Parents will be advised should their child be found to have head lice during the day. Once treatment has commenced and there are no remaining eggs, children may return to school.



## • **Emergency Contacts**

To ensure our records are up to date, please let us know if any of the following details have changed:

- ❖ Parents home, work or mobile phone numbers
- ❖ Address
- ❖ Emergency contact names and phone numbers
- ❖ Medical details including allergies
- ❖ Doctor
- ❖ Family Court Matters



## • **Infectious diseases**

Medical certificates are required before children who have suffered from certain diseases may be re-admitted to school. In some cases, a fixed absence is required. Please consult with your doctor regarding exclusion for the following:

Chicken Pox	Hepatitis A	Impetigo (school sores)
Measles	Mumps	Ringworm
Rubella	Scabies	Whooping cough

## • **Illness or injury**

In the event of sickness or an accident at school, you will be notified so that your child can be collected. Parents are then able to make a decision as to whether there is a need for the child to remain at school or be collected and possibly seek medical advice.

We suggest all parents ensure they have ambulance insurance as the costs of this service is forwarded to parents in the rare event that it is required.

## • **Medication**

There are strict procedures we are required to follow in relation to the administration of medication. If your child requires medication during school hours, it must be brought to the office with original packaging and parents are required to sign the appropriate documentation which state dosage and frequency. Under no circumstances are children able to self medicate or store medication in their school bags, this includes Panadol and asthma medications.



## Homework

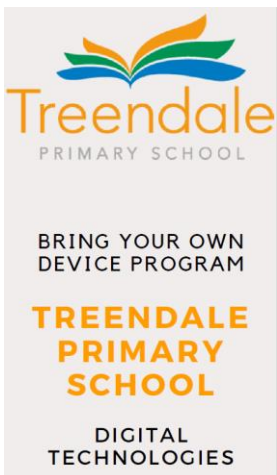
Homework should be a positive experience for students and parents aimed at enhancing a higher level of student achievement by extending the time available for students to consolidate skills and concepts learned at school.

It is recommended that every child read each evening and engage in the school's 'Rocket to Reading' incentive program.

Your child's teacher will provide ongoing information on other ways you can support and encourage learning at home.

Homework should not consume family time. It should prepare students for life beyond primary school and compliment and reinforce classroom learning.

## Learning Technologies



Treendale Primary School is a 'Wireless Apple Learning Environment'. We have modern and up to date technologies throughout the school. Every classroom is equipped with an interactive screen connected to 'Apple TV' and has access to Apple MacBooks and iPads. This technology enhances traditional teaching methods, but also lays a platform for students to fully embrace an 'inquiry' model of learning. "How do I find the answer?" as opposed to "What is the answer?" These devices are tools for learning; just as pencils, books and erasers are tools.

Treendale Primary School has a BYO Parent funded 1:1 iPad program for children in Pre-Primary to Year 6.

## Library

We have a growing collection of fiction and non-fiction books as well as magazines in our library. Each child has the opportunity to visit the library during the week and borrow up to two books for a week at a time. A 'book bag' is required to borrow. Levelled home reading books are also borrowed through the library.

## Lost Property

It is inevitable children will misplace their belongings. If all personal items, including clothing, lunch boxes, water bottles etc are labelled, it is much easier to return items to their owner. However, in the event that items are found without identification they will be placed in the 'lost property tub' located outside the office. We ask that parents check this regularly. At the end of each term, unclaimed and unnamed items will either be recycled for school use or donated to charity.



## Mobile Phones

At Treendale Primary School we acknowledge the increasing use and accessibility of mobile phones and devices by students, staff and parents.

Students who need to bring a mobile phone to school are required to sign in their phone at the front office every day. Under **no** circumstances are students to use their mobile phone or smart watch during the school day. They are not to message parents using their phone, iPad or smartwatch and we ask that parents refrain from contacting their children via mobile devices during the school day. Failure to comply will result in application of the school's Pastoral Care Policy and Behavioural Expectations with a possibility of Loss of Citizenship.

## Money Collection

Money is often collected for school excursions and incursions. We ask that when money is required to be collected that it be done one of 3 ways.

1. By cash to the classroom teacher, in an envelope with students name and room number. This is the preferred method for all amounts under \$10.
2. By direct deposit to:  
BSB: **066-040** Account number: **19903071**  
(Please use your child's name as the reference).
3. By EFT at the school office.



## Parking

A large number of parking bays are available for parents and visitors, however we are aware that these quickly fill up at drop off and pick up times. Please consider parking further away and walking to ease congestion. We ask that speed limits are obeyed at all times and caution observed in car parks. Unless a valid ACROD permit is displayed, please do not park in the disabled bays. Obey all parking signs including the 'Kiss and Ride' at the front of the school and no parking on verge signs around the school. Patience and tolerance of others is required whilst observing safety. Council rangers conduct regular patrols.

## Parent Communication

Treendale Primary School values positive partnerships with the community to ensure we are partners in the education process. The school has a variety of contemporary ways in which communication is provided to and received by the community.

- **Seesaw**

All classes use the app 'Seesaw' which is a form of learning journal that teachers and students upload work to. There is a separate parent app for Seesaw to allow parent access so you are able to keep up to date with your child's learning through photos, videos and work samples created in class. We encourage all parents to download this app as the teacher will send home a QR code early in Term 1 for you to scan and access your child's journal.



- **Website & Facebook**

Treendale PS has a user friendly and dynamic website which features important information about many facets of our school [www.treendaleps.wa.edu.au](http://www.treendaleps.wa.edu.au)

Find us on *Facebook* to keep up to date with events and information.

- **Emails**

Treendale Primary School encourages the use of emails to communicate with the school and your child's teacher. We will use email to communicate with you, and we encourage you to use email to notify us of student absences and to make requests for appointments with class teachers. However, email should not be used to discuss concerns or matters of a confidential nature. An appointment with the class teacher needs to be made to do this in person.

For general enquiries or absences [treendale.ps@education.wa.edu.au](mailto:treendale.ps@education.wa.edu.au)

## Reporting

Student progress will be formally reported to parents via email twice a year; July and December. These reports will provide a summary of student achievement and progress but importantly will reinforce information provided by teachers to parents prior to the report being received.

Reports will only be available for 4 weeks after emailing. Please make sure you download and save or print a copy.



## Pastoral Care

At Treendale Primary School we value the importance of developing confident, resilient students who are able to tackle challenges and build appropriate relationships with others. Our Pastoral Care program is built on positive reinforcement and the teaching of explicit values.

The "You Can Do It" program forms the basis for values education with an emphasis on Five Keys to Success; Confidence, Getting Along, Organisation, Persistence and Resilience.

More information about our Pastoral Care program can be found in the "Pastoral Care Handbook for Families".

<http://www.treendaleps.wa.edu.au/creating-excellence/pastoral-care/>

To further support our Pastoral Care program, our school chaplain is available to chat to students and families. If you feel your child would benefit from meeting with the chaplain please discuss this with the class teacher. Our school understands the importance of working in partnership with parents to support our children to grow into creative, confident, curious, critical thinkers who are well prepared for the unknown future.

## Playgroup

We are pleased to be the host venue for the Treendale Playgroup



Please contact email [treendalepg@gmail.com](mailto:treendalepg@gmail.com) for more information

## School Board

As an Independent Public School, Treendale Primary School established a School Board in 2014 to support the Principal in governance, policy decision-making, financial matters and ongoing review of the school direction. The Board is comprised of parent and staff elected representatives, Principal. The Board meets twice a term and operates with the guidance and leadership of the Principal.



## Specialist Learning Areas

Performing Arts, Science and Phys Ed are provided by specialist teachers in Years 1-6 and Japanese is taught in Years 2-6. Pre-Primary have a full day with an additional teacher to allow the class teacher their planning time.

## Treendale Citizenship

At Treendale Primary School we believe learning is enhanced in a welcoming, inclusive, collaborative and caring environment. The Treendale Citizenship Policy supports the belief by acknowledging and rewarding exemplary behaviour and work ethic. It also emphasises the importance of taking responsibility for negative choices students may make, which ultimately affects their learning and the learning of others. The details of the Citizenship Policy can be found in the Pastoral Care Policy. The policy adheres to the Department of Education (WA) 2019 Directive on 'Good Standing' issued under section 232 of the School Education Act 1999 by the Director General.



# Kindergarten and Pre Primary



## iPad iPromise

- If directed by a teacher I will use two hands to carry an iPad.  
- I will always have clean and dry hands when using an iPad.   
- I will never have food or drinks near an iPad. 
- I will never touch someone else's iPad. 
- I will let the teacher know when the battery is less than 30%. 
- I will only use apps and websites with which I have permission and have been directed to use.  
- I will be safe, responsible and respectful when using an iPad. 

**I understand that if I break my iPad iPromise,  
there will be a consequence.**

# Years 1 to 6



## iPad iPromise

- I will bring my iPad to school each day, charged to at least 70%.
- I will always walk and use two hands when carrying an iPad.
- I will always have clean and dry hands when using an iPad.
- I will never have food or drinks near an iPad.
- I will never touch someone else's iPad.
- I will let the teacher know when the battery is less than 30%.
- I will not use my iPad before or after school, whilst on school grounds.
- I will carry my iPad to and from school in my school bag.
- I will not alter settings unless directed by a teacher.
- I will only use apps and websites with which I have permission and have been directed to use.
- If I have trouble printing, I will consult with a teacher.
- I will be safe, responsible and respectful when using an iPad.

**I understand that if I break my iPad iPromise, there will be a consequence.**