



GLENCOE PRIMARY SCHOOL

PARENT INFORMATION BOOKLET 2025



To inspire and prepare students for the opportunities and challenges of the future

GLENCOE PRIMARY SCHOOL

Glencoe Parade
HALLS HEAD WA 6210

Telephone: 9586 6800

Email: Glencoe.ps@education.wa.edu.au

Glencoe Primary School Website: <https://www.glencoepriaryschool.com.au>

SCHOOL TERMS 2025 (Students)

Term 1 Wednesday 5th February – Thursday 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 2025 (Pupil Free)

Term 1 Monday 3rd February & Tuesday 4th February

Term 2 Tuesday 3rd June

Term 3 Friday 15th August

Term 4 Friday 21st November & Friday 19th December

Students finish school on Thursday 18th December 2025



INTRODUCTION

This information booklet is designed to help you understand some of the procedures associated with the operation of the school. The information will assist you to get to know your school, the people in it and the school processes. Parents are encouraged to become involved in their children's schooling. We are looking forward to a very productive and successful year.

OUR VISION

To inspire and prepare students for the opportunities and challenges of the future.

ENROLMENTS

Enrolments for both Early Childhood and Primary years are completed in the Administration Office, and, except for students transferring in, first enrolments require that a Birth Certificate or Extract be presented, along with Immunisation Records and Proof of Residence. Enrolment in Pre-Primary is compulsory and every child of Pre-Primary age is legally required to attend school.

If there are any changes to your child's enrolment details, (eg. phone numbers, address, medic alert or medication), please advise the Administration Office so that all records can be kept updated.

CUSTODY

If only one parent has custody of a student, the Principal needs to be informed and copies of court orders must be lodged at the school office. The school can only respond to current sighted court orders. We cannot implement orders which are given verbally and have no legal standing. If a parent (who is the legal guardian) wishes to give the school specific instructions they must do so in writing, and it needs to be dated and signed.

START OF SCHOOL YEAR

The Administration office is open from January 29th. Class lists are placed in the Administration Notice Board, located outside the Deputies office, on the day before students return to school. This will give families a chance to drop off supplies and meet the class teacher. Parents of young students may need to help their find their rooms. If a name is missing from the class lists for the relevant year level, parents are asked to report to the Administration Office.



ENROLMENT AND ATTENDANCE

Kindergarten enrolment is not compulsory. However, once parents have enrolled and accepted a place for their child, attendance is compulsory. Regular attendance in Kindergarten is vital as it helps build a strong foundation for learning, fosters routines and supports social and emotional development right from an early age.

VOLUNTARY CONTRIBUTIONS:

Kindergarten \$60

Pre-primary \$60

Voluntary Contributions supplement the purchase of items which include photocopiers and paper, educational games, duplicating materials, extra reading resources, teaching aids, sport and physical education equipment, audio equipment, maths resources and computer software. Other ongoing expenditure is also met from this source. In addition to paying Voluntary Contributions in cash, the option of paying online (via electronic transfer) is also available. Details are as follows:

CommBiz – CommBank
BSB: 066 040
Account Number: 19908024

Important: Please ensure your **CHILD'S FULL NAME (first name and surname)** appears on the transfer as a reference for the school.



COMMUNICATION/COMPASS

The school uses Compass to communicate all information to parents. In your welcome pack, you will receive instructions on how to "Get Started with Compass". Login details are available once your child has commenced. Please contact the office if you have any questions.

NEWSLETTERS

Fortnightly school newsletters can be found on the Glencoe Compass App and our school website. We encourage you to read the newsletter as it will keep you up to date with day-to-day school news and activities.

A Parent Planner is provided each term. Various important dates can then be entered on home calendars.

CHANGE OF ADDRESS

Please notify the main office or use Compass to update any changes to (this is particularly important if there is an emergency):

- Address
- Telephone numbers
- Emergency contacts
- Medical conditions
- Family custody arrangements - please provide a current copy of any court orders.

PARKING

There is limited parking on Glencoe Parade. Parking is also available in Brigadoon Close (located adjacent to the oval). There is a kiss and drop located on Balmoral Parade.

Please do not park or drop off/pick up children in the staff car park. This is for staff only.



PICKING UP STUDENTS

Children are to be collected promptly at 2.50pm by a responsible adult, listed on their enrolment.

- If someone other than a parent is to collect the child, the Administration Office must be notified prior to the times.
- Please inform us of any OSCH care arrangements.
- If you are unavoidably late (i.e. car breakdown) please ring and let us know.
- Parents who are picking up their children early will need to report to Administration, at the front office to sign their child out and receive an early release pass that is given to the classroom teacher.

TRAVEL TO AND FROM SCHOOL

Bicycles

Please provide a lock to protect your child's bike. The Department of Education does not have an insurance policy to cover lost, stolen or damaged bikes. Any stolen bike should be reported to the Police, by parents.

NOTE: This school endorses the Government law on the wearing of cycle helmets. Parents are asked to ensure that children wear helmets at all times when riding bikes or scooters.

Scooters and Skateboards

If children choose to use scooters or skateboards, helmets should be worn.

Bikes, scooters and skateboards must not be ridden on the school grounds at any time.

Buses

Transperth operates a 591 public bus service that deviates via Glencoe Primary, both in the morning and in the afternoon, for school drop off and pick up.

Further information can be obtained from Mandurah Bus Depot on 9581 4700. Alternatively, please contact the Transperth Info Line on 13 62 13.

OUT OF SCHOOL HOURS CARE (OSHC)

Outside of School Hours Care (OSHC) is available on grounds at Glencoe Primary School in 2025.

Waratah All Year Care can provide before, after school and vacation care.

Contact details:

Phone 0414 535 685

Email: leighmetcalf@live.com.au

Website: Waratahallyearcare.com.au



REPORTING ABSENCES

In the event your child is absent from school, please use the Compass App or phone the Administration Office explaining the reason. This must be done before 9:30am.

The school also operates a mobile phone messaging system for the communication of student absences. Parents will receive an SMS if their child is absent, and no explanation has been provided. If an explanation for the absence has been received prior to 9:30am, parents will not receive an SMS.

Requests for students to go on vacation during the school term will not be authorised by the Principal.

ILLNESS

Throughout the year if your child is not well, please keep them home, and inform the school.

DUTY OF CARE

Children should not arrive at school before 8.15am and should be supervised by a responsible person a Deputy arrives at under cover or until the classroom door is opened at 8.30am. If you are dropping your child off before 8.30am, they must go to the canteen undercover area where they will be supervised by a Deputy Principal then released to make their way to their classrooms at 8.30am. It is important that students arrive at 8.30 to start learning at 8.45am.

Students who arrive at school after the 8:45am siren must report to the Administration Office, to complete a late note, whether they are accompanied by a parent/carer or not. This must be done before the child goes to class. A late note issued by the office staff, is then given to the child who in turn delivers it to his/her teacher upon entering the classroom.

SIREN TIMES

Start of Day	8:30 am
Lessons start	8:45 am
Lunch break	10:45 am
Lessons resume	11:20 am
Recess break	1:20 pm
Lessons resume	1:40 pm
End of day	2:50 pm



LUNCH TIME AND RECESS

Lunch: We recommend students are provided with a nutritious lunch and snacks in a lunch box with the student's name on it. Cool drinks, sweets, lollies or chocolate etc are discouraged. Please use packaging and containers that children can open easily. We encourage children to eat fresh fruit and vegetables and drink water during the day.



Lunch orders: There is a canteen facility on site in the senior undercover area. This is run by our P&C and is open every day. Lunches need to be ordered at the beginning of the day, from the School Canteen, starting at 8:15am. You may also use the **Quickcliq** App to place orders. Alternatively, the Lunch Order Box at the Canteen can also be used.

Drinks: Water is available at the school. However, please ensure that your child brings their own drink bottle labelled with their name. Only water is to be brought to school.

DRESS CODE POLICY

All children are expected to wear our school uniform. Uniforms can be purchased from Perm-A-Pleat Clothing, which is located at Unit 2, 76 Reserve Drive, Mandurah. Telephone 9500 3036.

While Perma-Pleat sells uniforms, parents have the option of purchasing items at stores convenient to them. Items which match the school uniform, but do not carry the school logo are considered school uniform.

Plain faction shirts (plain and in faction colours) are considered part of the school uniform. They may only be worn on Friday and special sports days.

School staff will encourage and support the child/family in adhering to the Dress Code.

Our Uniform

Polo shirt	Royal blue/gold – logo
Microfibre wind jacket	Royal blue/gold – logo
Jumper	Royal blue/gold -Logo
Airflow shorts	Royal blue only- no logo
Cargo shorts	Royal blue only -no logo
Skorts	Royal blue only -no logo
Microfibre pants	Royal blue only- no logo
Double knee track pants	Royal blue only- no logo
Standard/Reversible Hat	Royal blue/yellow- logo
Faction polo shirt	Red, Yellow, Green or Blue



Items Which Are Not Acceptable at School

- Clothes of any colour other than royal blue and gold
- Jeggings, jeans or denim clothing of any kind
- Board shorts, long shorts, over baggy shorts, multi coloured shorts, bike shorts
- Jewellery and body piercings (other than a watch, sleepers or stud earrings)
- Perfume, deodorant and aerosol sprays
- Make up, tattoos (including fake and stick on) and nail polish
- Thongs, slip on shoes, high heels, boots, designer shoes, skate shoes or sandals
- Midriff tops, singlets, off the shoulder tops
- Brand name shirts, printed shirts with advertising, logos or slogans
- Visor hats, beanies or caps
- Fluffy jackets, clothes with feathers and fur trimmings
- Scarves
- Mobile phones and personal electronic devices (refer to Mobile Phone Use Policy)

Hair styles

- Hair must be kept neat at all times and not covering eyes
- Appropriate hair styles are to be worn
- If below shoulder length, hair must be tied up. This applies to girls and boys.
- Head lice are a problem in all schools and maintaining neat, well-kept hair can assist in managing the issue.
- Hair spray (including colour hair spray) must not be brought to school
- Dyed hair is not permitted
- Large hair accessories are not permitted
- Any acceptable hair accessories are to be in school colours.



Hats

- A broad brim hat (minimum 5 cm brim) complying with the school's Dress Code Policy is acceptable.
- Please ensure hats are without chin straps.
- Put your child's name inside the hat.
- Children without hats are required to stay in the shade.

School bags

Children need to bring a bag to school in which they carry their lunch, drink bottle and books.

- Please put your child's name on their school bag.
- Bags will be kept outside the classroom.



PERSONAL BELONGINGS

Students are discouraged from bringing excessive amounts of money for the canteen. Valuables, expensive toys or sport equipment are not to be brought to school as they could be lost or damaged.

Under no circumstances should dangerous items such as knives, lighters, matches, pellet guns etc. be brought to school. For safety reason students may only wear sleepers or studs in their ears and not wear any other jewellery or ornaments such as bangles, rings and necklaces which might contribute to injuries to themselves or others.

NB: Body piercings (other than a sleepers or stud earrings) are not acceptable. Make up and nail polish are not to be worn to school.

Parents should refer to the Dress Code Policy which has been endorsed by the School Board and is found on our website.

PARENT VOLUNTEERS

All parent helpers are required to sign in (at the Administration Office). A Confidentiality Agreement must be signed prior to assisting in your child's classroom.

EXCURSIONS/INCURSIONS

The occasional excursion/incursion may be arranged to fit the educational program throughout the year. Costs will be considered and written parental permission will be required for each event.

HEAD LICE

Please check your child's hair regularly and use approved treatment methods. Please treat your child at home until they are clear of any head lice and inform the class teacher so we can encourage everyone to check their child's hair.

MOBILE PHONES/ELECTRONIC DEVICES

We discourage children from bringing mobile phones and electronic devices to school.

Conditions of Use

1. Students are permitted to bring a mobile phone or smart devices onto school premises for safety, security or emergency purposes only.
2. Parents who allow their child to bring a mobile phone or smart device to school must complete an "Application for Student Use of a Mobile Phone" (obtained from the office. This form is to be completed annually.
3. Mobile phones and smart devices must be turned off and handed in at the Administration Office between 8.30am – 8.45am. They will be stored safely in the Administration office.
4. Mobile phones and smart devices are to be collected at the end of the school day, after 2:50pm by the owner of the phone only.
5. Mobile phones and smart devices are not to be used by other students.
6. The school does not accept responsibility for any theft, loss or damage of mobile phones.



NO SMOKING SITE

Like all schools and Government premises, under no circumstances is smoking permitted on site.

STUDENT DISPUTES

Under no circumstances are parents permitted to become involved in children's disputes by making contact with other children on school grounds. Any issues which are causing concern should be referred to teachers, who will in turn refer it to Administration who will address this promptly.

LEAVING SCHOOL GROUNDS

Once they have arrived at school, students are not permitted to leave before the normal dismissal time without permission.

For security purposes, if you are collecting your child from school, please come to the Administration Office first for a Leave Pass. This needs to be completed and handed to the classroom teacher, or duty teacher if during recess or lunch times. If your name is not on the contact list you will not be allowed to pick up the student.

FACIONS

On enrolment at Glencoe Primary students will be allocated to a faction. Factions are used when we have sporting events. Our four factions are:

(Red) **SUCCESS**

(Gold) **CHALLENGER**

(Blue) **PARMELIA**

(Green) **CANOPUS**

Faction Captains and Vice Captains are elected annually at the start of the year.

STUDENT BEHAVIOUR POLICY & PROCEDURES

The Student Behaviour Policy & Procedures are outlined in a separate document that you will find on our school website.

Glencoe Primary School has implemented a Positive Behaviour Support (PBS) Framework with the purpose of continuing to establish a safe, supportive and positive learning environment.

The Four Behaviour Expectations for our school are:

Be Respectful - Be Responsible - Be Safe & Caring - Be Your Best

SCHOOL BOARD

The School Board comprises of parents and citizens. The purpose of a School Board is to assist in setting the strategic direction for the school and overseeing the implementation of the School Business Plan. The Board plays a vital role in decision making. They meet once a term. If you are interested in becoming a part of the board please see the Administration staff.

PARENTS AND CITIZENS ASSOCIATION (P&C)

The school's Parent and Citizens Association typically meets once per term. Everyone is welcome to attend. This group works to raise funds for our school, undertaking one activity after another in an effort to keep the school well provided with required resources. Importantly, the P&C fundraising activities supplement Glencoe's cash component of the school budget.



BUSINESS PLAN 2024 – 2026

This plan is based on the needs identified and priorities determined by Staff and the School Board. It sets the strategic directions for Glencoe Primary School into the future.

REPORTING

Reports for Years Pre-Primary to Year 6 are emailed to parents each semester. Special opportunity for parent interviews on individual reports is offered after each report. Other reporting opportunities are outlined during the year.

STUDENT COUNCIL

Glencoe's Student Council is comprised of elected Year 6 and Year 5 students. The Student Council provides important leadership to the school. A role of this group is to give students at Glencoe a voice in building a positive future. In addition, two Year 6 students are selected to represent the school as part of the Junior Council program, coordinated by the City of Mandurah.

DATA COLLECTION AND ANALYSIS

Each year the school collects a range of data related to student performance. The data includes both teacher judgements and external testing. This information is recorded and analysed and it serves as the basis for ongoing school improvement.

The staff and the School Board examine all the data collected and then they determine the school's identified needs and hence its priorities for the following year/s. Data collection and analysis is an important aspect of the school's organisation and it ensures that programs will be developed in the school to ensure that the needs of all students are met.

PRIMARY EXTENSION AND CHALLENGE (PEAC) YEARS 5-6

Special interest and extension classes are offered on a term basis - largely on the basis of testing in Year 4.

PEAC classes are taken off site by their parents, and provide for identified students from each school in the region.

EARLY CHILDHOOD

The school's Early Childhood Centre is staffed by teachers, education assistants and special needs assistants as required, and caters for Kindergarten and Pre-Primary students.

The Early Childhood Centre is part of the Primary School and all enrolments and payments are attended to through the Administration office. There is a separate handbook for the ECE.

PHYSICAL EDUCATION/SPORT

Physical Education/Sport is part of the school program and as such all students are expected to participate. A parent note or doctor's certificate is required before a student can be excused.



ASSEMBLIES

Parents are invited to attend our fortnightly assemblies. These involve all Pre-Primary to Year 6 classes, and are held at 8.45am on the Friday of every even week and are conducted by the student councillors. Dates are advised in term planners and newsletters.

COUNSELLING/GUIDANCE

The school has limited access to the services of a School Psychologist. Most referrals are made by school staff, but parental informed consent is sought in advance. Parents can also request counselling assistance for their children - through the school. In addition, the Glencoe School Community will also have continued access to our School Chaplain- Mrs Celine Shadlow and our School Psychologist Miss Elida Hewston.

ACCIDENTS

Minor injuries or illnesses during the day are normally attended to at school. Parents will be contacted in all cases of injury to the head. In more serious emergencies we will make contact with the parent to arrange for the student to be collected from school.

We will always endeavour to contact parents first to involve them in the decision.

In extreme cases the student may be taken directly to a medical centre, or an ambulance requested. If this is the case, expenses will be directed to the parent.

APPOINTMENTS

Parents may refer any matter affecting their child's welfare and progress to the Principal or Deputy Principals. It is preferable that teachers are contacted in the first instance, to discuss problems or concerns. Teachers welcome parent visits, but ideally appointments should be made by contacting the school on 9586 6800. If possible, before school appointments should be avoided as teachers are preparing for the day's lessons.

Teachers are only to be contacted via the school.

INFORMATION COMMUNICATION & TECHNOLOGY RESOURCES

Each class has access to a network of computers, including laptops with another class bank in the computer laboratory. Students also have access to additional technology resources including iPads (one class set for each block) and coding equipment.

In order to access digital technology at school two separate documents requiring parent consent, need to be updated annually.

DOGS

Dogs are not permitted on school grounds. Dogs should only be on site for specific reasons such as news or special classroom events.

HEAD LICE

Children who have head lice Parents will be contacted immediately if head lice are detected. Once treated the child may return to school through the Administration Office.



DENTAL THERAPY

This school's Dental Service operates from South Halls Head Dental Therapy Centre. There are no charges for inspections and for some less complex levels of treatment. The Dental Therapy Centre's phone number is 9535 1798. If the above centre is unattended, information for emergencies will be available on the above number.

LOST PROPERTY

Items of unclaimed property seem to accumulate quickly at school. Lost property is kept near the Administration Office (Student Services entrance). Parents can assist by ensuring that items of clothing, hats, coats, tops, helmets, etc. are clearly labelled for easy identification. Unclaimed property eventually goes to charity.

OUT OF HOURS FACILITY USE

Organised groups can arrange to use the school's facilities out of school hours. Application forms and contracts can be negotiated through the school office. If using the grounds after school, coaches and parents are responsible for children's supervision. Children need to be aware that all school rules and procedures still apply. Parents wanting to access courts and grounds after school need to do so by the front gate.

SECURITY

Parents are encouraged to contact 1800 177 777 if they observe or are aware of concerns regarding out of school hours security and safety. If parents or community members see people inside the school fence, (when the gates are locked), they are also encouraged to ring the above number.

SWIMMING

In-term swimming classes for Years Pre Primary to 6 are conducted each year, and all students are strongly encouraged to attend all sessions. There are no charges for instruction, but bus transport and pool admission costs apply.

TRANSFERS

Parents of students changing schools are asked to advise the school as soon as possible so that various records can be collected and forwarded to the new school. This also allows library books and school owned texts to be recalled in a timely manner.

CONCLUSION

We trust that you and your children enjoy your association with Glencoe Primary School.



**GLENCOE PRIMARY
SCHOOL**

