

Inglewood Primary School School Handbook



2025 School Term dates for Students

Term 1	Wednesday 5 February to Friday 11 April
Term 2	Tuesday 29 April to Friday 4 July
Term 3	Tuesday 22 July to Friday 26 September
Term 4	Tuesday 14 October to Thursday 18 December



Dear Parents,

Welcome to Inglewood Primary School. We are pleased to present the School Information Booklet to guide you with important information about our school.

We hope that you and your child/children have a happy and successful association with our school over the coming years. We, at Inglewood, are proud of our school, our achievements, and our school community. Your involvement and support will enable us to provide students with an enriched school life.

Our primary school caters for children from Kindergarten to Year 6 over three sites. We offer a varied and challenging curriculum with a strong emphasis on development of the whole child, pastoral care and catering for the needs of all students. Our Kindergarten centres are located on Craven Street Bedford and the Pre-primary centres are on the corner of Seventh Avenue and Hamer Parade, Inglewood.

We invite you to find out more about Inglewood Primary School by visiting our school website www.inglewood.wa.edu.au through the Department of Education Schools Online website www.det.wa.edu.au.

We look forward to working with you and your child/children for the best educational outcomes at Inglewood Primary School and hope that the following information is useful. If you have any questions or concerns I am always available to meet with you.

Kind regards

Nicole West
Principal

Administration Contact Details

34 Normanby Road
INGLEWOOD WA 6052

Phone: 9223 9900
Email: Inglewood.PS@education.wa.edu.au

Website: www.inglewood.wa.edu.au

Siren Times

8.40am - 2.40pm	Kindergarten
8.40am - 2.50pm	Pre-primary
8.50am - 3.00pm	Years 1-6

SCHOOL MOTTO
Caring and sharing



Caring and Sharing



GENERAL INFORMATION

Absences

Department of Education regulations require an explanation and or a dated note or medical certificate to cover a child's absence from school. You can notify the school of an absence via Connect, emailing the school absentee email Inglewood.PS.Absence@education.wa.edu.au, or via SMS on 0438 997 309. Please inform the front office if you wish to take a vacation during school time. No work packages will be provided for students.

Accidents and Illness(See also Medical)

Minor accidents are treated at school. In the case of more serious accidents or illness, you will be contacted at once. If this is not possible, the child will be taken to the hospital by ambulance, if deemed necessary. It is most important that our records are kept up to date regarding your place of employment and an emergency contact. Please inform the school as soon as such information is changed.

- If a teacher sends a child who complains of being ill to the office, parents or the emergency contact will be telephoned for them to be taken home.
- Parents taking children from school for medical or other reasons **must** sign them out at the office.

After and Before School Care (6.30-8.50am and 2.50-6.00pm)

KidsCo provide a service located on the main school site, which is inclusive of vacation care. Information regarding the service is on our website or from the front office.

Arrival at School

All children are expected to be at school for the commencement of instruction at 8.50am. It is requested that children are not sent to school before 8.20am as supervision is not provided. Between 8.30 and 8.50am the children should prepare themselves for the school day. Children are not permitted on play equipment, the oval or basketball court before or after school unless in an organised activity and supervised by a teacher or their coach.

Assemblies

Each class takes a turn in running an assembly and presenting an item during the year. Assemblies are held at 8.55am every second Friday in the undercover area. Parents are invited to attend. It is a chance to recognise our Honour Certificate recipients, to hear the principal and deputy principal address the school and to celebrate school achievements. The newsletter and term planner will indicate the performance dates for each class and any changes to times. There may be some special assemblies throughout the year. The Year 6 Graduation event and the Class Award assembly are held at the end of Term 4.

Bikes / Scooters / Skateboards

Children who bring or ride bikes, scooters or skateboards to school are not allowed to ride them in the school grounds for safety reasons. All bikes, scooters and skateboards brought to school must be stored in the racks. Bike locks are essential. Bike riders are asked to dismount at the student entrances on Crawford and Normanby roads. Students riding bikes must wear a helmet. It is recommended that students on scooters also wear a helmet.



Book Club

In Terms 1, 2 and 4 a leaflet from Scholastic Australia is sent home with the students from Kindy to Year 6 giving them the opportunity to purchase books. Orders are placed by following the instructions to through the Scholastic Book Club Linked Online Payment system for parents. When orders arrive they are sent to the students via their classroom. The school receives points to purchase extra books for the school.

BYO iPad Program

The Australian Curriculum mandates the integration of Information and Communication Technology and the use of digital technologies across learning areas. To enact this across the school Inglewood Primary School launched the 1:1 parent-funded iPad program in 2016 in consultation with the school board and the community through parent forums. Students in Years 4-6 are now expected to bring an iPad device from home to use at school. School funded shared iPads are available for those families unable to participate in the program. Students, parents and teachers that are in 1:1 iPad classrooms will also sign an iPad contract that is a partnership agreement. This addresses filming of individuals, screen time and the use of social media. This is signed in addition to the 3-6 Online User Agreements. These are included on enrolment and are signed by students and parents at the start of the year. Students can bring their device from home and the school has set up the Apple Family Funded program as well as the JB HI-FI BYOD portal. All iPads must have a robust cover, insurance and be an iPad. There is a list of apps to be installed on the iPad at the start of the year which classroom teachers will provide. Teachers may ask for additional apps to be installed throughout the year. When not in use, iPads are locked in a secure drawer in the student classroom. Parents please refrain from sending messages or emails to students during school time. Parents must provide Third Party App Consent for App usage.

Canteen

Our canteen is named “La Cantina” and is located at the end of the classroom wing on Normanby Road. The canteen is open on Monday to Friday. La Cantina offers a summer menu in Terms 1 and 4 and a winter menu for Terms 2 and 3. Pre-primary students can order on a Thursday. Ordering is done online www.quickcliq.com.au

Chaplain

The Chaplain works with the school in supporting the social and emotional wellbeing of students and their families. Chaplaincy in schools is not a religious based service and Chaplains are not allowed to impress any religious beliefs upon students. Parent permission has been given at the time of enrolment and this can be updated at any time. The Chaplain will also be in regular contact with parents to discuss any concerns.

Classroom Organisation

A copy of the classroom timetable is displayed in each classroom and information goes out to parents at the beginning of the year. Teachers will hold a meeting for parents early in first term in order to outline classroom routines.

Concerns and Complaints

Parents are encouraged to raise any concerns they may have with the school, in order to have these heard and addressed. If concerns are related to the classroom learning environment, they should always be directed to the classroom teacher in the first instance. If concerns or complaints are related to organisational matters within the school, these should be directed to the deputy principal or principal. Whilst times are put aside for parent/teacher meetings in Term 1, parents are able to request a meeting with school staff at any time throughout the year.

CONNECT – The Inglewood Primary School Community

Inglewood Primary School uses Connect to communicate with the school community and share important notices, newsletters, term planners and forms. All student reports are uploaded on Connect. If you require a print out or emailed version, please visit the front office. Connect is accessible via an app (Connect Now) or via the website www.connect.det.wa.edu.au. Download Connect Now from the Apple Store or Google Play.

Crosswalk

Crosswalk attendants are on duty at the corner of Beaufort Street and Crawford Road and the corner of Grand Promenade and Craven Street between 8.30am - 9.30am and 2.45pm - 3.45pm, daily.

Cybersafety

Inglewood Primary School understands the substantial benefits that are provided to young people through Information Communication Technology. We are aware that with these benefits can come with potential dangers such as Cyberbullying. Inglewood Primary School staff and students follow a strict ICT Code of Conduct in line with the WA Department of Education policy for students online. We pride ourselves on ensuring our school is Cyber aware and safe. The Office of the eSafety Commissioner website <https://esafety.gov.au/> provides many hints for ensuring safe practices whilst using the web.

Dogs

Due to health and safety requirements, dogs are not permitted on the school grounds. Please do not bring your dog when collecting or dropping off your child.

Dress Code

Students are encouraged to wear school uniform. Students who are involved in representing the school at official school activities including sports carnivals, social events and excursions are required to wear the appropriate school uniform. Children participating in the school choirs and instrumental music are required to wear the designated music uniform for performances. Inglewood Primary School has a “**No Hat, No Play in the Sun**” policy so hats are required to be worn all year round for outside activities. For safety reasons, children are not permitted to wear excessive jewellery items whilst at school. Sensible footwear for participation in daily fitness and PE classes should also be worn. A copy of the Dress Code Policy is available from the website or Front Office.

Duty of Care

Our staff will ensure a duty of care is provided for all students whilst at school and during off-site excursions. This ensures that at all times there will be a teacher or teacher assistant working with students, or in a position to observe students. The only exception to this is when students use the toilets, however all students must seek permission during class time. In the playground, duty teachers and education assistants supervise students at recess and lunch, with the library being opened every lunch time. Students are not permitted to use playground equipment before school. Younger siblings who play on equipment at the end of the school day are a parent’s responsibility to supervise.

Entry to and Exit form School

- a) NORMANBY ROAD - Gate near canteen only. No entry or exit thru administration.
- b) CRAWFORD ROAD - Any gate with the exception of the staff car park and oval gate.
- c) ROBINSON STREET- Gate from the oval



Excursions, Camps and In School Activities

The school organises a range of events for students that enhance the curriculum. As much as possible we try to ensure all students participate in these activities. A schedule of anticipated maximum costs is sent home at the end of each school year for parents. When activities are organised at school, parents will receive detailed information, timelines and permission slips to complete.

Extension Programs

The school is committed to extending students in every class through differentiating the curriculum and providing enrichment programs. The North Metropolitan Regional Office offers extension programs for primary students at various centres in the district.

PEAC Primary Extension and Challenge Courses are offered to students in years 5-6. All students are tested in year 4.

Factions

There are four factions:

Karda Mamang Yonga and Wardung

- Pre-primary to year 6 students are allocated a faction by the office on enrolment.
- Siblings are placed in the same faction.

Honour Certificates

At the fortnightly assembly each class teacher gives out two honour certificates. The school officer contacts parents prior to the assembly if their child/children are receiving a certificate to enable them to attend.

ICT and Digital Technologies

Inglewood Primary School has a strong commitment to providing students with a 21st century contemporary learning environment. In addition to the 1:1 iPad program in years 4-6, there are trolleys of notebook computers available for each classroom to use. Classrooms have either LED display panels or Smartboards. K-3 also have access to iPads in their classrooms. Each year, students with parent support, sign a responsible use of ICT agreement. On enrolment, parents provide students online consent for students to access the school computer network and internet. Wireless access has been installed across the school with all classrooms having their own access points. This ensures that all classrooms are able to use technology with minimal disruption. Students also have access to the Department of Education digital technologies kit which includes items such as Sphero SPRK robots, Bee bots, Dot and Dash and Edison robots.



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Learning Support Team

The Learning Support Team plays a pivotal role in supporting teachers and students by using best practice collaborative strategies in the implementation of support programs which cater for individual needs. The team, which meets fortnightly, consists of the deputy principal, principal, chaplain and the school psychologist. Concerned teachers initially complete a 'Consultation Request' form which the team discusses at its weekly meeting. This may be for learning, behavioural, cultural, emotional or social reasons. Some students have identified disabilities. Cases are discussed and actions planned for a range of strategies from a phone call, curriculum advice, professional learning to a case conference and an individual education plan with parents and other stakeholders involved, eg. therapists, education assistants and teachers. Comprehensive minutes of all meetings are taken and reports are filed. We work closely with Disability Services in seeking additional resources for students with disabilities.

You will be informed and your consent sought prior to the school psychologist being involved with your child. All information relating to any particular child is filed with that child's school records in the secure office storeroom so teachers can access this information.

Library Resource Centre

The Library is open every day at lunchtime for students to use. The Library resources, including audio-visual resources, are available. Students should look after them as they would family property. Each child is required to have a large material bag in which to carry library books. Parent help is welcome in the Library, so please see the library officer if you can assist.

Lost Property

We recommend that all garments, school bags, lunch boxes, drink bottles, shoes and hats are clearly named. As biro ink and felt pen ink washes off in time, we recommend name tapes for garments. If you purchase second hand items, remember to label these as well. Lost property if named is returned to students when handed into the Front Office. Unlabelled items are recycled through the uniform shop in the canteen

Medical

If students have asthma or severe allergies, parents are required to fill out a form giving information about their child's condition. If the asthma or allergy is severe a doctor must sign the form and an emergency action plan must be put in place. This particularly applies to students who have an anaphylactic reaction to a trigger and require an epipen. Action plans and medication for these students are kept in the medical room.

All medical forms need to be updated and reviewed every twelve months and parents are responsible for ensuring that any medication kept at the school for their child has not passed its expiry date.

Students who have short term medication requirements are required to have this administered through the Front Office, with the necessary paperwork to be completed by a parent. The school has basic first aid requirements, such as ice packs and Band aids, however does not supply pain killers such as Panadol to students.



Communicable Disease Guidelines

Parents should notify the school of any infectious disease. It is recommended that children are immunised against the serious infectious diseases as listed by the Department of Health. Your child's immunisation record will be required for school enrolment.

For your information the following are the exclusion periods of common infectious diseases.

CONDITION	EXCLUSION
Chicken pox	Exclude until all vesicles have crusted.
Conjunctivitis	Exclude until discharge from eyes has ceased.
Diarrhoea	Exclude until diarrhoea has ceased.
Hand, Foot and Mouth disease	Exclude until vesicles have crusted.
Hepatitis A	Exclude until 14 days after onset of illness or 7 days after jaundice appears.
Herpes simplex "Cold Sores"	Young children unable to comply with good oral hygiene practices should be excluded if lesions are uncovered and weeping.
Impetigo (school sores)	Exclude until day after antibiotic treatment has commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing.
Measles	Exclude for 4 days after the onset of rash.
Meningococcal infection	Exclude until treatment has been completed.
Mumps	Exclude for 9 days after onset of symptoms.
Parvovirus (B19 erythema infectiosum, fifth disease)	Exclusion not necessary.
Ringworm, scabies, pediculosis (lice)	Exclude for 24 hours after treatment has commenced.
Rubella (German measles)	Exclude for 4 days after onset of rash.
Streptococcal infection (including scarlet fever)	Exclude for 24 hours after antibiotic treatment has commenced.
Whooping cough	Exclude for 21 days from the onset of cough or for 5 days after starting antibiotic treatment.
Worms (intestinal)	Exclude until diarrhoea has ceased.

(Department of Health/Government of Western Australia) Prevention and Control Program

Mobile Phones

Mobile phones are becoming increasingly popular with students at a younger age. Whilst all parents have different reasons for their child to have a phone, the school insists that these are not kept in classrooms or school bags during the school day. All phones are collected and kept safely and returned at the end of the day. This policy ensures the phones' safety and prevents their misuse by students.

Money

If your child needs to pay for an excursions or other school activities payment is made via direct deposit. Your child's surname and room number should be used as the reference. The school bank details are: BSB 066 111 A/C No. 00900025.

P&C Committee

The P&C Committee meets on the second Tuesday of the month and is responsible for fundraising and the canteen. All parents are welcome to come along to the meetings. There are a number of sub-committees that operate within the P&C. The P&C AGM is held in February.

Permission to Leave the School Grounds

No child is to leave the school grounds during school time for any reason unless permission is given and they are accompanied by a parent or carer. The gates are locked at 9.00am and reopened at 2.50pm. Parents, please note when picking up children during school hours, you must sign them using the iPad in the front office. You will then be given a pass which must be presented to the class teacher, **before collecting your child**. During a recess or lunch break, please give the pass to a duty teacher, who will be wearing a fluoro vest. Students who are left waiting at the end of the school day must go directly to the office so that parents can be contacted.



Personal Items List (Booklist)

Each year the staff will determine what items students require for the following year. Staff ensure that all items on the list are deemed to be essential and will be used throughout the school year. Quite often there are items on the lists that can be used across multiple years eg. recorders or USB sticks. Parents aren't always required to purchase everything on the list. Personal Items lists are available for viewing on connect in the library and our school webpage. All orders are placed online at www.campion.com.au by Friday 6 December. Alternatively, items may be purchased from local stores (please note the specific brands). Please bring your child's equipment on the first day of school. Please label stationery items.

Policies

The majority of policies implemented at our school are set out by the Department of Education and are mandated. The school does however have a number of key policies that are specific to the school and ensure the smooth running of operations. These include Responsible Behaviour, Dress Code, Wet Weather, Mobile Phones and so on. These policies are available through the website or Front Office. These policies are reviewed on a regular basis by the School Board and staff.

Reporting to Parents

The school has a number of ways in which it reports to parents. These include a formal written Report at the end of Semester 1 and 2; scheduled whole school parent-teacher interviews in Term 1 and parent interviews as needed throughout the year. There are a number of reports that students might also receive as a result of system based assessments including 'On-entry' assessments for Pre-primary-Year 2 students and NAPLAN assessments for Years 3 and 5 students.

Responsible Behaviour Policy and Anti Bullying

The school's Responsible Behaviour Policy promotes the rewarding of positive behaviour, whilst a set process for consequences applies to in class and playground incidents. A copy of this policy is available on our website, or through the Front Office.

Inglewood Primary School does not tolerate bullying or harassment. All teachers are firmly committed to putting an end to acts of bullying. Victims of bullying will be supported, as no one deserves to be bullied. Strategies that focus on peer relations and changing problematic student behaviour will be emphasised rather than dwelling on punitive measures. Inappropriate 'bystander behaviour' is unacceptable. A specific Anti-Bullying Policy exists and a copy of this policy is available on our website, or through the Front Office.



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School Board

The purpose of the School Board is to enable the school, staff and parents to work together in setting the educational direction of the school, through the school development planning process. By sharing responsibility for decision making in the school, parents, staff and other community members can work together towards shared goals. These plans and goals are set out in the Business Plan. Parents can be confident that their views and expectations are represented in the setting of the school's educational objectives, and teachers benefit from knowing the school community supports their efforts.

The School Board can have a maximum of 15 members, comprising of the principal, staff, parents and local business or community members. Members of the School Board who do not work at the school must always outnumber those who do work at the school. The parent and staff representatives are nominated and elected by ballot, for a term of 3 years. Decisions reached by the group are communicated through regular reports to the P & C, staff meetings and newsletters. The School Board welcomes feedback at their yearly open meeting, or parents can provide feedback by contacting their representatives.

School Chaplain / School Psychologist Services

Students and parents have access to these services. Referral forms are available on Connect.

School Communication

- A newsletter is uploaded to the school's webpage www.inglewood.wa.edu.au in weeks 2, 6 and 10 of each term.
- Teachers and admin will email parents. Please ensure that email addresses, telephone numbers and emergency contact numbers held by the school are always up-to-date.
- Parent / Teacher Interviews – Please speak to the teachers directly to organise an interview. Teachers have non-contact time during the week for such meetings.

School Dental Services

The School Dental Service provides a free and continuing dental service for each enrolled school child extending to year 12. Each Dental Therapy Centre is staffed by dental therapists and supervised by a dentist with the School Dental Service. Enrolment forms from the Health Department for the School Dental Service will be sent home with your child. Inglewood Primary School students attend the Dental Therapy Unit at Hillcrest Primary School, corner of Coode Street and Bayview Street, Bayswater. The telephone number is 9271 7184. Parents are required to provide transportation to appointments at the Dental Therapy Unit.

Specialist services are not available, but parents are informed if such treatment is considered advisable, and an appropriate referral is made. Parents are responsible for the costs of such treatment.

School Development Days

These have not been finalised and will be advised early in the year.



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School Health Service (Community Health Nurse)

The services of a Community Health Nurse are available to the school and regular medical checks are conducted for students in Kindergarten and Pre-primary. If any parents are concerned about health related problems, please contact the school office on 9223 9900.

Planned medical checks

Kindergarten
Year 6

Vision and Hearing checks
Scoliosis and colour blindness brochures

School Psychologist

The services of a school psychologist are available to the school on a regular basis, approximately one day per week. Referrals with consent and permission are made through the Learning Support Team. School Psychologist involvement is generated by the school and not by parent request.

Specialist Areas

Music

Inglewood Primary School has a comprehensive music program provided by a music specialist and staff from the Department's School of Instrumental Music (SIM). The specialist music teacher runs a junior and senior choir. Instrumental music lessons are conducted onsite by SIM teachers, one of whom also runs the String Ensemble which meets before school.

Languages.

Inglewood has a Language program in Italian for years 3 – 6. Students are exposed to reading, writing and speaking activities.

Physical Education

All year 1-6 classes have one PE period each week with a trained physical education teacher. Sport for years 3 - 6 is organised each week with fitness for years 1 to 2 twice a week. A skipping squad practises before school, and there is usually a weekly school fitness group. Parents organise netball training sessions after school.

Health

All students from years 1-6 will receive a period of health each week. This covers topics on social, emotional and physical health habits.

Science

Students receive either a double period of Science once a fortnight or a single lesson per week. This learning area covers content from the WA curriculum Science learning area.

Technology

All students from years 1-6 will receive a period of Technology each week. This learning area covers content from Digital Technologies and Design and Technologies curriculum.



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Student Leadership

Ten student councillors, including two school captains are elected at the end of the previous year and remain in those positions for the whole of the following year.

- Councillors meet with an admin team member each week.
- Councillors take an active part in running assemblies.
- Councillors oversee other student leadership portfolios.
- Councillors are expected to set an example and coordinate various functions/activities throughout the year eg. Anzac Day service, fundraisers etc.

Two faction captains for each Faction are also elected at this time and support the Phys Ed teacher throughout the year in a range of organisational and leadership matters.

Opportunities for other student leadership roles are provided in years 5 and 6.

Traffic Management

1) KISS AND DRIVE DROP OFF ZONE

- a) Make use of *Kiss and Drive* facility on Normanby Rd or short term (15 minute) parking bays.
 - i) Kiss and Drive operates from 7.30am to 9.00 am.
 - ii) One minute time limit for drop-off
 - iii) School staff will be on duty to marshal students leaving vehicles to ensure they access school safely
 - iv) Drivers dropping off students not in Years 1, 2 or 3 are encouraged to remain in vehicle and allow staff to direct students into school grounds.

2) KISS AND DRIVE PICK UP ZONE

- a) Make use of *Kiss and Drive* facility on Normanby Rd or short term (15 minute) parking bays Operates from 2.30pm to 4.15pm.
 - i) Fifteen minute time limit for pick-up. Parents are asked to abide by these limits and if no bay is available on approach to conduct a lap of the school and return rather than double park.
 - ii) School staff will be on duty to marshal students leaving the school and direct them to vehicles safely;
 - iii) Drivers picking up students not in Years 1, 2 or 3 are encouraged to remain in their vehicle and allow staff to direct students to the vehicles.

3) OPERATION OF KISS AND DRIVE

- a) Vehicles to queue on approach to *Kiss and Drive*;
- b) Only pass vehicles already parked within the facility if an empty bay is clearly visible;
- c) Pull into first available space within the facility;
- d) Driver must remain in vehicle at all times;
- e) Ensure students are ready to be dropped off as soon as the vehicle is stopped;
- f) Only allow students to disembark the vehicle once fully stopped next to the kerb;
- g) Leave facility at first opportunity;
- h) Abide by directions of staff members that will be on duty to direct traffic and marshal students.

- 4) Comply with the posted speed limit in the vicinity of the School: 40km/h between 7.30am and 9.00am and 2.30pm and 4.00pm on school days;

- 5) Comply with parking regulations as per signage;
- 6) The BUS ZONE on Normanby Road is in operation on schools days from 2.30pm to 3.15pm. Please ensure that this area remains clear at this time;
- 7) Please respect local residents' rights by not parking in driveways or on verges. Local rangers regularly patrol our surrounding streets.

Translation and Interpreter Services

If English is not your first language, we are able to organise an interpreter to attend meetings at the school. We also have options to access interpreting services we provide, free of charge to you. Anytime that you come to the school we will be able to provide an interpreting service, both on demand and for scheduled appointments. If you have any questions, please do not hesitate to contact the school to arrange a meeting.

Valuables and Toys

We recommend that valuables and toys are not brought to school as staff cannot accept responsibility for them.

Visitors

All visitors on school grounds **must** sign in through the iPad in the front office and wear the Visitors sticker. This includes parents on canteen rosters, parent help rosters or even if you are just dropping off a lunch for your child. This is part of our Risk Management Policy.

Volunteers

You are welcome to work together with us at our school. If you would like to volunteer your services, please see your child's class teacher or staff in the canteen or library. The Department of Education requires that all volunteers fill out a Confidential Declaration Form and volunteers who are not parents also need to have a Working With Children card.

Voluntary Contributions

The school requests a voluntary payment of \$60.00 per child each year. This money is used to provide extra amenities for children's use and provides an allowance for each class. Payment can be made by direct deposit with your child's surname and room number as reference. (BSB 066 111 A/C 00900025).



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