



Family Information Booklet

Years One to Six

2026



Department of
Education



Huntingdale Primary School
Matilda Street
Huntingdale WA 6110

Phone 9234 6700
Website: www.huntingdaleps.wa.edu.au
Email: Huntingdale.PS@education.wa.edu.au
'Connect Now' APP available from the APPLE App and
Google Play Stores

Office hours: 8.00am to 4.00pm

Dear Parents/Caregivers

Welcome to the Huntingdale Primary School Information Booklet, which contains essential information on school procedures for our families.

Keeping up to date with events and other things happening around the school is important. Please ensure that you download the Connect App and the Compass App from the App Store for Apple and Google Play for Android phones. You can also access information through our Facebook page and Website.

If you cannot locate some information you require, please don't hesitate to contact the office.

Communication is vital to ensure the best academic, social and emotional outcomes for your child. This communication also extends to questions about our school or to share issues or concerns.

We hope you enjoy your time with us at Huntingdale Primary School.

Kind regards

Leanne Allen
Principal

SCHOOL TIMES

Day commences with first siren at 8.40 am.

Lunch: 11:18am to 11:38am

Recess: 1:46pm to 2:06pm

Dismissal: 3.00pm

School gates are opened at 8.30am before school commences. In the afternoon gates are open at 2.50pm and closed at 3.15pm.

SCHOOL TERMS 2026: *PD Days (Student Free Days) for all Terms will be notified at a later date.*

Term 1 Monday 2nd February to Thursday 2nd April

Term 2 Monday 20th April to Friday 3rd July

Term 3 Monday 20th July to Friday 25th September

Term 4 Monday 12th October to Thursday 17th December

ABSENTEES

Parents/caregivers should ring the school or send an absentee note through the Connect or Compass App, to report their child or children absent. On the day following an absence from school, Department of Education and Training regulations require a written explanation from the child's parent/carer. These notes are retained and must coincide with absences marked on the class roll. The teacher will follow up all unexplained absences. Any continual unexplained absences will be referred to the school Administration.

Permission to leave the school grounds will not be granted unless parent/caregiver advice has been received. Parents/caregivers are requested to complete and have signed a "Student Leave Pass", if they need to take their child out of school during the course of the school day. Only parents/caregivers and emergency contacts listed on the school records are permitted to take children from the school grounds during school hours. Please note that for security reasons, this must be done at the time you are taking your child from school.

HOLIDAYS DURING SCHOOL TERM

Permission must be sought from the Principal, before students take time off for holidays during the school terms.

LATE ARRIVALS

If a student arrives at school after the morning siren at 8.50am, they must report to the Front Office and will receive a 'Late Pass' to take to their teacher. Students who arrive at school after 8:50am but before 9:00am will be entered in as 'Reasonable' any students who arrive to school after 9:00am will be entered as "Unacceptable Reason". Please advise the office staff if the student has been at an appointment.

ACCIDENTS/SICK CHILDREN

Families need to ensure that their phone numbers, including mobile and work numbers and those of emergency contacts are kept up to date, as these contact details are used in the case of an emergency, accident or sickness at school. Updating contact information can also be done from the school app.

ALLERGIES AND MEDICAL CONDITIONS

Families are asked to ensure that all current information regarding allergies and other medical conditions is provided to the School Office for inclusion in the school's records.

OPEN COMMUNICATION FOR CONCERNS OR COMPLAINTS

We have an open communication policy. If you have any concerns regarding your child, or complaints, please feel free to call in to see the Principal, Leanne Allen for a discussion. Please don't leave it too late to state any concerns that you may have, as we are more than happy to assist for a positive resolution.

ALL OTHER COMMUNICATION REGARDING EXCURSIONS/INCURSIONS AND NEWSLETTERS

All information regarding any events happening at our school, along with our Newsletters, are available for viewing on our website at huntingdaleps.wa.edu.au, and on the Connect and Compass apps. Sometimes we will also send out an SMS message if it is of high importance. You can also find updates, flyers and photos of events on our Facebook page.

BICYCLES/SCOOTERS

Whilst every precaution is taken, we cannot accept responsibility for the safety of bicycles/scooters at school. Those riding to school should ensure their bicycle/scooter and helmet are secured with a padlock and chain. Bike racks are situated in particular areas of the school grounds for safety reasons. **Students and parents must walk their bikes while on school grounds.** The Police bike safety officers recommend students below Year 4 should not ride to school.

Note: The wearing of bicycle helmets is compulsory!

CANTEEN

The canteen is open five days a week. Lunch and Recess orders can be placed at the canteen between 8.20am and 8.40am. Orders can also be made online using 'www.quickcliq.com.au'. (A detailed sheet on how to set this up is in this information folder.) The canteen is also open during the recess and lunch breaks, at which time additional purchases can be made. A copy of the menu can be viewed on our website, Connect, or via QuickCliQ. Paper copies are also available in the school office.

CURRICULUM

The school offers a curriculum developed from the eight learning areas: English, Mathematics, Science, HASS (History and Social Studies), Languages, Technology, The Arts and Health & Physical Education.

Implementation of the curriculum is based on the principles embodied in the Western Australian Curriculum. We will inform and involve parents/caregivers in the ongoing process of curriculum development and review as it progresses.

DAYCARE

If your child (Years 1 – 6) attends After School Care, he or she will be collected from a designated area in the undercover area by a day care supervisor. Pre-Primary and Kindergarten children will be collected from their class by day care supervisors. There is a contracted group (YMCA) that operates a before and after school care at Huntingdale PS.

Please advise the School Office if your child attends day care.

DOGS ON SCHOOL GROUNDS

Dogs are not permitted on the school grounds, which includes the oval. This also applies to dogs on leashes. Families walking to school with their dog are requested to leave the dog at the school boundary.

EARLY DEPARTURE FROM SCHOOL

If you need to take your child out of school during school hours for reasons such as illness or appointments, etc., parents/caregivers are requested to report to the school office for an *Early Departure Slip*, which you then hand to your child's teacher in order to collect your child. This system has been successfully developed to ensure safety of all children and also assist in directing parents to the location of the class group within the school. (As stated previously, the form must be completed at the time you are taking your child from school.)

EMERGENCY DETAILS

In the case of an emergency, please notify the school on 9234 6700 so that suitable arrangements can be made for your child. No child will be allowed to leave the school unaccompanied or with a person other than their parent/caregiver unless written permission has been provided to the school.

Please ensure that your phone numbers (including mobile phone) and the phone numbers of emergency contacts are always kept up to date as they will be used in the case of an emergency, accident or sickness at school.

EQUAL OPPORTUNITY

Every child has the right to learn. At Huntingdale Primary School all students are given every opportunity to enhance and develop their own individuality. Students are cared for in a safe environment, which is free from bias and discrimination.

EXCURSIONS & INCURSIONS

Payment is to be finalised by the due date.

If not received by that date, your child will not be able to attend. Credit Card, Eftpos or Qkr payments are the preferred method.

FACTIONS

Students are placed in one of the following factions:

Banksia – Red Hovea - Blue Zamia - Green Acacia - Gold

Children are allocated to factions in a manner so as to keep the numbers as even as possible.

All siblings will be put into the same faction.

HEALTH AND SAFETY

- ***Hat Policy***

All children are required to have a sun-safe hat for **all outside activities**. If a child does not have a hat, he or she will be sent to the undercover area to sit in the shade. **“No Hat, No Play”**.

Please purchase a ‘bucket’ or ‘wide brimmed’ hat for your child to wear and clearly labelled with your child’s name. Some hats are still available for purchase from the school office.

Headlice

Parents/caregivers will be advised if their child is found to have head lice. Children may return to school once treatment has occurred and there are no remaining live nits or lice. A note is sent out to notify parents/caregivers of a case of nits within their child’s class group. Hair that is of shoulder length or longer must be tied up.

- ***Jewellery, Make-up and Nail Polish***

For the sake of the children’s safety, jewellery should not be worn to school (except for watches and ear studs). Students are not permitted to wear Make-up or Nail Polish.

- ***Drink bottle***

All children should have a drink bottle to use at physical education and sports sessions.

The brain needs to be properly hydrated in order to be alert. Children who do not get enough water may appear bored, listless and drowsy. Researchers recommend that we drink plenty of water each day. Therefore; we ask parents to provide a water bottle for their child each day **clearly labelled with the child’s name**.

This bottle must contain **water only** and may be kept in the classroom so it is easily accessible to your child throughout the day. The body identifies fruit juice as a food because of the sugar content. The body triggers the digestive process, which also drains water from the body. Only water provides proper hydration.

INFECTIOUS DISEASES

Students are required to be absent from school for the duration of any infectious period. Department of Health regulations on the exclusion from school for specific infections may be obtained from the office.

The following infections require children to be excluded:

Chicken Pox

Influenza

Measles

Mumps

Ringworm

Rubella

School Sores

Conjunctivitis

Measles cases also require the exclusion of any non-immunised children from school. Immunisation is strongly recommended.

IN-TERM SWIMMING 2026

Details for 2026 In Term Swimming lessons will be advertised on Connect and our website as soon as they become available. All children from Pre-Primary to Year 6 will be offered the opportunity to participate, but spaces are limited.

LOST PROPERTY

Lost property will be kept in a box outside the Assistant Principal's Office for a limited time. Parents/caregivers are asked to assist in this matter by:

1. labelling all items of clothing
2. checking the lost property box regularly or as soon as you notice an item is misplaced.

MEDICATION

In accordance with Department of Education and Training policy, parents/caregivers requiring medication to be administered to their child at school need to complete the necessary forms available from the office. These forms require the signature of the parent/caregiver and the name of the prescribing doctor. Any medication (tablets) must be placed in a special daily tablet container and clearly labelled with the child's name, the name of the medication and the correct dosage.

MANAGING STUDENT BEHAVIOUR

A whole school approach is taken in promoting core values and social skills.

Where students do not show responsibility for their behaviour a range of disciplinary procedures is used. For example; verbal warnings, removal/time out from the class or playground, lunch-time 'reflection', and in some severe cases, suspension or exclusion from school.

GOOD STANDING

We have introduced an additional means to encourage positive student behaviour. Good Standing is where students follow our school values and rules. Teachers will fully explain first term at the first parent/teacher meeting. This extends from Kindergarten to Year Six.

HUNTINGDALE NEWSLETTER

We provide a Newsletter twice a term – beginning and end. It can be viewed via 'Connect' or the website page. The Newsletter provides an overview of what has happened during that term. Other notifications are sent out as required.

P & C ASSOCIATION

The Annual General Meeting of the Association will be held early in 2026 in the evening to be determined, at 6.30pm. At this time, all positions will be declared vacant. We actively encourage all parents to attend and participate. Meetings are then held on the fourth and eighth Wednesday each Term, or as advertised in the School Newsletter.

PARENT INFORMATION MEETINGS

At the beginning of the year, all teachers will conduct a Parent Information Meeting. The purpose of this meeting is for teachers to share classroom policies and procedures and to explain how parents/carers can best support their child's learning program. Teachers will inform parents/caregivers of the time for this meeting.

Please note: these meetings are not for individual interviews. Individual Parent/Teacher interviews can be arranged via a note to the teacher or phone message via the school office.

OPEN NIGHT

Open Night will be conducted in Term Three. This evening event provides parents with the opportunity to engage in their child's learning. Parents can move between classrooms including the specialist areas. Children have the opportunity to take pride in their progress and achievement. It helps you as a parent to foster a deeper level of understanding about the work, processes and experiences that occur within a classroom. It also provides you plenty of time to look at work chosen by your child and any displays around the classroom. This is an informal opportunity to do a quick check-in with the teacher or make an appointment for a longer meeting.

PARKING – KEEPING CHILDREN SAFE

The Staff Car Parks are for staff use only, for children's safety no parent parking is permitted in these areas.

Children **are not to be** dropped off or picked up from these areas.

(Please do not walk through any carparks.)

There is parking available in Patrick Way. Parents should also observe all the parking signs around the area and are reminded to not park on neighbours' lawns or over driveways. Please observe extreme caution at all times, as well as the 40 km/h speed limit around the school. Our children's safety comes first.

PLAY AT SCHOOL

We encourage active play at break times. This includes the Nature Play area, Dress-Up Containers, Drawing and Toy Containers for use by children, and various games set up near the Junior Block to again, encourage students to play.

KISS 'N' DRIVE

An area in Patrick Way is used as a '**Kiss N Drive**' zone. This means you can safely drop your children off in the morning without parking and leaving the car and in the afternoon the children are supervised while waiting for you to drive through and pick them up. **Please ensure that you do not arrive before 3.05pm as early arrival results in traffic hazards on Patrick Way and Rosemary Court.**

PLAYGROUND DUTY

At all times a duty teacher is visible to children in all areas of the school. Should children experience difficulties they are encouraged to communicate this to the duty teacher who will endeavour to solve the problem or resolve conflicts that may occur. Informing teachers about inappropriate or undesirable behaviour is part of the responsibility all children need to accept if they wish such behaviour to stop. All children have the right to a positive, friendly and effective time at school.

REPORTS

Each year students receive mid-year and end of year reports. A state-wide reporting policy is used and re-developed over time. **These will be sent out via 'Connect' on the last Wednesday of Term Two and Term Four.**

SCHOOL CONTRIBUTIONS AND CHARGES

All families are encouraged to make the following contributions. We have Eftpos facilities in the School Office for your convenience.

School Contributions

Year 1 to Year 6 \$60 per student

Pre primary \$60 per student

Kindergarten \$60 per student

P & C Association contribution is \$5.00 per student, to be added to above charge.

SCHOOL UNIFORMS – DRESS CODE

All students are required to wear the school uniform at all times. **Please clearly label your child's clothing with their name.** Our School Uniforms are available for purchase from the Lowes store at the Maddington Centro shopping centre.

Faction shirts are available and it is recommended that these be worn on sports days

Parents/caregivers are asked to think about safety when selecting school appropriate footwear. For a variety of safety reasons, thongs and high-heeled shoes are not permitted.

SECURITY

The school is secured by security cameras, silent alarms and patrolled by Department of Education and Training Security. Any suspicious activity noticed by the community in a neighbourhood watch sense can be reported to the school or Department of Education and Training Security by telephoning 9264 4771.

SMOKING

Smoking is not permitted anywhere on school grounds, inclusive of the oval and car-parks on the school property.

SPECIALIST SUBJECTS

Language, Performing Arts, Art, Physical Education and Digital Technology, are the specialist subjects taught at Huntingdale.

SPORTS EQUIPMENT

Equipment is available for each classroom to use at break times.

No equipment is permitted before school nor are children to play on the playground equipment before school.

No equipment is to be brought from home.

STUDENT LEADERS AND FACTION CAPTAINS.

Eight student leaders are elected from Year Six. Elections are run in November for the following year and an official announcement is made at the Year Six assembly. The Head Boy and Head Girl are selected during Term One. Faction Captains are announced at the end of the year.

STUDENT REQUIREMENTS – Item for Personal Use

Students are required to bring all stationery and associated items to school as shown on the relevant class "Items for Personal Use" lists (previously called booklists). All items must be clearly labelled with the child's given and last name, i.e. John Smith. The classroom teacher may store some items for later distribution. This will be explained by teachers at the beginning of year meetings - when classroom procedures are described. At the end of each term pencil cases will be sent home for checking and re-stocking of necessary items. Children can only do their best if they have the appropriate equipment with which to work. It is disruptive for children to continually borrow equipment provided by others.

VALUABLES

Bringing toys, games or valuable items (other than for special requests) is discouraged. Loss or damage to children's possessions is usually followed by a great deal of upset.

WET WEATHER PROCEDURE

On days when the weather is extremely wet, the children will be supervised in classrooms during break times.