



Parent Information Booklet

Kindergarten 2025



"Be Your Best"

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PRINCIPALS WELCOME



Dear Parents

On behalf of our school community, I proudly welcome you to our school. Halls Head Primary School is an Independent Public School. We offer a high performance, high care environment that encourages high aspirations for academic and non-academic pursuits, with a strong sense of personal wellbeing and an embedded focus on values, known collectively as the HHPS '6 Kinds of Best'.

Our School Vision leads our practices, beliefs and school direction, which is encompassed in our School Business Plan. This plan provides a very clear strategic direction and moral purpose for our school and sets clear expectations regarding whole school initiatives, teaching practices and professional learning. We engage our students with inspirational teaching and learning opportunities to develop the whole child in preparation for a sustainable future. School facilities are outstanding with air conditioned classrooms, reticulated grounds, a well-equipped library, ICT infrastructure including PC and iPad environments, throughout the school. There are also purpose built Music, Science and Art rooms, an Enviro Centre, a canteen service and an enclosed Undercover Area with stage equipment for our Performing Arts program, and an after school Theatre Club. The school grounds incorporate a number of play areas and innovative playgrounds with structures and challenges adapted for various ages of children, including ECE play areas, a Junior Play Zone, basketball/tennis courts, cricket nets and a school oval.

Our school promotes a welcoming environment for all and has a proud tradition of excellence, developing meaningful relationships with our school community, achieving high standards academically and developing the whole child. We aspire to continue to improve, to ensure we are a contemporary, progressive and inclusive school, reflective of current educational trends and community ideals. Our school encourages and values positive relationships between students, parents and staff in classrooms and through active parental involvement in the School Board and Parents & Citizens group.

This Parent Information Booklet captures a snapshot summary of useful details about our school. For any further queries, please contact the school on 9584 6900 or Email: hallshead.ps@education.wa.edu.au.

Jesse Murphy

PRINCIPAL

WELCOME



PRINCIPAL: Jesse Murphy

DEPUTY PRINCIPAL: Stephen Heighton
Bernie Lyons

MANAGER OF CORPORATE SERVICES: Nerida Bulich

SCHOOL OFFICERS: Leanne McDonald
Kristy Crocker

ADDRESS: 21 Oleander Place,
Halls Head WA 6210

TELEPHONE: 08 9584 6900

WEBSITE: www.hallsheadps.wa.edu.au

EMAIL: hallsheadps@education.wa.edu.au

OFFICE HOURS: Monday - Friday 8:00am - 4:00pm



Six Kinds of Best
Be Kind to Yourself
Be the Learning Kind
Be Kind to Others
Be the Community Kind
Be Kind to the Environment
Be the Achieving Kind

OUR VALUES

We have a strong focus on building strong and positive relationships that support the sharing of the development of students as individual learners. Parents are valued as key contributors to each child's educational success. Halls Head Primary has a fortnightly focus on the Virtues and a strong focus on values, addressing these collectively as the '6 Kinds of Best.' Be Kind to self; Be Kind to Others; Be Kind to The Environment; Be the Learning Kind; Be the Community Kind; Be the Achieving Kind. These values touch every area of school life and underpin our school practice and beliefs.

Our pastoral care programs, including our School Chaplain program, contribute to a safe and positive learning environment with an emphasis on fairness, equity and restorative justice.

VISION

We are a welcoming school that encourages the best from everyone. We practise our values, strive for excellence and take pride in achievement.

MISSION

To encourage every student to strive for success in preparation for a modern world and to promote lasting positive relationships with learning.

ADMINISTRATION



TERM DATES

Term dates for 2025 are:

Term 1	Wednesday	5 February	-	11 April
Term 2	Monday	28 April	-	4 July
Term 3	Monday	21 July	-	26 September
Term 4	Monday	13 October	-	18 December

School Professional Development days for 2025:

Term 1 - Monday 3 February, Tuesday 4 February

Term 2 - Friday 6 June

Term 3 - Friday 1 August

Term 4 - Friday 24 October, Friday 19th December

TIMES

Daily times for instruction are: 8:40am - 2:50pm.

Parents are requested not to send their children to school before 8:25am. Students arriving before this time are required to sit in a designated area until 8:25am when classroom doors are opened. Prior to this time teachers are busy with daily planning and preparations.

Classrooms are open from 8:25am for students to prepare themselves for the school day.

Recess is from 11.10am to 11.30am and Lunch is from 12.50pm to 1.30pm.

ABSENCES

During hours of instruction, the teaching staff have the responsibility and care of the students. Please notify the school if your child is to be away or unwell. It is preferred that absences be explained in writing for record keeping purposes. Absence notifications can be sent via Compass; via the school website; or by phoning 9584 6900, by stating your student's full name, class and reason for their absence.

As per Department of Education policy, parents who wish to take their child on a holiday during school term must request authorization from the Principal in advance. The Principal will then decide if there are reasonable grounds to approve the absence.

ADMINISTRATION



Welcome to Kindergarten

Welcome to our Halls Head Kindergarten program. We hope this will be a happy and enjoyable time.

WHAT HAPPENS AT KINDERGARTEN?

In Kindergarten children learn through intentional teaching, planned learning experiences and play based activities. The program reflects the Early Years Learning Framework and the WA Kindergarten Guidelines. The children's social skills are developed by the Kindergarten staff modelling appropriate social interaction and manners, through dramatic play and cooperative games.

PARENT INVOLVEMENT

Parent involvement is highly valued and enables us to offer more learning opportunities to the children. Children enjoy and appreciate their parents being involved at their Kindergarten. We have multiple events in the year that we would love parents involvement in eg Kindergarten Sports Carnival, Mothers Day and the Christmas Concert.

PARENT ROSTER

Each Kindergarten class has a roster where parents or grandparents can come in at a specified time to help with our program.

WHAT CHILDREN NEED IN THEIR BAG

ALL CLOTHING, HATS, BAGS, FOLDERS AND LUNCH BOXES SHOULD HAVE YOUR CHILD'S NAME CLEARLY MARKED.

Bag - Children need a large back pack to fit a lunch box, water bottle, hat, library bag, document wallet and a change of clothes.

CRUNCH AND SIP

The Crunch and Sip program is an easy way to help kids stay healthy, happy and focused for learning.

Children will need to bring fruit to every session (please supply in separate NAMED container to their lunch). Parents need to prepare their child's crunch and sip eg fruit if the child requires it. Cucumber, celery and carrots are also acceptable for recess.



ADMINISTRATION



Change of Clothes - Please make sure that your child has a change of clothes (placed inside a plastic bag) in case they have an accident or get wet playing outside.

Sunhat - The school policy is “**NO HAT = PLAY IN THE SANDPIT ONLY**”.

Shoes - Children are encouraged to wear appropriate footwear to school. Sneakers are the best option as they provide a suitable grip for climbing.

Clothing - The school uniform is optional but can be purchased from Perm-A-Pleat, U2/76 Reserve Dr, Mandurah. Opening hours: Tuesday to Friday 9am-5pm, Thursday 10am-6pm and Saturday 9am to 1pm. Phone: 9500 3036.

Other Resources - Each child will receive a booklist advising of the pupil requirements for the year.

ARRIVAL & COLLECTION OF CHILDREN

Children must be delivered to and collected from Kindergarten by a responsible adult. Please wait in the Kindergarten playground until 8:40am. Parents are then welcome to come inside and help their child to settle by doing a puzzle or reading a book together (or even look around at the wonderful work on display).

We need clear instructions about arrangements for picking up children after each session. Please let the teacher know if your child is going home with anyone other than yourself or their usual carer.

If you need to pick your child up early or during school hours for an appointment or any reason please ensure that you get an orange slip (“Leave Pass For Partial Absence From School” note) from the office before picking your child up from the classroom.

Please try and be prompt at the end of the session. If for any reason you are running late, please ring, so we can reassure your child. It can be quite distressing for a young child to be the last one left.

KINDERGARTEN DAYS

Kindergarten is a part time structure with children attending 5 days across a fortnight. When enrolling your child at Halls Head Primary School we will make every attempt to place them in a group according to your preference.

Kindy Seahorses attend - Monday, Thursday and Tuesdays odd weeks in the term.

Kindy Dolphins attend - Wednesday, Friday and Tuesdays even weeks in the term.

ADMINISTRATION



LANGUAGE EXPERIENCE

Language Experience program runs on Tuesday and targets children's language development. Students participate in cooking activities. There is a fee of \$10.00 per semester.

PARKING

Staff car parks must not be used to drop off or pick up children. Car parking close to school is limited but the Peelwood Car Park is only a short walk away. We are encouraging students to obey rules. Please be a good model to children in this way.

STUDENT BEHAVIOUR

School Rules and a Student Behaviour Policy exist to help ensure a safe, smooth running and enjoyable environment in which to work and to 'Be our Best'. Consideration and respect for all is one of our priority expectations. Staff and students have the right to work in a positive environment and associated with that right is the responsibility to contribute to that positive environment. Students who are unable to abide by the school's expectations can expect consequences to follow, commensurate with the negative behaviours exhibited. Our Student Behaviour and Good Standing policies are aligned with the Department of Education's expectations and standards regarding student conduct. Parents will be notified regarding any misdemeanors and asked to assist with the restoration of their student's good behavior, as needed. A School Psychology service is provided to assist with school based behavioural concerns.

The focus of Kindergarten is to teach social skills and cooperation. Children are treated in a positive manner and helped to follow simple rules. They are reminded of appropriate behaviour and if necessary, redirected to another activity. For consistent negative behaviour, a short "time out" may be required. This does not mean isolation but may mean sitting in a quiet space for a few minutes.

Please let us know of any changes of circumstances that may affect your child's behaviour. Different changes may influence a child's behaviour such as Mum or Dad working away, a new baby, death of a family pet, separation or remarriage, moving house, etc. We also need to be told of any changes in address or phone number.

Please consult the teacher if you are concerned about any aspect of your child's behaviour, development or learning. You are the most important person in your child's life and know him/her best. We value your input as joint partners in your child's education.

PARENT'S PLEASE NOTE

Please be aware of our school rule of no children being allowed to play on or climb on play ground equipment either before or after school.

ADMINISTRATION



HEALTH ISSUES

Illness: Please do not bring your child to school if he/she is feeling unwell, has had a temperature, an upset stomach, vomiting, diarrhoea, a rash or a discharge from the eyes or ears in the past 24 hours.

Headlice: This is an ongoing issue. Please check your child's hair regularly. Remember we do need to be informed and/or inform you if anything is found so we can tell the other parents. This is the only way to break the cycle (no names mentioned).

HANDWASHING FOCUS

Proper hand hygiene is the best way to prevent the spread of germs and viruses. We focus on using good hand hygiene practices and hand sanitising.

SCHOOL NURSE

The school nurse will be attending Halls Head Primary School in 2025 and will be doing Kindy School Entry Health Checks.

ENROLMENTS

As per the Department of Education's Enrolment Policy, originals of the following documents are required, and will be copied by the school, in order to complete an Application for Enrolment:

- Birth certificate, extract of birth or passport;
- AIR Immunisation History statement printed from the MyGov website; and
- Proof of address eg: Lease agreement, Utility bill (gas or electric) or Drivers Licence.

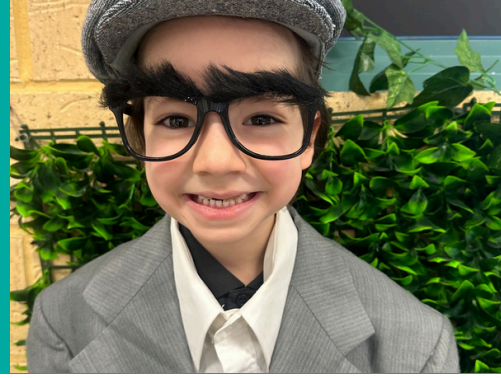
Should any court orders be in place please provide copies to the Principal at the time of enrolment. If in the future there are any changes to the orders it is important that the school is updated and the Principal informed.

If your child has a medical condition or disability such as ADHD, Autism, allergies, Asthma, Anaphylaxis or epilepsy please advise the school as specific paperwork will need to be completed. Further paper work will also be required for any medication that your child is required to have administered whilst at school. Please advise the school, at enrolment, or as soon as these circumstances eventuate, or upon changing medication and/or dosage, regarding any of the above.

PRE PRIMARY ENROLMENT

Please be advised enrolment into Kindergarten does not guarantee a place in Pre Primary at Halls Head Primary School. An enrolment process into Pre Primary will take place at the end of Term 4.

ADMINISTRATION



SCHOOL CONTRIBUTIONS

School voluntary contributions are \$60 for the year. It is appreciated if these can be paid on enrolment, at the office. A Language Experience charge of \$20 is to be paid at the beginning of the school year to enable participation in this program.

SCHOOL WEBSITE

Our school website is accessible on the following link: <http://www.hallsheadps.wa.edu.au>

This is updated periodically and contains information on school programs, practices and school governance.

NEWSLETTERS

Newsletters are published three times a term and will be delivered electronically via email. Please provide the school with an email address in order to access our Halls Headlines Newsletter which will keep you fully informed and up to date with the latest events.

COMPASS

We are now using Compass School Manager as our Parent Portal.

With Compass, you can:

- View reports and attendance
- Approve or enter absences
- Download and approve excursions
- Update your contact details
- Stay informed about events and news

Accessing Compass – Use any web browser or the Compass School Manager app (iOS/Android).

Go to the Halls Head Primary School website and click the Compass link, or visit:

<https://hallsheadps.wa.compass.education>

Notify absences before 8.30am via Compass. If not, you'll receive an SMS. Use the app to log an attendance note if your child will be late or away.

Login details and a temporary password will be emailed to you.



“Be Your Best”

POLICIES AND PROCEDURES



SCHOOL DRESS CODE - SCHOOL UNIFORM

All children are required to wear the school uniform, as per the School Dress Code which is ratified by the School Board. This is a condition of enrolment at Halls Head Primary School. The wearing of an appropriate dress serves several functions including assisting in keeping children safe: (see the School Dress Code Policy on the school website and Connect). The School Dress Code sets out the expectations of the school and the community and parents are asked to support these expectations. Children wearing a dress judged to be inappropriate for school will be advised of the situation and parents contacted. School uniforms are available from Perm-A-Pleat. Acceptable footwear must be worn, i.e. closed in shoes or a well covered sandal. Thongs, crocs or masseurs are not considered acceptable. Jewellery and body decorations are not appropriate at school.

Second hand uniforms can be purchased through the P&C uniform co-ordinator. Please enquire at the office.

Perm-A-Pleat

Unit 2 / 76 Reserve Drive,

Mandurah WA 6210

Phone: (08) 9500 3036

Email: mandurah.retail@permapleat.com.au

Opening Hours

Tuesday, Wednesday, Friday: 9:00am - 5:00pm

Thursday: 10:00am - 6:00pm

Saturday: 9:00 - 1:00pm

VALUABLES AT SCHOOL

Students are asked not to bring valuables to school, i.e. toys, jewellery, sports equipment or other expensive items. Mobile phones and other digital devices should not be brought to school (see the school's Mobile Phone Policy and Digital Technology policy for further details). The school does not take any responsibility if these items are lost, stolen or damaged.

Toys - Children should not bring their own toys or games to Kindergarten as they may get lost or broken which may cause your child to become distressed.

JEWELLERY

Students are asked not to bring jewellery to school. Earrings that consist of ear studs/sleepers are acceptable. No dangling earrings. Chains, bracelets and rings should not be worn to school unless they are for cultural, religious or medical reasons. Jewellery is unsafe for sport and physical activities and can hurt other students. There is a risk items can get lost, damaged or stolen.



"Be Your Best"

LIBRARY



SCHOOL LIBRARY

Classrooms are allocated a library time each week for students to borrow books and other library materials. The classroom timetable is displayed on the library door to inform parents and remind students of their borrowing times. In the case of students finishing their book early or were absent on their library day, the library times are as follows:

Before School	8:25am - 8:40am	Tuesday, Wednesday and Thursday
After School	2:50pm - 3:15pm	Tuesday, Wednesday and Thursday
Lunch Time	1:10pm	only if Mrs Templeman is in the Library

Parents are welcome to visit the Library Tuesday to Thursday before and after school with their child in order to change books and other library materials.

FOR RETURNS

The Library is open for returns any time. They are to be left on the library return desk.

LIBRARY BAGS

Students must have a protective, school approved, cloth library bag in order to borrow library books. These library bags are available for purchase in the school Office.



“Be Your Best”

COMMUNITY



SCHOOL CHAPLAIN

Our pastoral care programs, with the support of our School Chaplain, contribute to a safe and positive learning environment with an emphasis on fairness, equity and restorative justice. Our School Chaplain engages with students as a staff member in the classroom, playground and general school program. The role is clearly outlined in relation to the needs of our school and not designed to provide any religious teachings or beliefs. The School Chaplain is available to listen and support students, families and staff through times of difficulty such as family loss or separation and is a valued contributor to our pastoral care approaches. Parents wishing to access the Chaplaincy service at our school can do this via the front office.

SCHOOL PSYCHOLOGY SERVICE

A School Psychology Service is available to assist students experiencing learning or behavioural difficulties. If parents have any concerns regarding their children, they are advised to talk to the class teacher. Parents will be contacted if it is thought that such a service would be helpful.

SCHOOL BOARD

A School Board has been formed and consists of four parents, two school staff, a community representative and Principal. In 2024 they are:

Board Chair Rachel Edwards

Parents Rebecca Johnston Crystal Marriott

Staff Members Peter Beckingham Donna McIntosh Lucy Day

The School Board provides a representative forum to offer support and direction to the school. The group will also be able to assist in the development of some policy areas e.g. School Dress Code.

PARENTS AND CITIZENS

The school enjoys the support of a strong P&C. All help is appreciated with parents and carers welcome to attend meetings usually scheduled on the Wednesday of Week 2 and Week 8 every term, in Room 10 at 8:45am. The P&C AGM is traditionally held each February/March.

P&C Office Bearers will be elected at the AGM.

CANTEEN



CANTEEN

A privately owned canteen operates at the school. Current menus can be accessed from our school website and in the Connect library.

Orders can be placed by visiting the canteen before the morning siren or by students dropping completed order bags into class lunch baskets. Payment can be made by cash or EFTPOS.

Alternatively parents/carers can sign up to place online orders by registering at www.QuikCliq.com.au. A confirmation email with an activation link will be sent after registering.



SCHOOL MAP



Halls Head Primary School

21 Oleander Place, HALLS HEAD WA 6210

