

# North Parmelia Primary School

TRUST LEARN ACHIEVE

## INFORMATION BOOK

# 2026



### F.R.E.D.

**Friendliness, Respect, Responsibility,  
Excellence, Determination**

*We would like to acknowledge the traditional custodians of this land and waters of Australia and the Torres Strait. We respect all Aboriginal and Torres Strait people - their customs and their beliefs. We also pay our respects to elders past and present with particular acknowledgement to the Whadjuk people of the Noongar nation, the traditional owners of the land that our school is built upon.*



# North Parmelia Primary School & Community Welcomes You

Welcome to the North Parmelia Primary School community. This parent information booklet has been produced to help parents understand more about our school.

## **IMPORTANT INFORMATION**

### *Telephone Numbers:*

Main Office (08) 6173 8500  
Website: [www.npps.wa.edu.au](http://www.npps.wa.edu.au)  
Email: [NorthParmelia.ps@education.wa.edu.au](mailto:NorthParmelia.ps@education.wa.edu.au)

### *Hours of Instruction:*

8.30 am—2.45 pm (Daily) Pre Primary to Years 6  
8.30 am—2.45 pm Monday, Tuesday & Alternate Wednesdays - KA  
8.30 am—2.45 pm Thursday, Friday & Alternate Wednesdays - KB

### *Primary School - Daily Hours*

8.30 am—10.30 am	Session 1
10.30 am—11.05 am	<b>Morning Recess</b>
11.05 am—1.00 pm	Session 2
1.00 pm—1.35 pm	<b>Lunch</b>
1.35 pm—2.45 pm	Session 3



Parents are asked to ensure that children do not arrive at school before 8.15am as supervision cannot be guaranteed, classroom doors are opened at 8.30am. Parents are asked to ensure that children have been picked up or left the school grounds promptly after school unless participating in school events organised for after school hours.

# SCHOOL PROFILE & TERM DATES

## THE SCHOOL

North Parmelia Primary School is situated in Kwinana, approximately 40km south of Perth and was built in 1971.

Academic and social success is a high priority at our school. A strong pastoral care program ensures students demonstrate high standards of behaviour, supported by the school's inclusive and safe learning environment. The whole school approach of WA PBS (Western Australia Positive Behaviour Support) is the foundation for our school culture.

## VISION

The school's vision is, **"TOGETHER WE WILL BE DARING AND ROBUST LEARNERS"**.

## MOTTO

The school's motto is, **TRUST LEARN ACHIEVE**

## SCHOOL VALUES & SCHOOL MASCOT

Friendliness, Respect, Responsibility, Excellence, Determination - **F.R.E.D.**



## TERM DATES—2026

TERM 1	Monday, 2 February to Thursday, 2 April
TERM 2	Monday, 20 April to Friday, 3 July
TERM 3	Monday, 20 July to Friday, 25 September
TERM 4	Monday, 12 October to Thursday, 17 December

## SCHOOL DEVELOPMENT DAYS (STUDENTS DO NOT ATTEND)

Term 1	Thursday & Friday 29th & 30th January
Term 2	Monday, 20th April
Term 3	Monday, 20th July
Term 4	Monday, 12th October Friday, 18 December

# ATTENDANCE

As a parent/carer, you play an important role in helping your child attend every day and get the most out of school. Every day your child learns something new at school. Every day they build on what they already know, growing their knowledge and skills.

Western Australian law requires all school-aged children go to and attend school every day. It is compulsory until the end of the year in which they reach 17 years and 6 months or they turn 18 years.

## LEAVING SCHOOL GROUNDS & LATE ARRIVALS

Children must be signed out by a parent or guardian at the Administration Building and collected from the classroom before they are able to leave the school grounds during school hours, students cannot wait in the Administration Building due to duty of care. Class start time is 8.30 am. Children arriving late to class can find it difficult to settle and organise for the days events and it can cause disruption to the teaching program in progress.

Children must report to the Administration building when arriving late to school to be signed in. Please be aware that anytime after 8.40am is considered late. Parent/guardians will receive an automated message if your child has not arrived in the classroom by 8.40am.

## NOTES FOR ABSENCE

The Department of Education requires an explanation for a child's absence from school. It is preferred that a note be sent to the child's teacher when they return to school, but e-mail or verbal notification is acceptable. In the event of no explanation received, a letter will be sent home asking for an explanation of absence.

## TRANSFERS

Please advise the school in advance if you are leaving North Parmelia Primary School to facilitate the transfer. Student records are forwarded by North Parmelia upon notification from the new school of your child's enrolment. Students moving interstate may take a copy of their student records with them. All personal items need to be removed from the classroom on your child's last day.



## ILLNESS OR ACCIDENTS AT SCHOOL

Minor accidents or illness are catered for at school, but in the event of more serious injuries or sickness parents will be notified immediately and asked to collect their children. Therefore, it is imperative that parents keep the school records up to date by notifying any change in home telephone number and address. Up to date records of parent's places of employment and telephone numbers are required along with an alternative address and telephone number of people who can look after children if no one is at home.

In consideration of others attending the school, please **DO NOT** send your child if he/she is unwell, no matter how much they insist on coming. You are requested to keep your child at home if he/she has any contagious disease or has vomited/gastro in the last **24 hours**.

# COMMUNICATION

Communication is achieved through Parent Feedback Sessions, the Seesaw app., class meetings, semester reports, parent interviews, general discussion, social interaction, assemblies and carnivals. Parents are also encouraged to visit school to discuss programs and their child's progress. **An appointment is necessary if you wish to discuss matters with teachers and the administrative staff.**

Reminder messages are sent out regularly for community events via email, the school website and Compass.

Issues related to school are discussed at meetings of the School Council and Parents and Citizens Association. All North Parmelia Primary School community members are welcome to attend the first School Council Meeting of the year held in Term 1.

## SCHOOL ASSEMBLIES

School assemblies are held regularly (mostly on Tuesday's) commencing at 1.35 pm. Each class takes a turn at organising and running an assembly during which they present an item. Parents are encouraged to attend assemblies to support their children.

Honour certificates are presented at assemblies. Parents are notified if their child is to receive a certificate so they may be present at the assembly. Also presented are Star Writers, Artist of the Month and our F.R.E.D recipients are also acknowledged.

## PARENT/TEACHER INTERVIEWS

Parents are encouraged to discuss their child's progress regularly with the class teacher by arranging a time of mutual satisfaction. A meeting with the class teacher/s is organised at least once a year. Please contact the class teacher to clarify any questions you may have about the learning program. Children will benefit greatly from your interest and involvement in their education.

## REPORTS

The school reporting system is in line with the Department of Education requirements. Department endorsed reports will be sent home at the end of each Semester.

## SCHOOL ADMISSION RECORDS

- If your details change please inform the school immediately with information on where you can be contacted in an **emergency** and also provide the name of another person to contact if you are unavailable. **Correct, up-to-date telephone numbers are ESSENTIAL.**
- Please inform the school of any Family Court Orders etc that are in place (you will need to provide copies of relevant documents).
- The school will respect your privacy by not releasing information contained on the admission card to people other than teaching staff and administration staff.



# GENERAL INFORMATION

## SCHOOL CONTRIBUTION

A voluntary contribution is requested from families to support the educational program at North Parmelia Primary School. This money is used to purchase Educational Equipment, Learning Resources and Specialist Resources (Science, Languages, LOTE & Sport). Your support will improve the quality of education for your child(ren). The contributions are as follows:

1 Child—Kindergarten	\$35.00
1 Child—Pre Primary	\$35.00
1 Child—Year 1—6	\$30.00
Family Contribution	\$60.00

Family contribution consists of 3 children or more in one family.



(The school also requests a \$5.00 donation for the P&C to help in fundraising for the current year.)

If money is to be sent to school for any purpose, PLEASE PLACE THE CORRECT AMOUNT IN A SEALED AND TAPED ENVELOPE. Mark the child's name, room number and purpose of the money on the outside of the envelope and hand the envelope to the class teacher or school administration. As the school is now issuing receipts for amounts in one transaction over \$15.00 notes sent home to parents will state whether to hand money to the class teacher or to school administration office for an individual receipt.

## UNIFORMS

In conjunction with the P&C, North Parmelia Primary School's uniforms are to be purchased from Lowes at Rockingham City Shopping Centre during normal shopping centre hours. Lowes hold all current uniform stock along with faction shirts and hats. Layby facilities, eftpos and credit card facilities are available making this more convenient and accessible for parents and the community.

Children are to wear suitable footwear to and from school on all occasions. Thongs and plastic clogs are not permitted to be worn at school.

## SCHOOL COUNCIL & PARENTS & CITIZENS ASSOCIATION

The School Council meets once per term and is comprised of parent/community members, staff members and the Principal. Members to this council are elected at the beginning of each year. The first meeting of the year is a public meeting and all North Parmelia Primary School community members are welcome to attend.

A School Plan is revised annually to address the aims of the school and is based on data gathered from testing, teacher recommendations and parent suggestions. Priorities are decided collaboratively with staff and the School Council and are supported by school, special purpose grants and P & C funds.

Fundraising is one of the many important functions of the P & C. Without the help of the committee and parents, many school projects would not be possible. If you would like to become involved in the P&C and their activities please contact the school office for further information.



## EXCURSIONS

Excursions to places of interest, attendance at sports carnivals and visits to community services are part of the education program, though a child's attendance is always at the discretion of the school. Parents are required to give written permission for their child to travel by vehicle to venues out of the school confines.

## SWIMMING

All primary school children Pre Primary to Year 6 have the opportunity to attend swimming lessons as part of their Physical Education program at the Kwinana Recquatic Centre. Swimming lessons for 2026 will be held in Term 4, weeks 7 & 8. Permission slips will be sent home before commencement of lessons.

## VALUABLE ITEMS & LOST PROPERTY

No responsibility can be taken by the school for the protection from damage or theft of items such as mobile telephones, Ipads, chargers, headphones, earpods etc when children bring them to school. For this reason children are asked to leave them at home. We do understand that under some circumstances mobile phones are required by students. **In these cases all phones must be signed in at the front office at the beginning of the day and signed out at the end, as per the school's mobile phone policy. No other items will be cared for at the Office.**

With the ever growing trend of Smart Watches now being worn by students the school is also implementing a policy for the students wearing these types of watches. In line with the Department of Education (WA) Policy, where a student is wearing a smart watch to school, the expectation is that the smart watch will be placed in "aeroplane mode", whilst the student is on the school grounds.

'Lost Property' is kept at school in the Parmelia Centre, please also check with your classroom teachers. Articles of clothing and other items are deposited there if no owner can be found. Please ensure all items are clearly labelled with your child's name.

## DOGS



The Department of Education has a **NO DOG POLICY** on school grounds. Although your family pet may be friendly some children may not know the appropriate way to react around your beloved pet. Please do not bring your pet onto school grounds. ***This rule also applies to any household pet.***

## THE SCHOOL OUT-OF-HOURS

We are proud of our school and what we have in it. The school community has spent considerable time, effort and money developing our school resources. You are therefore asked to encourage your child to treat all school property with respect and care. If you see suspicious behaviour or damage that has been done to the school when it is unattended please ring:

EDUCATION SECURITY	9264 4771
POLICE	9222 1111
KWINANA STATION	9411 4311

# MEDICAL REQUIREMENTS

## PRESCRIBED MEDICATION/MEDICAL ACTION PLANS

The potential hazards involving the misuse of any drug or medication can be severe. The school needs to be informed if student performance or behaviour is likely to be affected by medication. For the safety of all children medication is held in a locked facility within the Administration buildings. No medication is allowed in students personal bags with the exception of Asthma puffers required during the day.

If your child requires medication to be administered please see the Administration staff who can assist you with the completing the necessary documentation.

*School staff are not expected to administer prescribed medication or treatments which require specialist training, such as giving injections.*

## MEDICAL ACTION PLANS:

For those students with severe health issues i.e. Asthma, Anaphylaxis, Epilepsy etc.

A Health Authorisation Form must be completed by the students medical practitioner and signed by both Doctor and parent.

Forms are forwarded at the end of each year to give parents the time to make appointments with their Doctor during the Christmas holiday break to have the forms ready for day 1 of the new school year.

This is an annual process. Duty of care does not allow for forms to be carried over from year to year.

## PEANUT FREE SCHOOL

Students with severe nut allergies will be attending our school in 2026. For this reason, the school is requesting that nuts and products that contain nuts not be brought to school in students' recess and lunch meals. We understand that the request relies on families doing this voluntarily. Staff are regularly trained on the use of epi-pens. However, we believe that avoiding an incident in the first place is the best strategy.

**We thank you for your support in helping make our school a safe and caring environment for our students.**



[northparmelia.ps@education.wa.edu.au](mailto:northparmelia.ps@education.wa.edu.au)



(08) 6173 8500



[www.npps.wa.edu.au](http://www.npps.wa.edu.au)

