



Parent Handbook

Welcome from the Principal

Welcome to Alinjarra! A Primary School with the warmth and connection of a true community.

Set within spacious grounds and surrounded by trees, our school offers a calm and nurturing environment that families and students truly value. At the heart of our grounds stands our majestic Tuart Tree, thought to be between 300–600 years old, a symbol of the strength and resilience we foster in every child.

At Alinjarra, we focus on the whole child. We want our students to feel safe, valued and encouraged to explore their interests, challenge themselves, and build confidence in both their learning and wellbeing. Every child is supported to discover their strengths and passions, with opportunities to connect, participate and thrive.

Whether you are new to our community or already part of the Alinjarra family, we warmly invite you to explore our website to learn more about our values, programs and partnerships.

Together, we look forward to supporting every student on their journey to learn, grow and succeed.

Kylie Reeves
Principal



Our Vision

Together we belong, together we grow.

Our Values

We care
We are successful
We are responsible



School Motto

Friendship

Alinjarra School Song

Blue and gold our colours uniting us as one
Our friendship for one another shines brighter than the sun
Our school has been our guidance in work and in our play
Our time at Alinjarra we'll cherish every day

Our pride is our school
This is what it means
A friendly place among the trees
Throughout all the years
We'll share laughs and tears
In our friendly place among the trees

School Information

PRINCIPAL:

Ms Kylie Reeves

DEPUTY PRINCIPALS:

Mrs Renae Brockliss and Miss Chloe King

MANAGER CORPORATE SERVICES:

Mrs Amanda Rodgers

SCHOOL OFFICER:

Mrs Tracey Murphy (M-W) & Mrs Linda Holtzman (Th-F)

Communication:

PHONE: 9462 9950

WEBSITE: www.alinjarraps.wa.edu.au

<https://alinjarraps-wa.compass.education/>

Address:

33 Northumberland Avenue, Alexander Heights

School Hours:

Start:
8:40 am

Lunch:
11.05 - 11.45 am

Recess:
1.35 - 1.55 pm

Finish:
2.50 pm



School Calendar

Term 1	
TERM COMMENCE	Monday 2 February
TERM ENDS	Thursday 2 April
OFFICE OPEN	Tuesday 27 January
SCHOOL DEVELOPMENT DAYS	Thursday 29 January
	Friday 30 January
LABOUR DAY PUBLIC HOLIDAY	Monday 2 March
Term 2	
TERM COMMENCES	Monday 20 April
TERM ENDS	Friday 3 July
SCHOOL DEVELOPMENT DAY	Friday 29 May
ANZAC DAY HOLIDAY	Monday 27 April
WA DAY	Monday 1 June
Term 3	
TERM COMMENCES	Monday 20 July
TERM ENDS	Friday 25 September
SCHOOL DEVELOPMENT DAY	Monday 10 August
Term 4	
TERM COMMENCES	Tuesday 13 October
TERM ENDS	Thursday 17 December
SCHOOL DEVELOPMENT DAYS	Monday 12 October
	Friday 18 December



Enrolment

Process for Enrolment

Student Enrolments can be made at any time by visiting Reception.

To complete an enrolment application Parent/Guardians need to ensure that they bring their child's original birth certificate, Australian Immunisation Register (AIR), Immunisation History Statement and proof of address. Enrolments are subject to the Department of Education boundaries and existing class numbers.

Enrolment Forms

When your child is enrolled at Alinjarra, enrolment forms are completed and signed. These forms are legal documents and provide us with essential information, such as addresses and phone numbers in case of an emergency. It helps greatly if you ensure that we are kept up to date with this important information because time is critical in the case of an accident.

Where parents are separated, it is necessary to have evidence of legal custody and access arrangements from the Family Court and the school needs to be kept informed of any changes to such arrangements.



Contributions & Charges

School Contributions

The Alinjarra Primary School Board has endorsed our schedule of Contributions and Charges for 2026. The schedule is broken into five sections to allow you to calculate all costs that may be incurred throughout the school year.

1. School Voluntary Contributions

The total amount of contributions parents/caregivers are being asked to pay has been set at \$60.00 per student which is in line with the School Education Regulations 2000.

The monies collected via contributions will be placed directly into the resourcing of our current curriculum initiatives. These vital funds will enhance the teaching and learning process for all students at Alinjarra P.S.

Please note that while the payment of contributions is voluntary, it is expected that all families will make the contribution to assist the school and its students. We offer various payment options via the QKR app or at the front office including EFT or credit card. Direct bank transfer is also available via:

BSB: 066-167
 Account: 10430385
 REFERENCE: Please use your child's surname

2. Charges

Our charges schedule shows the costs associated with special programs, excursions, and other optional activities. The amounts shown are the MAXIMUM charges for scheduled activities throughout the year. There are two types of charges: charges for Educational Activities and charges for Specific Programs.

a) Charges – Educational Activities

Each child will be engaged in a variety of activities associated with educational programs. Charges for these programs vary from year group to year group depending on the nature and range of activities undertaken. Students will only incur costs if they are involved in a particular activity. Payment will be requested prior to activities. If costs are a concern, parents may contact the Principal, to discuss options and arrange a payment plan.

Description	Kindy	PP		Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6
Incursions	\$45	\$45		\$45	\$45	\$45	\$45	\$45	\$45
Excursions	\$45	\$70		\$70	\$70	\$70	\$70	\$70	\$70
Senior Camp - local									\$430
Interschool Sport				\$10	\$20	\$20	\$40	\$40	\$40
Lightning Carnival							\$15	\$15	\$15
In term Swimming		\$75		\$75	\$75	\$75	\$75	\$75	\$75
Graduation shirt									\$50
Graduation activities									\$50
Student Workbooks		\$25		\$25	\$25	\$60	\$60	\$60	\$60

Contributions & Charges continues

b) Charges for **Specific Programs**

Some children will incur additional costs associated with specific programs. Parents will be notified and invoiced individually of these charges. * Instrumental music costs vary. Students selected for this program receive detailed information from the School of Instrumental Music about cost options.

Description	Kindy	PP	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6
Choir Transport						\$30	\$30	\$30
Instrumental Music							\$125	\$125
PEAC/EYE			\$10	\$10	\$10	\$50 max	\$300 max	\$300 max

Refunds – Should a student be unable to attend a charged school activity, the school will refund any amount \$10 and under by crediting the amount towards another activity or voluntary contributions. For amounts in excess of \$10, the school can refund via direct deposit to a bank account or parents may opt for a credit towards another activity. Forms are available from the front office.

3. P&C Family Voluntary Payment

Each year the P&C request a contribution from families. This assists with providing improved facilities for the students at Alinjarra Primary School. In 2026 the P&C requests a contribution of \$15 per child, with a maximum of \$30 per family. This amount was reviewed and endorsed by the P&C. Your generosity is appreciated.

4. Personal Items List (Book List)

The School Board has approved the Personal Items for 2026. Given the minimal quantity of items required, parents may choose to purchase them from any preferred supplier, such as Campion, Officeworks or other retailers. The Book List for each year level is located on our website.

5. School Photos

During the year the school organises School Photos and these are done with a local Professional Photography Company. Parents can opt into these services and prices are advertised prior to the photo day.



Student Requirements

The Department of Education supplies the funds for curriculum and operational supplies. However, parents are also asked to provide some items for their children to use.

At the end of each school year, your child will be given a list of student requirements (booklist) for the following year. These items are all non-consumable items and all other general stationery items will be provided by the school. We endeavour to keep the cost of this list to a minimum. The booklists are located on our school website.

Children must have their own appropriate library bag, which is used to preserve and protect school library books when being carried to and from school. The uniform shop stocks a suitable (and recommended) library bag for purchase.



Attendance and sickness

Attendance

Regular attendance at school is fundamental to student learning. Student achievement of academic and social outcomes depends on consistent attendance and participation. It is vitally important to the development of every student that unexplained absences are addressed before they become an entrenched pattern.

- Going to school is a legal requirement.
- Every day at school matters.
- Children need to attend school regularly so they can take advantage of ALL the educational opportunities available.
- School enables children to build on their knowledge and skills each day, each week, and each year.
- Consistently poor school attendance and lateness to class can affect a child's educational progress.
- Patterns of punctuality and regular school attendance are developed at an early age.
- Good attitudes toward attendance that are well established will help prevent problems as children progress to secondary school.
- School helps children build confidence in areas such as communication, teamwork, organisation and social skills, and children who miss school may find it difficult to maintain friendships in school.

We encourage all families to prioritise school attendance and work in partnership with us to support every child's engagement and success.

Early and late arrivals to school

To ensure student safety, **students should not arrive at school before 8:25 AM.** Students who do arrive before 8.25 am must sit in the undercover (assembly) area until dismissed by a member of staff. This rule is for the safety of our students and includes ALL students whether accompanied by an adult or not. Classroom doors will open at 8:25am.

The school day officially begins with the 8:40 AM siren. Students arriving after 8:40 AM are required to report to the front office to sign in. If a student goes directly to class without signing in, their teacher will redirect them to the office to ensure their late arrival is recorded. We appreciate your cooperation in helping us maintain accurate attendance records and ensuring the safety and wellbeing of all students.

Absences

It is a legal requirement that parents contact the school regarding any student absences or reasons for lateness. This can be done in writing, by telephone, email or by entering the absence via the Compass communication system. A reason for absences must be provided – unexplained absences are followed up. Our school uses an SMS Communication Service to communicate unexplained absences to parents and guardians via their mobile phones.

Accidents and sickness

While every effort is made to ensure a safe and supportive environment, there may be times when a student feels unwell or is injured during the school day. If this occurs, the student will be referred to the front office by their teacher. Parents or guardians will be contacted promptly to inform them of the situation and, if necessary, to arrange for the student to be collected from school.

It is very important that parents keep the school fully informed of their contact telephone numbers in case of an emergency or sickness. Please see your classroom teacher and/or office when updating information or send along a note detailing any changes.

Attendance Continues..... + Crunch and Sip

Early collection of students during school hours

If, for any reason, you or another nominated person needs to collect your child within school hours, it is necessary for them to be signed out via our kiosk at reception. You will then take a pass to the classroom teacher. This process enables us, as part of our duty of care, to know where your child is at any given time. If your child then returns to school, it will be necessary to sign them back in via reception with the same process.

Holidays during the term

The Department of Education promotes the message that every day counts, recognising the important role regular school attendance plays in supporting student learning, wellbeing and connection to school. Wherever possible, families are encouraged to plan holidays and extended travel outside of school term dates.

We understand that, on occasion, family travel during the school term may be unavoidable. In these circumstances, parents and carers are asked to notify the front office in advance, providing the dates of absence. This allows the school to forward-mark the attendance roll and ensure records are completed accurately.

While the Department of Education has an attendance code that may apply to authorised absences, schools are required to follow Department policy when recording attendance. In line with this policy, family holidays taken during the school term are recorded using the Department's "unauthorised vacation" attendance code, regardless of prior notification or the reason for travel.

Crunch and Sip

Alinjarra Primary School participates in the Crunch and Sip program, which encourages students to bring a small serve of fresh fruit or vegetables and a water bottle to enjoy during class time. This helps support healthy habits, improves concentration and keeps students energised throughout the day.



Uniform and Dress Code

Uniform and Dress Code

Parents are asked to support our school in the wearing of school uniforms, which have been chosen for their practicality and most importantly to maintain tone and a sense of inclusion within our school.

A Dress Code has been prepared and endorsed by our School Board and is available from the front office and/or website. A summary of the code is as follows.

Dress Code:

- Royal Blue Skirt / Skort / Shorts/ Cargo Shorts
- Blue Check Dress
- Royal Blue Track Pants / Jazz
- Royal Blue Windcheater / Zip Jacket
- Royal Blue T-shirt / Polo Shirt (collared)
- Royal Blue Long Sleeved Polo Top (collared)
- Faction T-shirt

Shoes:

- Sneakers or appropriate sandals with backstrap (no thongs)

Jewellery:

- Plain sleepers, watches and religious jewellery are the only pieces permitted at school.

Hats:

- A wide brimmed hat is required to be worn by all children.

Hair:

- The Department of Education Regulations state that hair longer than shoulder length should be tied back regardless of gender.

Uniforms may be purchased from:

Wanneroo Uniforms – 9408 0297
Unit 1/16 Prindiville Drive WANGARA
Mon to Fri 8 am to 4.30 pm



Key School Plans & Policies

Alinjarra Business Plan 2026–2028

Alinjarra Primary School is guided by a three-year School Business Plan that outlines our key priorities and the direction of the school. The plan has been developed in consultation with staff, the School Board and our community, ensuring it reflects the values and aspirations we share for our students. Throughout the three years, families will see this plan in action through our programs, initiatives and school-wide approaches that support every child to learn, grow and thrive.

Our 2026 to 2028 plan focuses on providing high-quality teaching and learning, supporting student wellbeing, strengthening community partnerships and continually improving our school environment. We want students to enjoy coming to school, build confidence in their learning and develop the social and emotional skills they need to succeed. With a diverse community profile and a lower ICSEA than similar schools, belonging, connection and wellbeing are not just values – they are essential conditions that enable students to thrive and grow.

Our school vision guides and underpins the direction in our Business Plan. We have selected five domains to reflect our belief. 'Together we belong' reflects our commitment to connection, culture and wellbeing, while 'Together we grow' speaks to improvement, capability and learning for all.

Our Business Plan can be found on our school website.

Positive Behaviour Support Program

Positive Behaviour Support Plan exists to explicitly outline the responsibilities and expectations of all stakeholders (students, staff, parents and caregivers) associated with the school to create a safe, orderly, inclusive, supportive and culturally responsive learning environment. The plan outlines the necessary expectations, requirements, procedures, and supports, to assist stakeholders in upholding these responsibilities, to create an environment where undesirable behaviours are more likely to be reduced in frequency and severity.

The PBS team at Alinjarra Primary School leads a whole school approach to supporting positive student behaviour and engagement. This will facilitate a safe, supportive and positive learning environment where each child can achieve their personal best. Alinjarra Primary School has a whole school behaviour Matrix to ensure consistency and shared language across the school. The Behaviour Matrices can be found at the back of this handbook.

Our School Values are:

- We Care
- We are Successful
- We are Responsible

School Plans and Department of Education Initiatives

Good Standing Policy

At Alinjarra Primary School, we are committed to fostering a positive, respectful, and responsible school culture. The Department of Education's Good Standing Guidelines outline the behavioural expectations and responsibilities of all students, and provide a consistent framework for supporting student conduct across the school.

The Good Standing Policy is underpinned by restorative practices and encourages students to take responsibility for their behaviour, develop resilience, and work towards positive outcomes. All students begin the school year with Good Standing and are encouraged to maintain this status by upholding our school values and demonstrating respect for themselves, others, and the school environment.

If a student's behaviour results in the loss of Good Standing, they are provided with a clear, supportive pathway to regain it. This approach reinforces personal accountability while promoting growth, reflection, and a sense of belonging.

Our goal is to support every student in taking pride in their actions and striving for consistency in behaviour throughout the year. Our Good Standing Policy can be found on our school website

Connect & Respect

The Department of Education's Connect and Respect initiative supports positive, respectful and safe relationships between schools, families and communities. It recognises that strong partnerships are built on trust, mutual respect and open communication, particularly when navigating questions, concerns or differing perspectives.

At our school, we are committed to creating a welcoming and inclusive environment where everyone feels safe, valued and heard. We encourage all members of our school community; staff, parents, carers, students and visitors to engage with one another respectfully and to work collaboratively in the best interests of our students.

The Connect and Respect resources outline shared expectations for communication and behaviour and provide guidance to support respectful, solution-focused conversations. These resources help schools and families work together in a constructive way, even when discussions may be challenging.

Further information and resources can be accessed on the Department of Education website:
<https://www.education.wa.edu.au/connect-and-respect>

No hat, no sun

Our school (along with many others) has adopted a policy of "**NO HAT, NO SUN**" for recess/lunch breaks and sports days. A sun smart, broad-brimmed hat must be worn when outdoors in open areas. Our hat policy is well supported by our school community and operates all year round. If a student does not have an appropriate hat, they will be required to remain under hard shade covers during recess and lunch breaks.

Our uniform shop stocks the Alinjarra school hat, which is reversible to show our school faction colours.

Visitors, Working with Children Checks & Electronic Devices

School Visitors & Working with Children Checks

All visitors to the school are required to sign in and out through the Administration Office. An identification sticker will be issued clearly outlining you as a visitor and is required to be worn at all times while on the school grounds during school hours. This is a Department of Education requirement.

Working with Children Check Cards are to be provided by anyone over the age of 18 who is not a parent of a student at the school. This includes all grandparents helping within the school community or classroom.

Please see the Administration Office or visit the Working with Children website

<https://workingwithchildren.wa.gov.au> if you require further information. An application can be obtained from an authorised Australia Post outlet.

Mobile Phones and Smart Watches

Students are encouraged not to bring mobile phones or smartwatches to school, as these devices are not permitted to be used during class time or in the playground. However, we understand that some families may choose to have their child carry a device for safety and communication purposes while travelling to and from school.

If a student brings a mobile phone or smartwatch to school, the following guidelines apply:

- All mobile phones must be handed in at the front office before the start of the school day and collected at the end of the day.
- Smartwatches must have all communication functions (e.g. messaging, calls, internet access) disabled during school hours.
- The school does not accept responsibility for any lost, stolen, or damaged phones, smartwatches, or other personal electronic devices.
- Students who regularly bring a phone or smartwatch to school must complete a Mobile Phone and Smartwatch Policy and Agreement Form, signed by both the student and a parent/guardian, and return it to their classroom teacher.

Other electronic devices such as handheld games, tablets, or cameras should not be brought to school. We appreciate your cooperation in helping us maintain a focused, safe, and respectful learning environment for all students.



Communication & General Information

Communication

At Alinjarra Primary School, we value open, respectful, and timely communication between families and the school. We believe strong partnerships between home and school play a vital role in supporting student learning, wellbeing, and overall success.

To ensure clear and consistent communication, Alinjarra primarily uses Compass as our central platform for school management and parent communication. This includes notices, newsletters, attendance, and event information. For more details about Compass and our communication procedures, please visit our school website and refer to our School Communication Policy.

Parent / Teacher Contact

At Alinjarra Primary School, we believe that strong communication between parents and teachers is essential to supporting each child's learning and wellbeing.

We encourage parents to contact their child's teacher if they have any questions, concerns, or would like to discuss their child's progress. Teachers are happy to arrange a suitable time to meet or speak with you, as we understand that open and respectful communication helps us work together to support your child.

Please note that it is essential to pre-arrange a suitable meeting time with your child's teacher. As outlined in the Department of Education's Connect and Respect guidelines, drop-ins just before school starts are not appropriate, as teachers are focused on preparing for the day and may also be supervising students. Afternoons often involve scheduled meetings or duties, so booking a time in advance ensures the teacher is available and able to give you their full attention.

Formal opportunities to connect, such as a Learning Journey and written reports, are offered throughout the year. However, families are welcome to reach out at any time as needed.

Facebook Page

Our school has their own facebook page where we regularly showcase events and achievements. Please visit our page and regularly check in to see the wonderful things happening in our school community.

Website

Our school has a great website that aims to promote our school and inform our school community. We encourage parents to bookmark it and check it on a regular basis.

You will find the latest school newsletter, term planner, canteen menu, upcoming events, and other worthy news items. You are also able to download copies of our key school policies and relevant forms.

Visit our website at: www.alinjarraps.wa.edu.au

General Information

Assemblies

Our school assemblies are held throughout the year and take place in the main undercover (assembly) area. Parents will be notified of the assembly timetable within our Term Planner. Assemblies will generally fall on a Wednesday morning.

Bicycles & Scooters

The decision as to whether a child should ride a bicycle or manual scooter to school is entirely that of parents. The National Safety Council and the Police Department recommend that a child be 10 years of age before being permitted to ride a bicycle to school. Experience has shown that younger children usually lack the bicycle control, the road rule knowledge and 'safety sense' necessary for safe travel.

Bicycles and scooters must not be ridden on the school grounds.

Children who ride a bicycle to school must wear an approved helmet. Parents are advised that bicycles should be chained or secured to the bike racks as the school is unable to take any responsibility for stolen or damaged bicycles.

Dogs on School Grounds

Dogs are not permitted on school grounds, including during drop-off and pick-up times. Even well-behaved dogs can cause anxiety for some children, and we thank you for supporting a safe and inclusive environment for all.

E-Scooters

In WA, children must be 16 years and above to ride an e-scooter. As such, no e-scooters ridden by students are permitted on school grounds.

Homework

At Alinjarra Primary School homework for children may include:

- Reading practice
- Consolidation of concepts and skills taught in the classroom

Lost Property Boxes

Students and parents should ensure all clothes (and other personal items) are clearly and appropriately labelled. Items that are clearly labelled can more easily be returned to their owners if misplaced.

If items are lost (and found) they are usually handed in as lost property. "Lost property boxes" are kept outside Sandalwood Block. Unclaimed Alinjarra branded uniform items are handed to our P&C and these items may then become available to our school community as "secondhand uniforms".

Lost Library and Reading Books

Library books and home reading resources are a valued part of our learning program at Alinjarra Primary School. With the rising cost of books, it's important that we work together to care for these resources so they can be enjoyed by all students.

We ask that families support the school by covering the replacement cost of any books that are lost or damaged while in a student's care. This helps us ensure that our library and classroom collections remain well-stocked and in good condition for all learners.

General Information

Parent Assistance

We warmly welcome and value the involvement of parents and carers in school life. At Alinjarra Primary School, we believe that strong school–community partnerships enrich the learning environment and help build a positive and connected school culture.

There are many opportunities for parents to volunteer and support our school community, including:

- Assisting in the canteen
- Supporting our school library
- Helping with our Breakfast Club and Toastie Wednesday mornings
- Assisting in classrooms or during school events and excursions

Whether you can help regularly or just from time to time, your contribution is greatly appreciated. Volunteering is a wonderful way to connect with the school, meet other families, and make a positive impact on students' experiences. If you're interested in becoming a volunteer, please speak with your child's teacher or contact the front office for more information.

Student Progress

It is our intention to keep you regularly informed of your child's progress. Methods to do this will include:

- Sending home periodical test and work samples, or portfolio packages
- A mid-year Student Report
- Parent/teacher interviews
- Parent/teacher class meetings
- End of year Student Report

Working with Children Check

We greatly value the involvement of families in our school and recognise the important role parents, carers and extended family members play in supporting our students and school community.

Parents and carers are welcome to attend class and school events without holding a Working with Children Check. The Department of Education requires, all parents and carers to complete a *Declaration Form*, which is available from the front office. Once signed, this declaration is valid for 12 months and is securely stored by the school.

We also warmly welcome the support of grandparents, aunts, uncles and other family members. Please note that, under legislation, any person who is not a parent or carer and who is assisting in classrooms, excursions or other school activities must hold a valid Working with Children Check.

Volunteer Working with Children Check applications can be completed at participating Post Offices for a fee of \$12.00. The school is very happy to sign the application where it is required for volunteering at our school. If you have any questions or would like support with the process, please don't hesitate to speak with our front office staff.

Parking & Kiss and Drive

Parking and “Kiss and Drive”

The staff car park located at the front school entrance (off Northumberland Avenue) is for use by our staff and those on official school business. It should NOT be used for general use.

Our school has limited parking facilities around the school perimeter for general use.

To assist parents and to keep our students safe, our school operates a dedicated “kiss and drive” system, which operates on Adaia Drive. Parents are encouraged to use this system when dropping off their children in the morning and/or collecting their children in the afternoon. Afternoon pick-ups are supervised by a member of our staff, so your children are always safe until you arrive. A “kiss and drive” information sheet, which explains in detail how the system works, is available from the front office.

A dedicated car park (off Avila Way) is provided for parents of kindergarten and pre-primary students, who must drop-off and pick-up their children directly to and from their classrooms. **This car park is NOT for general use. Do not use this car park as a general drop-off or pick-up point – it is not safe.** Please use the “kiss and drive” system around the corner. The safety of your children and our students is paramount.

Please remember the 40km school zone, which operates 7.30 AM to 9.00 AM and 2.30 PM to 4.00 PM every school day.



School Board

As an independent public school Alinjarra is required to establish and maintain a school board. Information about the roles and responsibilities of a school board is available from the Department of Education (WA). <https://www.education.wa.edu.au/school-councils-boards>

The Alinjarra Primary School Board operates as an unincorporated school board, with parent, community and staff members who meet throughout the school year. Information on current membership, along with board meeting agendas and minutes are available for viewing on the school's website <https://www.alinjarraps.wa.edu.au/our-school/school-board/>

Responsibilities

The responsibilities of the School Board are varied and include:

- Determining a dress code for students at the school
- Promoting the school within the community
- Approving school charges and contributions, including school booklists
- Providing advice on school policies and procedures and can take part in developing and reviewing some school documents.

Members

Membership of the School Board is made up of a total number of 11 members from the following categories, please see our website for current Board Members.

- Parents – 6 members
- Community Members – 1 member
- Staff – 4 members

Positions on the School Board are advertised through the school newsletter when available.



Alinjarra P&C Association

The Alinjarra Primary School P&C is a dedicated group of parents and community members who work in partnership with the school to enhance the learning environment and provide valuable resources for all students. Over the years, the P&C has contributed significantly to school improvements. The P&C operates through various sub-committees focused on services such as the canteen, uniform shop, and fundraising initiatives.

Some of the important contributions and activities coordinated by the P&C include:

- Running the school canteen and uniform shop
- Subsidising school programs to reduce costs for families
- Organising the popular Mother's and Father's Day stalls
- Hosting fun community events like the school disco

We welcome all parents and carers to get involved, whether by joining the committee, volunteering at events, or lending a hand from time to time. Your support makes a meaningful difference in our school community.

To assist with ongoing commitments, the P&C and its members have decided to ask for a set "P&C Contribution" from all families attending Alinjarra Primary School as follows:

1 child - \$15.00 per year
2 or more children - \$30.00 per year

This contribution goes towards P&C activities and services, and other specific needs identified within the school each year.

P&C Meetings

The P&C generally meets during Week 3 and Week 8 each school term. The meetings are held in our school staff room and last approximately one hour.

It is important to have as many people as possible attending P&C meetings so that opinions on various matters can be heard and discussed. Upcoming meetings are advertised in our school newsletter and on the P&C Facebook page. New members are always welcome.

Becoming a Registered Member

While we consider all families at our school to be members of our P&C, registered members are provided with copies of meeting agendas and minutes and have voting rights at meetings. To become a registered member of the P&C, it is necessary to pay a nominal \$1 per annum membership fee – this is paid to the current treasurer prior to the commencement of a meeting.

Contacting the P&C

Elected position members of the P&C (e.g., President, Treasurer, Secretary etc.) can be contacted in writing via email or note/letter, which is left in the P&C Box within the front office. Your contact details must be provided if you wish to receive a reply. Any confidential correspondence should be marked accordingly.

Alinjarra P&C email: alinjarrapcsecretary@gmail.com

Student Services

Chaplaincy Program

Alinjarra Primary School is supported by a YouthCARE Chaplain, who plays a valuable role in promoting the social, emotional and wellbeing of our school community.

Our chaplain works on Monday, Tuesdays and Wednesdays and provides:

- A friendly, caring presence for students, staff, and families
- One-on-one and small group support for students
- Help with friendship skills, resilience, and emotional regulation
- Support during times of change, grief, or difficulty
- Assistance with school events and community-building activities

Participation in chaplaincy services is always voluntary, and parental consent is requested for ongoing individual support. The chaplain works as part of the school's wellbeing team and supports our commitment to creating a safe, inclusive, and caring environment for all.

For more information about our chaplaincy program, please contact the school office.

Dental Therapy Centre

Students at our school use the Dental Therapy Centre located at Roseworth Primary School (Stoke Court entrance). This is a free (school based) service with the purpose of providing a continuous and preventative dental program for each child enrolled at Alinjarra. Dental screening appointments are made by the Centre and parents are responsible for the transport of their child to and from the Centre.

The Centre can be contacted via telephone on (08) 9342 4657.

School Nurse

Our school has access to a School Nurse and School Psychologist, who pay regular visits to attend to routine matters, as well as special referrals. Under normal circumstances your child will receive a hearing and vision check at kindergarten and/or pre-primary level. If a specific condition is detected, continual follow-up may be necessary. In such cases parents will be advised.

School Psychologist

At Alinjarra Primary School, our school psychologist plays an important role in supporting the learning, wellbeing, and development of all students.

The school psychologist works collaboratively with staff and families to:

- Support students with learning, emotional, or behavioural needs
- Provide advice on strategies to support student engagement and success
- Assist with the development of individual plans for students requiring additional support
- Liaise with external agencies when appropriate
- Contribute to whole-school approaches to mental health and wellbeing

Access to the school psychologist is coordinated through the school leadership team. If you have concerns about your child's learning or wellbeing, please speak with your child's teacher in the first instance.

Kindy & Pre-Primary

Alinjarra Primary School provides a school-based kindergarten program, there is a specific Kindy parent handbook for first year families.

Facilities

Our Kindy & Pre-Primary students are located within our early childhood (EC) teaching block, which is separated by an internal perimeter fence from the other areas of our school. This EC area provides dedicated play spaces and age-appropriate equipment for their use.

Parents of Kindy and Pre-Primary students have access to a dedicated carpark adjacent to our EC teaching block. This car park is not for general use. It is an expectation that Kindy and Pre-Primary students are brought to, and collected from, their classroom each day by a parent (or 18+guardian). Therefore, the "kiss-and-drive" facilities cannot be used by this group of parents and hence dedicated car parking and parking permits are provided.



Pick-up Permissions

It is necessary for staff to hand your child over to a responsible adult at the end of each school day. If someone other than the authorised person is picking up your child on a certain day, please inform your child's classroom teacher and follow classroom procedures to document this.

Footwear

Students are to wear sneakers or appropriate sandals with a backstrap (no thongs or crocs for safety reasons). Please choose suitable footwear that they can put on and remove themselves.

Kindy & Pre-Primary

Crunch 'n' Sip

Alinjarra Primary School participates in the Crunch & Sip program, which encourages students to bring a small serve of fresh fruit or vegetables and a bottle of water to enjoy during class time. This helps support healthy habits, improves concentration and keeps students energised throughout the day.

Sports Day

Early Childhood students will participate in a limited program on Sports Day that is designed to be age-appropriate and enjoyable. Classroom teachers will share further details with families closer to the day.

If your child is in a Kindy class that does not fall on Sports Day, families are welcome to bring their child to attend the specified Early Childhood event before taking them home afterwards.

Working with Children Check

We greatly value the involvement of families in our school and recognise the important role parents, carers and extended family members play in supporting our students and school community.

Parents and carers are welcome to attend classrooms and school events without holding a Working with Children Check. As required, all parents and carers are asked to complete a Parent Declaration Form, which is available from the front office. Once signed, this declaration is valid for 12 months and is securely stored by the school.

We also warmly welcome the support of grandparents, aunts, uncles and other family members. Please note that, under legislation, any person who is not a parent or carer and who is assisting in classrooms, excursions or other school activities must hold a valid Working with Children Check. These volunteers are required to sign in at the front office and present their Working with Children Card.

Volunteer Working with Children Check applications can be completed at participating Post Offices for a fee of \$12.00. The school is very happy to sign the application where it is required for volunteering at our school.

If you have any questions or would like support with the process, please don't hesitate to speak with our front office staff.



Alinjarra Primary School

PBS Behaviour Matrix



	During class time...	Outside of class time...
 <p>We Care</p>	<ul style="list-style-type: none"> • We use manners, like please and thank you • We respect others and ourselves • We listen to our peers • We respect school property • We lead by example and model positive behaviour • We speak with kindness to everyone • We think before we speak • We smile and greet others (office, teachers, canteen) • We take care of our own and others' property 	<ul style="list-style-type: none"> • We play safely with others • We play fairly • We keep our hats on our heads • We walk on the paved areas and around corners • We put our rubbish in the bin • We demonstrate sportsmanship
 <p>We are Successful</p>	<ul style="list-style-type: none"> • We try our best, even when it is tricky • We learn from our mistakes • We ask questions when we are unsure • We complete our tasks on time • We take pride in our work presentation • We are enthusiastic about learning • We stay on task 	<ul style="list-style-type: none"> • We participate appropriately in all activities • We try new things
 <p>We are Responsible</p>	<ul style="list-style-type: none"> • We follow instructions immediately • We keep our hands, feet and objects to ourselves • We take responsibility for our actions • We make strong choices regardless of what others are doing around me • We are on time to class after break times • We use ICT safely and as a learning tool 	<ul style="list-style-type: none"> • We use strategies to solve problems • We ask a staff member if we can't solve the problem on our own • We take safe risks with outdoor equipment • We use the toilets appropriately • We wear correct school uniform