

Melville Primary School Information Handbook



Melville
Primary

70 Curtis Road, Melville WA 6156

Telephone
(08) 9263 1300

Web
www.melvilleps.wa.edu.au

Email
melville.ps@education.wa.edu.au

DEFINING BRIGHT FUTURES

Welcome to Melville Primary School

It is with great pleasure that I welcome you to Melville Primary School, we are excited to have your family as part of our school community.

Melville Primary School is an Independent Public School with approx. 680 students in 25 classes.

Our specialist programs include:

- Physical Education
- Science
- Music
- Drama
- Auslan Yrs 3-6

We strive to deliver evidenced based, high quality teaching practices that ensure every student, every day can succeed. We believe that building staff capacity and being part of a high performing team is the cornerstone of school improvement.

We expect excellent progress, achievement and behaviour through our 'You can do it' values. We support our students through every developmental domain, prioritising mental health and wellbeing for each student to thrive as part of their school and wider community.

Our vision is to become a school of excellence and to empower students to reach their potential. We strive for our students to find purpose and passion for the things they love, to help them face life's challenges, to successfully contribute to society and to nurture and protect the environment that they live in.

With strong School Board governance and an outstanding P&C including our MOMPS (Men of Melville Primary School) group we work closely with our parent community, and they provide us with opportunities to enrich the lives of students in our care.

I look forward to meeting you personally and having you as a part of our community.

Melanie Osborne
Principal

ADMINISTRATION STAFF

Principal	Mrs Melanie Osborne
Associate Principals	Mrs Kathryn Grzelec Mrs Denelle Ellery
Manager Corporate Services	Ms Ann-Marie Mutter
School Officers	Ms Cecilia Tascon Mrs Leanne Clarke Mrs Louise Groves
Telephone No	9263 1300
Email Address:	melville.ps@education.wa.edu.au
Website:	www.melvilleps@wa.edu.au
Communications Platform:	Connect

SCHOOL TERMS 2025

Term One:	Reception opens Wednesday 29th January 2025 Students commence on Wednesday 5th February 2025 Term 1 ends Friday 11th April 2025
Term Two	Teachers commence Monday 28th April 2025 Students commence on Monday 28th April 2025 Term 2 ends 4th July 2025
Term Three	Teachers commence Monday 21st July 2025 Students commence Tuesday 22nd July 2025 Term 3 ends Friday 26th September 2025
Term Four	Teachers commence Monday 13th October 2025 Students commence Tuesday 14th October 2025 Term 4 ends Thursday 18th December 2025

Our office will be open until 1pm Friday 19th December 2025

For ease of reference you may wish to refer to the following link for the Department of Education term dates website at: <http://www.det.wa.edu.au/education/termdates/>. This site gives details of start and end dates for teachers, administrators and students and designated school development days.

SCHOOL TIMES

The following siren times operate:

8.40am	Doors open
8.50 am	Day commences
10.50am – 11.10 am	Morning Recess
1.10pm – 1.50 pm	Lunch
3.00 pm	Day ends



COMMUNICATION

Please ensure that the school always has your correct information;

- address
- email
- phone/mobile numbers
- emergency contact information or
- changes to health or medical conditions

Up to date information and school events can be found on the school website at www.melvilleps.wa.edu.au or through our Connect Now app. Our main methods of communication are through Connect and email.

An essential component of our school culture is the fostering of effective home/school relationships. We encourage parents to visit the school and talk with staff. Most issues can easily be dealt with by a discussion with the class teacher or a member of the administration team. For ease of convenience you may wish to email one of the admin team on melville.ps@education.wa.edu.au

SCHOOL CONTRIBUTIONS AND CHARGES

Melville School Board has ratified the schedule of contributions and charges for 2024.

Parents can opt to pay the total costs for the year per child per year level (as indicated in the Contributions & Charges form), at the beginning of the school year.

Contributions

The term “contribution” refers to a voluntary sum of money requested from parents to help meet the costs of materials, services and facilities provided in the delivery of the school’s educational program. Melville School Board has approved the following contributions:

Kindergarten to Year 6 \$60 per child.

The contribution may be made payable as an inclusion on the personal items list or paid at the school office before the end of term 1. If not paid on the personal items list this amount will be included on the term 1 invoice.

Charges

The term “charges” refers to costs that **may be** incurred in the extension of the school’s educational program. It is expected that all students will attend all incursions and excursions which relate directly to their academic, social and emotional development.

Week 3 of each term, an invoice will be sent home to parents indicating the excursions/incursions their children will be participating in for the term. These invoices can be paid to the front office by cash, EFTPOS, credit card or by direct deposit to: **BSB 066121 ACCOUNT 00906068 REF Student Surname, Initial & Room**

ANNUAL PARENT CONSENT FORMS - all available on website

Parent consent is requested at the beginning of the year in relation to the following:

School Excursion Health Form – Medical information used for excursions.

Bring your own iPad - Year 5 & 6 students must sign a contract with regards to appropriate use.

Parent and Child Volunteer Declaration Form - Parents are legally required to complete this form if they wish to volunteer on school grounds and or excursions.

Use of Food and Drink in the Classroom - Permission for students to use food in the classroom or receive birthday treats

ATTENDANCE/ABSENCE

If it is necessary for a child to be absent a brief explanation is legally required. Notifications can be given by:

1. using the Melville Primary Connect Now App OR
2. emailing melville.ps@education.wa.edu.au OR
3. phone - 9263 1300 between 8.00am – 9.30am on the day of absence.

The following information is required:

Name of student
Room
Reason for absence

When an explanation is not received, a letter or email will be sent from the school to parents requesting an explanation for a child's absence. If taking children out of school for a vacation, permission must be sought in writing from the Principal **prior** to leaving - melanie.osborne2@education.wa.edu.au

CHILDREN ARRIVING LATE OR LEAVING SCHOOL GROUNDS EARLY

Children arriving to school late **MUST** sign in on the Ipad in the front office, they will be given a green card to hand to their teacher in class.

Parents taking students to appointments during the day **MUST**:

- visit the front office to sign out the student/s on the IPAD and collect a green card
- present the green card to your child's teacher as you collect your student/s

Teachers **will not** release students during lesson times unless the green card is provided.

MOBILE PHONE USAGE

The Department of Education does not permit student use of mobile phones in public schools unless for medical or teacher directed educational purpose. Thus all public schools are required to *ban the use of mobile phones for all students from the time they arrive until the end of the school day, including break times*. Students from Kindergarten to Year 6 are **not permitted** to have mobile phones in their possession during the school day. This includes the use of smart watches. Students messaging each other through these devices will be in contriaban of the Digital Technologies agreement.

Request for exemption due to medical or personal reasons must be sought from the principal by completing the 'Re-quest to bring a Communication Device to School' form.

PARENT PARKING

- **STAFF PARKING** area is for staff and commercial deliveries **ONLY**.
- **Parent carparks** are found on **McKnight Place** and the **Kiss 'n' Drop** on **Curtis Road** in front of the **Early Community Building**.
- City of Melville has also provided parking bays on Curtis Road.

Disabled bays are located in the staff car park, the Kiss 'n' Drop area and the McKnight car park. These bays are clearly marked and are for students or parents who have the ACROD permit clearly displayed on the dash.

SCHOOL PREMISES

The school oval can be used after hours, bookings for this are managed by the City of Melville.

The tennis courts may be used by members of the public **after 4.30pm** on school days, weekends and school holidays.

It is advised that the community refrain from entering school building areas out of school hours. There is CCTV installed around the school grounds.



CANTEEN

The school canteen is open for lunch orders and morning recess sales *Monday, Wednesday and Friday* from 8.30am. Canteen is staffed by Kylie and volunteer parents helpers.

- Please order lunches before school (Between 8.30am – 8.50am) at the canteen or online at quickcliq.com.au
- Menu and prices are subject to change
- Volunteer helpers are always needed. You would be required between 8.45am and 1.00pm. Most parents do one or two rosters a term.

NO HAT NO PLAY POLICY

Our policy was established in consultation with the school community and children will not be able to play in the sun unless they are wearing a school approved hat.

LOST PROPERTY

- Placed in labelled mini wheelie bins in community covered areas. Parents and children may claim items of clothing from these points.
- Year 6 student parliament go through all lost property every second week. Items that are labelled are returned to students. Items that are not labelled will be placed around flagpole during assembly for collection.
- Valuable items eg purses, watches etc are kept at the school office.

DRESS CODE

The School Board has established a dress code for all students attending the school.

Uniforms can be purchased or pre-ordered from **Uniform Concepts Nell Gray, 30 Kembla Way, Willeton. Ph 9270 4669.** Monday to Friday 9am - 5pm and Saturday 9am to 1pm. We encourage you to place your orders online where possible by visiting their website, nellgray.com.au.

Faction T-shirts can be worn on PE days and on Fridays for Yr 3 – 6 for sport.

SCHOOL UNIFORM LIST

Bucket Hat Reversible (compulsory item all year round)	Shirt - Faction colours
Pants - Fleece trackpants (for younger children)	Skort
Shorts - Microfibre Pants - Jazz	Pants - Microfibre track
Jacket - Fleece zip	Jacket - Microfibre
Shorts - Sports	Art smock
Shirt - Polo short sleeved	Library Bag
Tights - Black or bottle green only	



Graduation shirts are organised yearly for the Year 6 students

Jewellery - ear-studs or plain sleepers. Medic alert bracelets and culturally significant items are permitted.

Shoes - students are to wear flat shoes with back straps, no thongs, crocs etc. Appropriate sport shoes and socks are the preferred everyday footwear and **MUST** be worn to sport lessons.

ASSEMBLIES

Our school assemblies are celebrations and run every second Friday of term at 8.50am in the under cover area. Each class is timetabled to host the assembly throughout the year. Parents are welcome to attend.

REPORTING TO PARENTS

- Two formal reports via Connect in July and December. Please ensure your email address is kept up to date with school administration.
- The school can provide a paper copy at a cost of \$5 per report, if required.

MANAGEMENT OF STUDENT BEHAVIOUR

- *A more complete version of the school's behaviour management policy and procedures can be found enclosed in this information package or on the school website.*
- The You Can Do It Values program is taught across the school to build social and emotional development.
- Cyber Bullying - Students as young as Year 3 have experienced cyber bullying issues. Please be vigilant with social networking sites

LOST/DAMAGED SCHOOL EQUIPMENT

Parents are asked to replace school equipment that is lost or damaged by their children - reading books, musical instruments, library books etc.

STUDENT LEADERSHIP - STUDENT PARLIAMENT

- Elected members of Cabinet are responsible for carrying out numerous functions around the school in the Sport, Health, Finance, Education, Environment, Citizenship, Technology and Communication Ministries.

HEALTH AND SAFETY

BICYCLES

- Only children from Year 4 - 6 may ride bicycles to school.
- Children under the age of 10 can ride *if accompanied by an adult*.
- Bicycles brought to school must be placed in the bicycle racks provided and **locked**.
- No responsibility is taken by the school for theft or damage.
- Bicycles are not permitted to be ridden around school buildings including the courts.
- Scooters are also kept at the bike racks. Skate boards or Ripsticks are not to be brought to school.
- Anything on wheels other than prams or wheel chairs are not to be ridden in the school grounds between **8am** and **4pm**. *This applies to siblings and parents too.*
- **Bicycle helmets are required to be worn by law.**

ROAD SAFETY

Children crossing the road at the intersection of Marmion and Rome Road must cross on the pedestrian lights. Children crossing Marmion Road near Curtis Road must cross with the Traffic Warden. Parents are encouraged to adhere to the road signs around the school and to respect the various road rules introduced such as:

Please be vigilant at all times. Parking facing the traffic flow is illegal in WA

DENTAL THERAPY CLINIC

The Attadale Dental Therapy Centre, situated at Attadale Primary School on Wichmann Road, offers free dental service. To become eligible, new enrolments to the school will need to complete an application and consent form to enable the child to receive treatment. For further details please phone **Attadale Dental Therapy Centre on 9330 5876**.

FOOD POLICY - see website

The school has many anaphylactic students. Parents are requested to avoid sending any food containing:

- nuts, eggs, peanut paste and Nutella

Please DO NOT provide lollies in lunch boxes as a treat

CELEBRATORY FOOD

- The school has a food and healthy eating policy, adhered to by the canteen.
- Providing birthday food is purely voluntary. Please **do not** send lollies including chocolates to be given out. Please **do not** decorate cakes/biscuits with lollies.
- Celebratory food will be given out at the end of the day.

HAIR CONTROL

In the interest of health and to curtail the possible spread of pediculosis (head lice), hair should be checked regularly and long hair on both girls and boys should be tied back and away from eyes and face of student.

DOGS ON SCHOOL PREMISES

All of the school grounds are **dog-free zones** for health and safety reasons.

PHYSICAL EDUCATION ACTIVITIES

Swimming Carnival

A swimming carnival for year 4 to 6 is held in the first term of the year. Placegetters are selected to represent the school in the interschool swimming carnival.

Cross Country Carnival

Year 4 - 6 participate in the school cross country event. An interschool team is selected from placegetters to compete against other local schools.

Athletics Carnival

Our athletics carnival, consisting of both track and field events for Year PP to 6 students is held in Term 3. The school is also involved in an interschool athletics carnival.

Interschool Carnivals

The school participates in a variety of interschool competitions including Football, Soccer, Netball, Volleyball, Minkey Hockey and Cross Country for students in Year 4 to 6.

Swimming Lessons

Year 5 & 6 students have swimming lesson at the beach during term one. All other students have swimming lessons at Melville Aquatic Centre during the year.

THE ARTS

The Arts form an integral part of Melville Primary School and include;

- music - specialist
- drama - specialist
- visual arts - classrooms
- Instrumental Music School Services (IMSS) program from Year 5
 - * Flute, Guitar, Clarinet and Brass for eligible students



COMMUNITY

P&C ASSOCIATION

The P&C Association aims to promote the interest of the school through encouraging co-operation between the school and the community, assisting in the provision of resources, facilities and amenities for the school and fostering community interest in educational matters. Parent involvement is encouraged and valued at Melville Primary School.

Meetings are held on the second Wednesday of each month at 7.30pm in the staffroom.

How to contact the P&C

Email: melvillepandc@gmail.com

Facebook: [@melvilleprimaryschoolpandc](https://www.facebook.com/melvilleprimaryschoolpandc)

Our current P&C president is Mr Tim Salter (Parent).

MELVILLE PRIMARY SCHOOL BOARD

Our school board works with the school community to achieve the best outcomes for students. It plays an important role in contributing to good school governance. This ensures that school resources are used efficiently, and community expectations and the school's priorities reflect the needs of students. Our School Board is represented by the Principal, Staff, Parents and Community members. Our current School Board chair is Mrs Jaylene Fritchley (Parent).

