



North
Kalgoorlie
Primary
School



Kindness • Consideration • Service to Others

2025

Parent Information
Book

**NORTH KALGOORLIE PRIMARY SCHOOL
PARENT INFORMATION BOOKLET**

WELCOME

Welcome to the North Kalgoorlie Primary School community. Your child has joined a school community that is steeped in tradition and justifiably holds a high profile within the City of Kalgoorlie-Boulder.

North Kalgoorlie Primary School has a proud tradition of over 120 years of providing education of the highest standard. The current staff and the School Board are committed to continuing this tradition.

As a school staff and community we have established priorities that focus on educational programs that meet the needs of the students of North Kalgoorlie. These priorities have been established through reflection and analysis of student and school performance. Physical, financial and human resources are based on the needs of our students.

Your contribution to the North Kalgoorlie school community is crucial. Whether a member of the School Board, a parent helper in your child's class or as an "advocate" of the quality of our schooling, you give a message to the wider community that together we can make a difference.

As a School we welcome your views, comments and questions on the issue of education. As such you will always be welcome to talk to staff to discuss such matters. If you have an issue or concern then please talk with us so we can work together to improve our school. We urge you to build a partnership with your child's teacher, working as one to best meet their educational needs. The administration team is also available to support you and your child.

We are sure your child will enjoy our school and again, we welcome your family to our family.

North Kalgoorlie School Staff

VISION STATEMENT

To provide every student with an education to enable them to succeed in our changing world. Our students reflect our four core values of responsibility, respect, caring for others and personal best. They are successful learners who are confident and creative global citizens.

MISSION STATEMENT

At North Kalgoorlie Primary School our mission is to provide engaging and challenging educational experiences that target all students. Our whole school coordinated approach to learning will ensure that all students have the opportunity to succeed, regardless of background, gender, culture or ability. A safe environment, where expectations and boundaries are clear and consistent, will underpin the learning environment and four core values. We will work together to develop innovative strategies and programs that respond to the needs of our students and community because we believe every child matters.

ABOUT THE SCHOOL

North Kalgoorlie Primary School is a Level 5 School with approximately 480 children from Kindergarten to Year 6. The Kindergarten is located off site at the Wallace Park Centre on Bourke Street. We have three Pre-Primary centres and around 14 primary classes.

Classes have access to a purpose built science lab, music room, technology lab and library. A large school hall and undercover area allows space for further activities. The grounds provide ample room for children to play with four sets of playground equipment and a range of grassed areas.

The school offers specialist programs in Science, Health and Physical Education, Technology and Japanese. Other programs include: Chaplaincy, PEAC (Primary Extension and Challenge), literacy intervention programs and Kids Matter.

We have specialist support staff for students in the following areas: early childhood learning, literacy support, numeracy support, children with a disability, children who are Aboriginal or Islanders and children who have English as an Additional Language or Dialect.

CONTACT INFORMATION

PRINCIPAL	Mr David Roberts
DEPUTY PRINCIPALS	Mrs Elisabeth Gooding Mrs Joanna Stuart Miss Lauren Ace
MCS SCHOOL OFFICER	Mrs Lynda Basley Ms Erin Bates Mrs Salli O'Neill
SCHOOL TELEPHONE	9092 5850
EMAIL	NorthKalgoorlie.PS@education.wa.edu.au
WEB SITE	www.northkalgoorlieps.wa.edu.au
SCHOOL NURSE	9021 2622
KINDERGARTEN	9021 4401

SCHOOL CALENDAR

The Term dates for 2025 are:

Term One - Wednesday 5th February to Friday 11th April

Term Two - Monday 28th April to Friday 4th July

Term Three - Monday 21st July to Friday 26th September

Term Four - Monday 13th October to Thursday 18th December

School Development Days

There will be 4 pupil free days in 2025 - dates to be advised.

ATTENDANCE

Full attendance at school is compulsory by Western Australian law. As a school we strongly believe that full attendance gives a child their best opportunity to achieve their maximum learning outcomes.

School learning commences at 8:35am at North Kalgoorlie Primary School and it is essential that your child is at school and ready to enter their classroom at that time. If, for some reason, your child must arrive late on an occasion, then they must go to reception and register their attendance for the day and receive a **Late Note** to take to their teacher.

Once at school, children are not permitted to leave school grounds. If you need to collect your child for an appointment during school hours, it is essential that you please come to the front office to sign in for a **Visitors Permit** and to record your child's leaving and return times.

If, due to acceptable reasons such as illness, appointments, your child is **absent from school**, please notify the school on that day before 9.30am. As it is a legal requirement for students to attend school and we are required to follow up all absences, a written note, text message, email or phone call from the parent/guardian is required to explain the reason for all absences.

ASSEMBLIES

These are held on a fortnightly basis on Friday mornings in the undercover area from 8:45am. Parents and friends are welcome and encouraged to attend. Each class will be given the opportunity of running an assembly during the year and parents will be notified through Connect, term planner and notes home. Two students from each room are awarded a Merit Certificate at each assembly along with any students who have achieved four visits to the office for good work.

BELL TIMES

School commences at 8.35am. It is important for all students to be at school on time for the 8.35am siren and prepared to begin lessons. Parents are asked to ensure students do not arrive at school before 8.15am as no supervision is available. Children who do arrive at 8.15am are directed to sit in the undercover area

School commences	8.35am
Morning recess	10.45am - 11.10am
Lunch	12.20pm - 1.00pm
School concludes	3.00pm

CANTEEN

The school canteen is now operated by a private business and no longer has anything to do with the Parents and Citizens Association. The canteen continues to take pride in providing nutritional food at reasonable prices.

All orders should be written on a paper bag and be ordered before school commences. Orders with correct change may be placed in the order box at the front of the Canteen from 8.30am. The canteen also offers online ordering, please head to <https://spriggy.schools.com.au>. Orders are to be placed before cut off time of 9am, Lunches are delivered to each class in baskets.

COMMUNICATION

QUESTIONS AND CONCERNS

Open lines of communication between home and school are very important. If you have questions or concerns about any aspect of your child's schooling we urge you to make an appointment to see the classroom teacher as they are the person who will be able to respond to your concerns. It is advisable for you to make an appointment time to see a member of staff, rather than trying to catch them before or after school. This is usually a busy time and they will be unable to spend quality time with you.

If needed you can make an appointment to see a member of the Administration team.

FAMILY CONTACT DETAILS

The school uses your contact details for many important matters: to reach family members when their child is unwell or injured, to send important SMS, to post letters to you, to contact parents when children are receiving awards at assemblies, etc. Student Detail Updates are sent home annually to be returned early in Term One. It is important that parents ensure the school has the most up-to-date and correct contact details on their data base. If any details change during the year, then please notify the school in writing or by phone as soon as the changes occur.

NEWSLETTERS

School newsletters are published online at www.northkalgoorlieps.wa.edu.au/newsletters.html. If you wish to have a paper copy, requests can be made at the front office. These newsletters are the means by which upcoming activities are explained and information about school programs and issues are provided through Connect Now.

WEBSITE

We also have a web site to inform parents of all aspects of life at North Kalgoorlie Primary School www.northkalgoorlieps.wa.edu.au/ Each classroom has a webpage that is updated at least twice per term with additional information and work samples.

CONNECT NOW Connect passwords can be obtained from the front office. This parent communication system uses the email address that has previously been provided to the school. Please ensure that this information is current and up to date.

North Kalgoorlie Primary School

Connect is an integrated online environment developed by the Department of Education WA for staff, students and parents in public schools. Your secure login details to Connect includes a P-number and Password.

On the Connect landing page parents can access latest notices, view classes, quick-links, other Connect information and see upcoming calendar events.

North Kalgoorlie PS will transition from Website to Connect during Term 4 2018.

In MyConnect you can manage your Profile and Preferences. Modify the default Notifications settings to personalise how you would like to receive notifications from Connect.

Watch how other parents are enjoying the use of Connect <https://vimeo.com/234791047>

Your child's reports online

- stored securely in the Department of Education WA
- building a history of reports over time
- available anytime, anywhere

Keep your contact email up-to-date

Login to CONNECT USING YOUR PREFERRED BROWSER

<https://connect.det.wa.edu.au>

Use your P-number as your user name

While you're in Connect

See a weekly view of your child's attendance

Download your child's report and print if you like

School Calendar, Newsletter and Events

See what else Connect has to offer

If you can't remember your login details follow the 'Forgot Your Password' link

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CONTRIBUTIONS AND CHARGES

In order to enrich the opportunities available to your child in the school, the Department of Education regulations state that a Principal may establish funds for library, sporting facilities, incidental materials and other necessary items. These funds are dependent on the voluntary contributions made by parents.

A letter is sent out in November each year, and with all new enrolments, explaining student voluntary contributions and charges. It would be appreciated if these contributions and charges were paid during the **first three weeks** of the new school year to enable the school to better resource the classrooms immediately. Receipts will be issued. Contributions and charges may also be paid in conjunction with your child's Personal Items List requirements.

HEALTH ISSUES

To help support your child at school all children require a Student Health Care Summary to be completed annually. Around week 2 in Term One, these will be sent home for completion. It is essential that parents inform the school on this form if their child has any specific medical conditions and/or known allergies. When you indicate the nature of your child's condition (if they have any), then you will be forwarded specialised documents to complete and return that relate directly to your child's needs. Consultation with your child's doctor is often required to complete these forms.

Head lice are a continuing problem in primary schools. Please make sure you check your child's hair thoroughly for head lice at least once a week. Treatment is readily available at local chemists. To reduce the spread of lice in the school, long hair should be tied back and children should not share hats. If a child in the class has head lice, a note will be sent home to all parents asking them to check their child's hair.

IMMUNISATION

Immunisation History Statement (AIR) must be shown upon enrolling your child. Those children who are not immunised against measles are to check with the School Nurse or Office, regarding exclusion from school should an outbreak occur.

Please bring your child's birth certificate and immunisation records together with proof of your home address.

MONEY

When children are bringing money to school to pay for events/items, it should be placed carefully in an envelope showing:

- The child's name
- Teacher's name and/or room number
- The amount and
- The purpose for which the money has been brought to school.

SCHOOL BOARD

The School Board meets twice a term and is involved in the direction and decision making of the whole school. The names of the current School Board are available on our school website. Parents are encouraged to liaise with the Board members as an additional means of communication with the school and are able to raise issues, ideas and concerns through their council members.

PARENT HELP

Parents are encouraged to be involved in school programs and activities. Help can be provided for classroom activities, school programs and special days and events. If you are interested in helping out at the school, please see your child's teacher or look for requests in the school newsletter.

PARKING

Please park in the designated areas on the streets surrounding the school and ensure to abide by parking signs as the Rangers do monitor the area to assist us with keeping our children safe. Parking on school grounds is restricted to authorised vehicles only.

PERSONAL ITEMS LIST

Lists are available at the office. Parents are given the opportunity to have their complete list made up by Office National Kalgoorlie, 72 Brookman Street. There is no compulsion to use this supplier and it is suggested for your convenience only. Order forms from this supplier are despatched home later in the year with information on how to proceed.

By ordering this way it will enable all children to begin the school year with ALL of the necessary items. The only thing that stationers do not supply is an art shirt, 1 hand sanitiser (must be 70% alcohol base), 2 boxes of tissues and 2 liquid hand soap. Library bags and school hats can be purchased through the NKPS Uniform Shop.

A drawstring bag (35cm x 35cm) will be required by the children for their library books. Children are not allowed to take a book from the library without a bag. Please ensure that your child has one to avoid the disappointment of not being allowed to borrow from the library.

REPORTING TO PARENTS

Reporting children's progress to parents is a continuous process throughout the year. Various forms of reporting occur from informal through to formal, such as: letters, telephone conversations, interviews, written reports, parent nights and learning journeys. We encourage a three-way reporting process involving student, teacher and parents with students being encouraged to take responsibility for their learning. The school provides two formal written student reports at the end of Term 2 and Term 4, which are emailed direct to parents unless a paper copy is requested. Concerns about your child's progress should be raised with the classroom teacher as soon as possible.

SCREENING OF VOLUNTEERS AND PARENTS ASSISTING IN SCHOOLS

Schools are requested by the Department of Education to obtain *Confidential Declarations* from all volunteers and parents assisting with students at schools. This includes parents participating as parent helpers in Kindergarten and Pre-Primary classes, attending excursions and any other situations where you are helping out at the school. Your child's classroom teacher will ask you to complete a *Confidential Declaration* at the beginning of the school year. These forms will be kept at the office.

SUN SAFE

NKPS supports and enforces a 'sun safe policy/approach'. Students are reminded 'No hat, No play'. When a student does not wear a hat, they are expected to remain in the undercover area or visit the library during lunchtime. Bucket, legionaries and broad brim hats are all sun smart styles. Caps are not encouraged. Students are encouraged to wear sunscreen before playing outdoors.

MESSAGES TO CHILDREN

Department of Education mobile phones in public schools policy, as well as the acceptable use of BYO devices requires students to have all messaging capabilities switched off. All messages to students must come through the front office.

Parents are requested to keep their messages to important communication only. We do not have telephones in the classrooms so messages are relayed to students via the teacher during recess and lunch. Additionally parents are advised that we cannot guarantee effective communication to students after 2.30pm as this is an extremely busy time.

MOBILE PHONES

Children may bring mobile phones to school however they must be handed into the front office at the start of school and signed in and then collected at the end of the day.

STUDENT WELFARE

School Nurse

The Community Health Nurse visits the school. The school nurse is available for student referrals. If you have concerns about your child's vision, hearing etc, please discuss this with your child's teacher who can then organise the referral form.

Visiting Teachers

Consultant Teachers visit students with learning difficulties approximately once a term.

School Chaplain

Students, parents, caregivers and staff are welcome to access the confidential services of our School Chaplain who provides emotional support and encouragement during times of personal stress, grief or loss.

School Psychology Services

A school psychologist is based at our school over several days per week. To access this service, arrangements are made through a Deputy Principal.

CLOTHING

The School Board has established a Dress Code for all students attending the school. A school uniform is compulsory.

The School Board believes that a dress code will benefit all students and will:

- Foster and enhance student pride via the public image of the school
- Assist in the building of school and team spirit
- Ensure students are safely and adequately dressed for specific school activities
- Encourage equity among students
- Prepare students for work places who have dress and safety codes

NORTH KALGOORLIE DRESS CODE - SCHOOL UNIFORM:

- Royal blue polo shirt with collar with school logo or royal blue polo shirt (no slogans or multi coloured designs)
- Dress available at the uniform shop
- Royal blue skorts or skirts are acceptable
- School jackets with school logo or plain royal blue
- Mid-thigh length shorts in royal blue only (no football shorts, brief shorts or board shorts)
- NKPS choir uniform is a polo shirt with the school logo
- Denim is not to be worn as part of school dress
- Please ensure hats are clearly labelled as well as jackets and other clothing that children take on and off

Uniform Purchases

You may purchase a school uniform from the uniform shop. The **Uniform Shop** is located in the building behind the library. Uniform orders can be left at the front office with order, payment and details in a sealed envelope and these will be passed on to the Uniform Shop Manager. The Uniform Shop is open **Tuesday 8.25am-8.45am, Thursday 8.25am-8.45am, 2.45pm-3.10pm**. Most paint comes off if soaked in COLD water.

GENERAL DRESS CODE ADVICE:

- Watches and ear studs or sleepers are the only acceptable jewellery to be worn
- Oversized garments are inappropriate clothing for school
- For health reason (head-lice), all long hair is to be appropriately tied back
- Cosmetics are not acceptable for school unless for medical reasons
- Students, who for religious or health reasons, may wish to modify the School Dress Code are permitted to make an appointment with the Principal. Staff will be informed of any students granted a modification to the Dress Code
- All student's clothing needs to be clean and labelled with the child's name and room number

PHYSICAL EDUCATION / SPORTS DAYS:

- Faction T-shirt in appropriate colour may be worn for physical education and sport carnivals
- Appropriate footwear is to be worn at all times (no thongs, slides or ugg boots)

The School Board recommends closed in shoes as better protection is given, sneakers or joggers are acceptable.

Children may wear sandals in warmer weather but must wear suitable footwear on Physical Education Days.

LOST PROPERTY

Any items of lost property found in the school are placed in a box on the stage in the hall. Parents are welcome to look here for lost items. We encourage parents to ensure that all personal belongings are **clearly labelled** with your child's name.

DOGS

Dogs are not permitted on school grounds (even if they are on a lead) as they represent an obvious danger to children within the school. Even the most placid animal can turn on children. The Council Ranger will collect any animals found in the school grounds and it will be the owner's responsibility to claim the animal.

BIKES/SCOOTERS

Children who ride to school must follow road rules and always wear a helmet. Riders must disembark at the school perimeter and walk their scooters and bikes through the school. It is essential that bikes are securely chained to the racks as the school cannot take responsibility should theft occur. Scooters are stored in a cage in the Reconciliation Garden behind the Technology Room. This is locked from 9:00am to 3:00pm. Please make sure you collect your child's scooter as this is not checked or locked overnight.

SAFETY ISSUES

Children should be trained to proceed directly to school from their homes in the morning and directly from school to home in the afternoon. Show young children the route they should take and stress road safety and "stranger danger".

Crosswalk attendants supervise the Campbell Street and Graeme Street crossings each morning and afternoon and children **must use the crosswalks** to cross these streets.