



**Maddington
Primary**

EST 1914

PARENT HANDBOOK



Message from the Principal



Maddington Primary School has proudly served the community since 1914. While our heritage buildings reflect the school's long history, our modern facilities and dedicated staff provide students with every opportunity to learn, grow, and achieve their best. We currently cater for around 210 students from Kindergarten to Year 6.

Our school ethos is built on care, responsibility, respect and high expectations. We aim to inspire every child to reach their full potential in a safe, nurturing, and supportive environment.

Maddington Primary School is enriched by the diversity of our community, with families from a wide range of cultural backgrounds. Many of our students speak English as an additional language, and we are fortunate to have specialist support in place to help them thrive. This cultural richness is a source of pride and strength for our school.

Whether you are a new family joining us or a long-standing member of our community, I warmly welcome you to Maddington Primary School. I encourage you to explore our website or contact us directly if you would like further information.

We look forward to working in partnership with you to ensure your child has every opportunity to succeed.

Leigh Summers
Principal



School Hours

The school day begins at 8.45am. All students must be in their classrooms and ready to start lessons by this time. If children are late to class, they miss attendance roll call, morning routines and other activities that set the context for the day.

Children should not remain at school after the final siren, as adequate supervision cannot be provided.

Early Closure on Wednesday

The school closes at 2.10pm each Wednesday, to accommodate staff Professional Learning in the implementation of new curriculum and assessment initiatives, and for collaborative planning and policy meetings.

Children are not to remain at school after this time, and parents are asked to collect their children promptly.

School Gates

School Gates are opened at 8.45am and again at 2.30pm (1.30pm on Wednesdays). School Gates are locked at 9.30am and again at 3.20pm.

Kindergarten Group/s

Group A: Monday & Tuesday, Wednesdays fortnightly.	8.30am-3.00pm (2.10pm finish on Wednesdays)
Group B: Thursday and Friday, Wednesdays fortnightly	
PP – Year 6	
8.30am	Classrooms open
8.45am	School commences
10.45am-11.05am	Recess
1.05pm-1.40pm	Lunch
3.00pm (2.10pm on Wednesday)	Dismissal



Term Dates 2025

Term 1 February 2 – April 2
 School Holiday Break April 3 – April 19

Term 2 April 20 – July 3
 School Holiday Break July 4 – July 19

Term 3 July 20 – September 22
 School Holiday Break September 26 – October 11

Term 4 October 12 – December 17
 School Holiday Break December 18 – February 1, 2027

Maddington Primary School Parent Information 2026



WA Curriculum

At Maddington Primary School, children build the knowledge, skills, and confidence they need for the future. Primary education begins in Kindergarten, with compulsory schooling from Pre-primary to Year 6.

Students engage in eight learning areas:

- English
- Mathematics
- Science
- Humanities and Social Sciences (HASS)
- Technologies
- Languages
- The Arts
- Health and Physical Education

Literacy and Numeracy

Literacy and numeracy are central to all learning. We focus on helping children read, write and communicate effectively, as well as developing strong mathematical skills. Specialist support is provided where needed.

Inquiry and Exploration

Programs are designed to foster curiosity and problem-solving. In Science and Technologies, students investigate and experiment. In HASS, they learn about history, culture, and the values that shape Australian society.

Teaching and Learning

Teachers plan balanced programs to meet the needs of all students. Specialist teachers deliver subjects such as Science, Digital Technologies, and Physical Education. Learning is timetabled consistently across the week, with activities delivered individually, in pairs or small groups.

Support and Communication

If your child experiences difficulty, please contact their teacher. Working together ensures we can provide the right support.

Student Behaviour and Responsibilities

Every child has the right to feel safe, respected, and supported in their learning. Students are encouraged to make positive choices (Green Choices) and understand the consequences of negative behaviour (Red Choices).

School-Wide Expectations

Students are expected to:

1. Arrive on time in full uniform, ready to learn.
2. Follow staff instructions.
3. Show respect through kindness and fairness.
4. Respect personal space and the right to a safe environment.
5. Care for school grounds and the property of others.

Behaviour Support

Our approach promotes positive behaviour, respectful relationships, and personal responsibility. A comprehensive Behaviour Management Policy is available on request.

Enrolment Procedures

How to Apply

Families living within the school's Local Intake Area may enrol by:

- Downloading an Application for Enrolment Form (Part A) from the school website, or
- Collecting a form from the front office.

Required Documents

Applications must include original copies of:

- Birth Certificate and/or Passport
- Visa documentation (if applicable)
- Immunisation Record (AIR Form)
- Proof of Address (within last 3 months): driver's licence, utility bill, water/land rates, lease or purchase agreement

After Application

Successful applicants will be asked to complete a Student Enrolment Form (Part B). It is important all information is accurate and current, including medical or disability details, so the school can prepare an emergency response plan if required.

Child Health Information at Enrolment

Immunisation

Children must be up to date with immunisations, including: measles, mumps, rubella, polio, whooping cough, diphtheria, and tetanus. Immunisations can be arranged through your GP or Child Health Centre.

Parent Requirements

- Provide an AIR immunisation record (from MyGov, issued within the last 2 months)
- Complete a Student Health Care Summary form
- Provide additional health care plans if required (signed by a medical practitioner for serious conditions)
- Supply medication/equipment that is clearly labelled, in date, and in working order

Important Notes

Parents may meet with staff to discuss their child's needs, especially if staff training is required. Medical plans requiring a practitioner's signature should be organised early.

Emergency Contact Information

The school must be able to contact parents/carers quickly in an emergency. If unavailable, the nominated emergency contact will be called. Please ensure all details (phone numbers, addresses, emergency contacts) are kept current.

Attendance

Attendance is compulsory from Pre-primary to Year 6. Kindergarten attendance is not compulsory, but enrolled students are expected to attend regularly.

- Absences must be explained via SMS (0417 953 900), email (maddington.ps@education.wa.edu.au), phone (9205 5900), letter, or face-to-face.
- Unexplained absences will be followed up and may be referred to Administration.
- Holidays during term are recorded as unauthorised absences; parents must notify the school and complete a Travel Form.
- Students leaving early must be signed out by parents at the office.
- Students arriving after 8:45am must report to the office for a late note.

Medication and Medical Attention

- Medical conditions (e.g., asthma, diabetes, anaphylaxis) must be disclosed. Health or Risk Management Plans are required.
- Medication requires both doctor and parent forms (available at the office). Children may not carry medication; it must be handed to the office.
- Unwell children should not attend school. If illness or injury occurs, parents/emergency contacts will be notified. If unavailable, the school will act in the child's best interests, but medical costs (including ambulance) are the family's responsibility.

Custody Arrangements

Parents must provide copies of Family Court Orders or other legal documentation relating to custody or access. Without documentation, both parents have equal access. Schools abide by, but do not enforce, court orders.

Parent Interviews

Parent-teacher interviews are an important part of reporting. Please make an appointment via the office or direct contact with the teacher. Teachers cannot hold impromptu interviews before or after school.

Emergency Contact Updates

Parents must promptly update the school with changes to:

- Phone numbers (home, work, mobile)
- Email addresses
- Residential addresses
- Emergency contacts
- Medical details (including allergies and doctor details)

Annual student update forms are sent home at the start of each year.

Valuables, Mobile Phones and Smart Watches

- Students are discouraged from bringing toys or valuables.
- Money should be handed to the teacher for safekeeping.
- Mobile phones and smart watches must be handed to the front office at the start of the day. They are not to be used during school hours.

Student Insurance

The Department of Education does not provide personal accident insurance. Families are encouraged to arrange their own cover.

Swimming

Swimming lessons are compulsory for all students from Pre-primary to Year 6 as part of the Physical Education program.

Lost Property

Items are placed in the Lost Property box outside Administration. At the end of each term, unclaimed items are donated to the second-hand uniform shop or charity. Please label all clothing and belongings.

School Photographs

Professional class and individual photographs are taken annually, along with group photos. Details are provided via the newsletter and school website.

Parking

Parents are encouraged to walk where possible to reduce congestion. If driving, please use the parent car park at the rear of the school (Attfield Street entrance).

Parking Restrictions

Under no circumstances are parents to park at the front of the school or use the front of the school to “kiss and drop” their children. This car park is for staff only and for collecting your child during the day when the boundary gates are locked.

Arrival and Collection of Students

- Students should not arrive before 8:00am (no supervision provided).
- Classrooms open at 8:30am.
- Kindergarten/Pre-primary children must be supervised by parents until handover to the teacher and collected by a parent/carer at dismissal.
- All students must be collected promptly at 3:00pm (2:10pm Wednesdays). Emergency contacts will be called if not collected.

Breakfast Club

Held daily from 8:00–8:30am in the canteen. Operated by the school chaplain with donations from Manna Industries. All students welcome, free of charge.



School Contributions and Charges

The Maddington Primary School Council has endorsed the following schedule of Voluntary Contributions.

Kindergarten Student \$60 per year

Pre-Primary Student \$60 per year

Primary Student \$60 per year

Payment options available:

- Eftpos - please pay at the front office.
- Cash/cheque – brought to the front office in a sealed envelope, clearly labelled. Please note the office does not carry change.
- Direct Debit through internet banking:

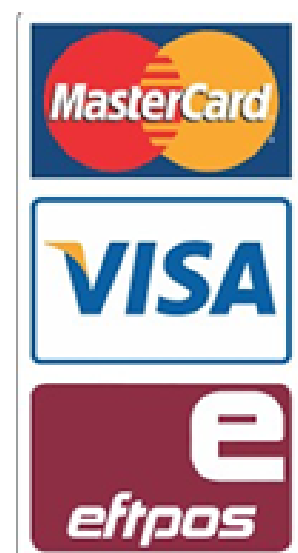
Bank: ANZ

Account Name: Maddington Primary School

BSB: 016 358

Account Number: 3408 25113

Reference: your child's surname/event (e.g., Smith/swimming)



All payments for events should be given to the front office, not to classroom teacher.

School Uniform

Maddington Primary School follows the Department of Education requirements that all students attend school clean, appropriately dressed, and ready for learning. Our school has a compulsory dress code, which applies to all school days and excursions.

Why a Uniform?

We believe a school dress code is important because it:

- Promotes a positive public image of the school.
- Creates a clear distinction between school and leisure time, helping students focus on learning.
- Builds a sense of belonging.
- Encourages pride and team spirit.
- Ensures students are dressed safely for school activities and the environment.
- Prepares students for future workplaces where uniforms or dress standards are common.

Uniform Requirements

The Maddington Primary School uniform consists of:

- Maroon polo shirt with gold trim and school logo
- Maroon Leavers' shirt (Year 6 students only)
- Black shorts, trousers, track pants, skort, or skirt
- Maroon zip jacket or windcheater
- Black bucket hat with school logo (hats are required for all outdoor activities in line with our "No Hat, No Play" policy)
-

Footwear

Students must wear closed-in shoes suitable for physical activity.

- Black sports sneakers are recommended.
- Thongs, slides, Crocs, and slip-on shoes are not permitted.

Hair

- Hair that is shoulder-length or longer must be tied back to help prevent head lice and for safety during activities.
- Brightly coloured or extreme hairstyles are not acceptable for school.

Jewellery

- For safety reasons, jewellery is not permitted.
- The only exceptions are small studs or sleeper earrings and a watch.

Makeup

- Makeup and nail polish are not permitted at school.

Personal Belongings

- Students should not bring toys, games, jewellery, or other non-educational items to school.
- Items brought for a special purpose must be given to the class teacher for safekeeping during the day.
- The school cannot take responsibility for money or valuables brought to school.

~ No hat, play in the shade ~

Students are expected to wear a school hat for all outside activities during the school day.

This policy is implemented for the entire year. The school has a 'No hat – play in the shade' policy.

Students who do not have a hat will be required to play in a covered area.

All our uniforms items with logos can be purchased from: Lowes Menswear
Shop 28
Maddington Centro Shopping Centre Cnr
Attfield St & Burslem Drive Maddington 6109
Phone: 9452 0380

Or online at



www.lowesschoolwear.com.au

Uniform clothing without a logo is also acceptable and can be purchased from other suppliers/retailers.

Factions

Students are allocated to Nairn (red) or Roe (blue) faction, on enrolment. Faction shirts can be worn on allocated PE day and athletic carnival days. Available at Lowes.

Lunches

Currently, lunches can be ordered from 'VT's Café Lunch bar' (9493 6006) on Monday - Friday.

Orders can be made outside of the school office and left in the LUNCH ORDER BOX before school.

Menus and bags are available from the office or by downloading the menu from our website.

Lunches are delivered to school at lunch time and handed out to children in the Undercover Area. No late orders will be accepted by the office staff.

Crunch & Sip

Children are encouraged to have healthy snacks and water to maintain their energy and concentration through the school day. In addition to their lunch and recess meals, students are to bring in an extra serving of fruit or vegetables.

Your child should also bring in a labelled water bottle that can be refilled at school.



Put some CRUNCH into your day!

Western Australian children are not eating enough vegetables. Primary school aged children need between 4 ½ and 5 ½ serves every day. Eating vegetables will benefit:

- bones and joints
- brain and nervous system
- digestive system
- energy and metabolism
- heart and circulation
- hydration
- immunity
- skin
- vision

AND they taste great!

Why not pack some fresh vegetables for Crunch&Sip®? Try carrot sticks, cherry tomatoes, snow peas, broccoli and cauliflower pieces, celery or cucumber.

www.crunchandsip.com.au

Crosswalk – Albany Highway

The Albany Highway crosswalk is attended at the following times:

Morning: 8:15am – 9:00am

Afternoon: 2:30pm – 3:30pm (1:45pm – 2:25pm on Wednesdays)

Students are expected to use the crosswalk whenever crossing the highway. If a child needs to cross during school hours outside of these times, arrangements must be made with the Principal for teacher supervision.

School Gates

Gates open at 8:00am and again at 2:30pm.

Gates are locked at 9:30am and 3:20pm.

School Chaplain

Maddington Primary School is fortunate to have the support of our Chaplain, Steph Sanderson.

The Chaplain provides a listening ear, guidance, and care for students who may be experiencing difficulties or who simply need some extra support. Students may:

Approach Steph directly

Leave a note in her mailbox (outside the office)

Arrange an appointment through Administration

The chaplaincy program is supported by the Commonwealth Government, the school, and local businesses, and is delivered through YouthCare.

School Notices and Updates

The school regularly communicates important information through a variety of channels, including:

School newsletters

Email and SMS alerts using Compass

School website

Class or whole-school notices

Parents are encouraged to check these communication channels regularly to stay informed about events, programs and updates.

Resolving School Issues and Concerns

We value positive communication and believe most issues can be resolved quickly through respectful discussion.

Steps to Resolve a Concern

Speak with the Teacher First – the classroom teacher is the first point of contact.

Make an Appointment – if the issue remains unresolved, contact the office to arrange a meeting with the Principal or Deputy Principal.

Think Positively – approach discussions with a solution-focused mindset.

Gather the Facts – listen to both your child's and the teacher's perspectives.

Be Respectful – children learn from the way adults manage challenges.

Work Together – agree on a realistic plan of action with the teacher.

Follow Up – monitor progress and revisit the plan if needed.

Prompt, respectful communication with the classroom teacher often resolves concerns effectively and supports the best outcomes for all.

Parent Concerns/Complaints

Parents with concerns regarding their child/children's education should address their concerns initially with the teacher. If still concerned, a meeting with the principal can be arranged through the front office.

Reporting to Parents

The school will use a variety of methods for reporting student's progress and achievement.

School Council

The School Council is made up of:

Principals from Maddington Primary School and Maddington Education Support Centre

2 staff representatives

3 parents

2 community members

Elections are held each year and advertised through the newsletter.

The role of the School Council includes:

Developing overall school goals and policies

Assisting the Principal with the School Plan (formulation, implementation, and review)

Approving the budget to support the School Plan

Parents and Citizens Association (P&C)

At present, Maddington Primary School does not have a formal P&C Association. However, we welcome interest from parents, carers, and community members who may wish to establish one. We also have an informal parent volunteer group, and new members are always encouraged.

Resolving School Issues and Concerns

We value positive communication and believe most issues can be resolved quickly through respectful discussion.

Term 1 Week 2: Parent Information Letter

A parent information letter for kindergarten to year 6 parents will be handed out in the second week of Term 1. Teachers will provide information about:

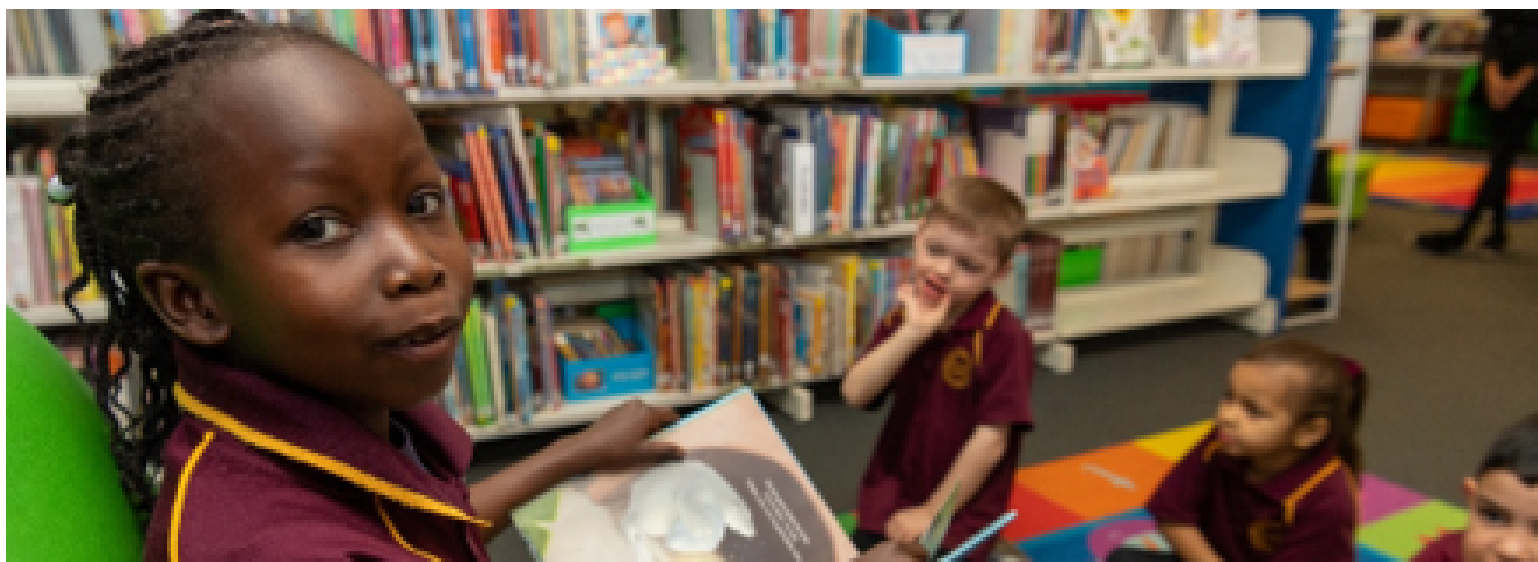
- a. Classroom organisational matters.
- b. Teaching and learning programs across all curriculum areas.
- c. Assessment procedures.
- d. Policies, including homework and behaviour management.
- e. Parental involvement in the classroom

Term 2 & 4 (final week): Formal School Report

The Department of Education formal report will be issued to all Kindy to Year 6 students during the final week of terms 2 & 4.

Library and Reading Books

School funds are allocated to provide quality resources for our students. An extensive array of books and resources are available to both students and staff. All classes from K – 6 use the library regularly. Books can be borrowed on a weekly basis and must be carried in a library bag for protection. If library books are lost or damaged, parents will be asked to pay for the cost of the item.



Communicable Diseases

Information on the exclusion periods for communicable diseases are provided by the Health Department. Parents are asked to notify the school immediately if their doctor has confirmed a diagnosis of the following diseases:

CHICKEN POX (VARICELLA VIRUS) (Notifiable Disease)**

CONJUNCTIVITIS (VARIOUS BACTERIA AND VIRUSES)

HEAD LICE (PEDICULUS CAPITIS)

SCHOOL SORES (IMPETIGO)

Health and Wellbeing

Maddington Primary School is actively participating in the Mental Health in Schools (MHIS) Project, an initiative by the WA Department of Education. As part of this project, Maddington Primary School is a registered Be You learning community. Be You is a national initiative for educators, aimed at promoting and protecting positive mental health in children and young people.

MUMPS (Notifiable Disease)**



Our school aims to

- Build the capacity of school staff to create mentally healthy environments through utilising the 'Challenges and Choices' Resource and Be Your modules.
- Support families with practical examples on how to promote the learning of these personal coping, growth mindset, emotional intelligence, social skills, help seeking and self-knowledge.
- Increase and maintain the individual awareness and understanding of students, staff and parents so they can do things to keep mentally healthy.
- Provide explicit teaching and learning activities which develop the resilience skills and beliefs to enable students to cope more effectively.

Our School Values

- Reinforcing the school values of Respect, Responsibility and Care daily, during everyday teaching and learning, discussions, assemblies and visual reminders around the school.
- Certificates are given to students demonstrating these values every fortnight.
- Explicitly teach the school values of Respect, Responsibility and Care during health sessions.





Maddington Primary

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Contact Details

Address

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MADDINGTON WA 6109**

Phone

08 9205 5900

SMS Absence Line 0417 953 900