



INDEPENDENT PUBLIC SCHOOL

"WITH KNOWLEDGE WE GROW"

Learning Since 1934



School Information Booklet 2024

Phone 9218 1500

Website <http://morleyps.wa.edu.au>

Welcome to Morley Primary School

Morley Primary School's Moral Purpose, Mission, Values and Expectations, support the learning and development of all students.

MORAL PURPOSE

Our best – for every learner, every day.

For every child to **be** themselves, **be** present, **be** fair, **be** safe, **be** kind and **be** a learner.

For every child to know and feel they **belong** in our school, local and global community; and contribute to those communities.

For every child to have the opportunity to **become** their best self to make the most of the possibilities of the future.

MISSION

We collaborate with our community to:

- Sustain a positive, caring and aspirational environment in which students, families and staff can each be their best.
- Ensure every student matters everyday as they work towards achieving their academic, creative, social, emotional and physical potential. We work with rigour and aim for excellence.
- Maintain a strong sense of belonging for all and contribute responsible, self-assured and compassionate individuals to the world.

OUR VALUES

- Care and Compassion
- Doing Your Best
- Fair Go
- Freedom
- Honesty and Trustworthiness
- Integrity
- Respect
- Responsibility
- Understanding, Tolerance and Inclusion



OUR EXPECTATIONS

For all members of our school community to:

- **Be Fair**
- **Be Safe**
- **Be Kind**
- **Be A Learner**

Our Positive Behaviour Support Guidelines were created with the assistance of the staff, parents, and students, to support students to meet these expectations and are endorsed by the School Board. Please ask for a copy from reception if you require one or visit our school website to download a copy.

TERM DATES (FOR PUPILS) 2024

Term 1	Wednesday 31 January – Thursday 28 March
Term 2	Monday 15 April – Friday 28 June
Term 3	Tuesday 16 July – Friday 20 September
Term 4	Tuesday 8 October - Thursday 12 December

PROFESSIONAL DEVELOPMENT DAYS 2024

Please note that the following dates are professional development days for school staff in 2024. **Children do not attend school on these dates.**

Term 1	Monday 29 and Tuesday 30 January
Term 2	Friday 26 April
Term 3	Monday 15 July
Term 4	Monday 7 October and Friday 13 December

IMPORTANT CONTACT DETAILS

School	9218 1500
Kindergarten	9218 1508
Pre-primary	9218 1511
SMS	0438 982 956
Address	36 Wellington Road Morley WA 6062
Website	http://morleyps.wa.edu.au

TEACHING AND LEARNING TIME

Learning starts	8:45 am
Recess	11:00 am – 11:20 am
Lunch	1:20 pm – 2:00 pm
Finish school	3:00 pm

Toilet breaks as required.

Crunch and sip morning break prior to recess.



BEFORE AND AFTER SCHOOL

Students are not permitted in the school grounds before 8:15am, as adequate supervision is not available. Classrooms open at 8.30am and students are encouraged to set up for the day at this time.

Parents of Kindergarten and Pre-primary children need to stay with their child until the bell rings at 8.45am.

Please be punctual to collect your child after school.

Any child not collected by 3:10pm needs to report to the office.

Please advise the school if you are running late so that we can collect your child to wait in the office.

Children get distressed easily if they are left waiting to be collected.

Morley Out of School Care runs a program for before and after school care at Weld Square Primary. The children are brought here by bus before school and collected from here and taken to Weld Square in the afternoon. Brochures are available at the office or contact Morosh@bigpond.com for more information or call 9275 8887 or 0455 660 856.

CHILDREN'S UNIVERSITY

Morley Primary has a partnership with Edith Cowan University which allows our Year 3-6 students to participate in the Children's University. Please see the Principal for more information.



SPECIAL EVENTS

In addition, the school holds many special events throughout the year including:

- Graduation for Year 6.
- Parent Assemblies – where Merit Certificates are presented for academic or social successes.
- Curriculum based excursions and incursions throughout the year for students.
- Harmony Week family picnic
- Rainbow Run (Fun Run)
- Art Exhibition

As events are organised, parents will be advised through the newsletter, Class Dojo and the school website. Other communications may also be sent home.

ENROLMENTS

For all new students enrolling from Kindergarten to Year 6, a birth certificate (full or extract) AIR history statement and proof of address need to be sighted, together with visa details if applicable.

Pre-primary is for children who turn five before 30 June. This is a compulsory school year. The children learn many mathematical, scientific,

literacy and language concepts that are necessary to read and write. They will acquire skills and values necessary to cope with living in today's society. The students attend school five days per week, full-time.

PUPIL REQUIREMENTS

A Personal Requirement List appropriate to each year level is issued in Term 4 for delivery prior to the following year. Free delivery is included if you order your items before the deadline. Further details are available on the Personal Requirement List or from the office.



CONTRIBUTIONS AND CHARGES

Voluntary Contributions for Kindergarten to Year 6 are \$50.00 per child, payable at the front office. It would be appreciated if consideration to this payment could be given by the end of Term 1.

All annual incursions and excursions are charged separately.

Please refer to the supplementary 'Voluntary Contributions and Charges' booklet for further information.

SCHOOL SWIMMING – IN-TERM

Children from Pre-primary to Year 6 are eligible for swimming lessons. This is included in the curriculum and all students are expected to participate. Swimming lessons are free while pool entry and bus fare are charged for each student.



EXCURSIONS AND CULTURAL ACTIVITIES

Activities are based on the requirements of the curriculum and therefore are educationally based. All children should be involved, as much of the

program revolves around the activity as an integrated central theme. Costs will be dependant upon the admission price, bus hire, etc.

School uniform is the accepted dress for all out-of-school activities unless otherwise stated. Parent permission is required for all excursions and a letter will be sent home for each excursion, requesting parental permission. A medical history form will be sent home with the first excursion, to cover all excursions for the year. If this medical history should change, please advise the school as soon as possible.

SCHOOL UNIFORM

The School Board, P & C Association and staff of Morley Primary School feel it is important for children to take pride in their dress and support students wearing the school uniform. Thongs or similar are not permitted.

A code of dress has been formally established by a committee and endorsed by the School Board.

The Uniform is: Green and gold polo shirt with school logo

Bottle green track pants

Bottle green zip jacket with school logo

Year Six Leavers shirt

Skort or green shorts.

Hat: Bucket style in bottle green for Kindy. Bucket style with faction colour and school logo for Pre-primary – Year 6. Hats are required to be worn all year.

Hair: Hair shoulder length or longer to be tied back for safety and health reasons.

Jewellery: Only sleepers or studs are to be worn in pierced ears. No chains, necklaces or bracelets are to be worn.

Nail Polish: No nail polish to be worn at school

FACTION UNIFORM

Polo shirt in faction colour. Faction colours are:

Athena	-	Rust
Zeus	-	Purple
Poseidon	-	Aqua

Bottle green shorts, skorts or track pants.

Appropriate sports shoes

Hat as per uniform

SCHOOL RULES AND POLICIES

NUT AWARE SCHOOL

Morley Primary is a Nut Aware School. We do have children that are highly allergic to all nuts. We ask that parents do not send nut products to school. This includes peanut paste and Nutella.



POSITIVE BEHAVIOUR SUPPORT

Good manners and politeness are expected at all times and are always encouraged.

The Policy was formulated with the assistance of the staff, parents and students. Please ask for a copy from reception, if you require one, or visit our school website to download a copy.

The **School Expectations** are as follows:

BE KIND

BE FAIR

BE SAFE

BE A LEARNER



BIRTHDAY CELEBRATIONS

If families wish, they may provide individual cupcakes, biscuits, doughnuts or muffins to share with classmates. These will be distributed to students at the end of the day. Parents should advise the class teacher if they do not want their child to receive such items. Please note that provided food to share on birthdays is not compulsory.

HOMEWORK

Morley Primary has a Homework Policy that is endorsed by the School Board.

PHOTOGRAPH PERMISSION

Each parent is asked, upon enrolling their child, if they give permission for their child to be photographed.

The photographs are often used in the student's work, and sent home for parents to see. Alternatively they may be placed into the school's newsletter or the school website. No surnames are used, only first names and an initial. It is a great way to share with family and friends, the work your child is involved in at school.



THIRD PARTY SERVICES AND INTERNET ACCESS

Our school provides access to Department of Education approved online services. These enhance the learning opportunities available to students and the range of teaching tools available for teachers to deliver the Western Australian Curriculum. The Education Department has completed an extensive risk assessment for external applications and

providers. We ask that you complete the Third Party Services consent form so that an online services account can be setup for your child. Your child will require access so they can fully participate in the curriculum and their learning at school.

ORGANISATION

- Office area, staffroom, storerooms and car park are out of bounds unless under teacher supervision.
- A teacher must be present if students are in a classroom.
- No student leaves the school grounds without permission from the Principal.
- Follow teachers' instructions.



PARKING AND ROAD SAFETY

Provision is made for school staff, tradespeople and departmental officers to park inside school grounds. Parents may not park inside the school grounds. However, a parking bay is available for people with accessibility requirements who hold a valid Disability parking permit. Please contact the school if you need to access this parking area.

Please pay attention to the signs on Vera and Mangini Streets for parking information. We ask that all drivers around the school consider that children are learning to use roads safely and drive accordingly. We encourage the use of car restraints for children and that children enter and exit cars safely.

Please walk children into and out of school on the pathways provided, not through the staff car park.

ENGAGING WITH OUR SCHOOL COMMUNITY

We aim to develop strong family-school partnerships. The research shows that parent and family engagement in learning, in partnership with schools, nurtures positive attitudes towards learning, confidence as learners, in addition to improved social, academic and wellbeing outcomes (Goodall, 2018).

There are a number of social events, including the Harmony Picnic and End of Year Concert, and also parent workshops that aim to engage and inform parents about key issues. We encourage all families to become involved in the school, and to get to know the staff and other families by participating and volunteering for school events.

We are a culturally diverse community, and are always looking for ways in which we can celebrate and invite the rich language, culture, life experiences and knowledge of families into the school and learning environment.

You will be kept informed of events and important information regarding the Kindy through Class Dojo, written notes and the school website.

We consider communication between the teachers and the home to be very important. Should anything happen at home to upset your child in any way we would appreciate it if you would let us know.

It is very important that all phone numbers and contact details for the children be kept up to date. Please inform us and also the school office if any changes occur.

REPORTS

Morley Primary School communicates with parents and carers throughout the year to ensure that they are well informed about their child's achievement and progress as well as about our school and wider community.

Every student receives two formal end of semester reports per year. Pre-primary students are given a document detailing their On Entry Assessment results in first semester. Year 3 and 5 students receive NAPLAN reports in second semester detailing achievement in Spelling, Grammar & Punctuation, Reading, Writing and Numeracy. Students who are allocated Disability Resourcing are reported against their Special Education Needs (SEN) Individual Education Plan (IEP) using SEN reporting in addition to the standard report.

Parents and teachers may request interviews to discuss academic progress and achievement, behaviour and wellbeing throughout the school year.

In addition to these formal documents and procedures, teachers report informally throughout the year in a variety of ways including meetings, notes, phone conversations and through Class Dojo. These methods ensure that formal reports hold no surprises for parents and carers.

Interpreters are used where needed to support communication between the school and families for whom English is an additional language/dialect. We encourage parents to request the use of an interpreter which are available at no cost.

Morley Primary School also communicates with parents and the school community to ensure information about school events, learning and teaching programs, and general business matters is shared in a timely and useful manner. There is a commitment to building effective partnerships between school and home to support student well-being and academic progress which begins with an interview on enrolment.

Parents/carers are encouraged to notify the school of any issue or change in circumstance which may impact on a student's participation and/or progress at school. Families must also ensure contact details including email addresses are current at the office.

INTERVIEWS WITH TEACHERS

This is encouraged and a time convenient to all may be arranged as teachers have DOTT time (duties other than teaching).

Newsletters

Newsletters are emailed to each family regularly during the year. The parent/carer 1 email address provided on your child's enrolment form will be used. If you do not wish to have the newsletter emailed please notify staff so that you may receive a paper copy.

The newsletter is an important means of communication and parents are encouraged to read it. Other notices will be sent home from time to time or check the school website at <http://morleyps.wa.edu.au> as we update the content regularly.

PARENT ASSEMBLIES

Merit Certificates are presented at regular assemblies held on Wednesday at 8.45am. Parents are invited to attend. It is a great opportunity to see work done around the school.

INTERNET AGREEMENT AND THIRD-PARTY SERVICES

Upon enrolment, families were provided a Parent Permission and Third-Party Services information booklet. This document contains the relevant consents, including photo permission, online services account, acceptable use agreement and third-party services.

You will find more specific information in the booklet; however, the Education Department has completed an extensive Third-Party risk assessment for external applications and providers. Your child will require access to these applications and relevant ICT so they can fully participate in the curriculum and their learning at school. This agreement and relevant consents will be maintained until your child reaches Year 6 or if further updates are required.

It is an Education Department requirement that all children accessing the internet have agreed to a set of protocols for its use. This agreement is signed by parents with the enrolment form.

SCHOOL RECORDS

It is important that the **school is informed of any changes** of address, phone numbers, emergency contacts, occupation or relevant information that affects the updating of records. **This is crucial.**

MESSAGES

Verbal messages via children between school and home are often not effective. Please communicate with the school either by Class Dojo, email or telephone.

The school sms system is computer based and used for absences and sending important school messages to families. Messages may not be checked regularly during the day so please call the school to advise picking up your child late, or anything else that is time sensitive.

COVID 19

Morley Primary School has supported our community to be safe throughout the pandemic. All Government directives are followed and particular attention has been paid to teaching children sound hygiene practices. This will continue in 2024. Morley PS has a Covid Action Plan if required to move to a model of distance learning.

UNWELL CHILDREN

We do not have the facilities to care for sick or injured children at school.

In the event of children becoming ill during the day, or suffering a serious injury, parents will be notified and asked to make arrangements for their care. In extreme emergencies when parents cannot be contacted, the child may be taken to a doctor or a hospital for treatment. Payment for such treatment will be the parents' responsibility.



ATTENDANCE

At Morley PS, we recognise that 'every day matters' as we strive for regular school attendance of 90% and above. As we know, regular attendance at school and showing up every day helps to provide children with the best opportunity to be a successful learner. It also assists in developing those key relationships and communication with their peers and teachers, to feel a sense of belonging and connection to the Morley Primary community.

The *School Education Act 1999* requires parents to send their child/children every day the school is open for instruction unless there is a good reason for them not to attend.

We look forward to continuing our work with families to promote strong attendance habits and striving for improved outcomes for students. Further information is available in the ***Morley Primary School Engagement and Attendance Plan***.

Communication via a letter, phone call, sms, Class Dojo or website notification is required explaining all absences. Medical certificates may be required to explain prolonged absences. An automated message will be sent to your mobile phone at 10.15am if your child is absent and a reason has not been provided.

If pupils have infectious diseases, they must be excluded from school until the infectious period has passed. Common infectious diseases include Chicken pox, Impetigo (school sores), Measles, Mumps, Ringworm, Whooping cough, and conjunctivitis. Please contact the school if your child has head lice (nits) and treat at home before returning them to school.

Please ensure your child's immunisations are kept up-to-date and inform the school of infection where necessary.

LEAVING SCHOOL GROUNDS DURING BREAKS

Children are not permitted to leave school grounds unattended. If leaving the school for an appointment, the parent/caregiver is required to sign the student out at the front office. In the event that a family member or friend is signing out the child, a permission letter or call from the parent is required, prior to student being released.

LOST PROPERTY

Each year a huge amount of clothing is lost. Please ensure that **all clothing is marked clearly with your child's name**. Money and valuable items are handed into the School Reception and enquiries should be directed there. Lost property may be found hanging outside Room 2.



VALUABLES

Students are discouraged from bringing any items of value to school; in particular the following items should not be brought to school: any toys, computer games, trading cards, trinkets or rings as no responsibility can be taken for their loss or breakage. In the event that these items are brought to school for projects, plays, etc, every care will be exercised and it is strongly recommended that all items be identified with a name. All students bringing money for excursions/incursions must do so in an

envelope with the child's name clearly marked. This can be placed in the payment box at reception.

The School has a **mobile phone policy** in place which stipulates that the phone must be immediately left with administration on arrival at school and collected at the end of the day.

FAMILY INVOLVEMENT (School Board, P&C)

SCHOOL BOARD

This is a formal governance body. The School Board is comprised of the Principal, parents and staff, with the majority of representation from the parent group. The School Board meets as required; a minimum of once per term. It is responsible for helping to inform school decisions in regards to the business plan, policies, promotion of the school, and endorsement of the school budget, uniforms, contributions and charges, etc.

PARENTS AND CITIZEN ASSOCIATION

Morley Primary School has a P & C Association. P & C Associations are the forum for parents and citizens in government schools who have an interest in their children's education. We encourage you to join this group. In 2024 all classes will be asked to have a Parent Representative attend the P&C meetings.

The Morley Primary School P&C Association:

- develops parents' participation and involvement in the school.
- is the forum for parents to discuss issues pertaining to the school and its community.
- promotes and supports communication and cooperation within the school community and brings educational matters to the attention of the wider community
- provides extra amenities for the benefit of the students through their fundraising efforts.

The P&C welcome new members at their meetings each term. The AGM is held at the first meeting of each new school year. Membership is \$1 per

person per year. If you would like to help, please come along to the meetings or contact a committee member by inquiring at the school office.

VOLUNTEERING

Volunteering is a great way to make new friends, possibly learn new skills and contribute to the school community. It is important that all parents make the effort to assist in some way during the term if possible.



UNIFORM SHOP

This is located in the Bert Kravevich Arts Centre. Please contact the office or check the school website for opening times.

The Uniform Shop is a voluntary service provided by the P & C. There is no telephone number for the uniform shop, orders can be paid in cash, eftpos or direct deposit into the P & C bank account. Account details are listed at the bottom of the order form and are available from the front office and on the school website. Second hand uniforms are sometimes available.

PARENT 'FOYER' AREA

All parents are welcome to visit this area near the office. Materials and resources regarding current school events are available.

There is also a payment box where students can bring payments for excursions, etc. Please ensure all payments are in an envelope or zip lock bag together with permission slips. Spare payment envelopes are available from the front office.