

Ongerup Primary School

Parent Information 2025



Lamont Street
(PO Box 64)
Ongerup WA 6336
08 9828 3200

Ongerup.PS@education.wa.edu.au

Resilience – Ongoing Respect – Open Yourself to Challenges – Strive to be Your Best

Welcome

We warmly welcome you and your family into our school community!
At Ongerup Primary School our vision is to nurture young minds to become compassionate, respectful, and resilient individuals who embrace learning with a can-do attitude. Our school envisions a future where our students are well prepared to positively contribute to their local communities and the world. Our mission is to provide a safe learning environment where kindness, thoughtfulness, and constructive thinking are instilled in our students, empowering them to be resilient and strive for academic and personal excellence. We look forward to working with you during your child's primary school years at Ongerup Primary School!

School Contact and Bank Details

Lamont Street
PO Box 64
Ongerup WA 6336
Phone: 9828 3200
Email: ongerup.ps@education.wa.edu.au
Facebook: <https://www.facebook.com/OngerupPS>
Website: www.ongerupps.wa.edu.au

Account name:
ONGERUP PRIMARY
SCHOOL
BSB: 633000
Account number:
209998012

School Staff 2025

Principal – Donna Jarvinen
Manager Corporate Services – Elizabeth Thomas (Monday, Tuesday, Thursday, Friday)
School Officer & Librarian – Alyce Langdon (Wednesday)
Teachers –
 Boomers (Years 3 – 6) - Chloe Thobaven
 Joeys (Kindy – Year 2) - Sally-Anne Jansen Van Vuuren (Monday – Wednesday)
 Joeys (Pre-primary – Year 2) – Elizabeth Lefebvre (Thursday & Friday)
Education Assistants – Claire Flavel, Jorja Rowsell, Gwen Anderson, Melissa O'Connor
Gardener – Melissa O'Connor
Cleaner – Deb Weston
Chaplain – Jude Simpson



Allied professionals

- School psychologist – attends OPS four times each term and supports staff and parents regarding student learning and/or behavioural needs and support requirements.
- WA Country Health Service – provides speech therapy, occupational therapy, and school health nurse services to OPS. Referrals for paediatric assessments can also be made through the school.
- Dental clinic – provides free dental care for students in Pre-primary to Year 6.

School hours

8.35am	Children can arrive on school grounds
8.50am	Classes begin
10.50am	Recess
11.20am	Classes resume
1.00pm	Lunch
1.30pm	Classes resume
3.00pm	End of the day



Kindergarten

Our kindergarten children attend two days in Semester One and three days in Semester Two.

Semester 1 Terms 1 & 2 Tuesday & Wednesday

Semester 2 Terms 3 & 4 Monday – Wednesday

Term Dates & Public Holidays

Term 1

Thursday 30 th January	School reopens
Monday 3 rd February	Teachers return
Wednesday 5 th February	Students start
Monday 3 rd March	Labor Day
Friday 11 th April	Last day of term

Term 2

Monday 28 th April	Student Free Day
Tuesday 29 th April	Students start
Monday 2 nd June	WA Day
Friday 4 th July	Last day of term

Term 3

Monday 21 st July	Students start
Friday 15 th August	Student free day
Friday 26 th September	Last day of term

Term 4

Monday 13 th October	Students start
Friday 7 th November	Student Free Day
Thursday 18 th December	Last day of term

Parents as partners

Our school is committed to providing quality education to all students in a safe, inclusive, and caring learning environment. We value working together with parents and families as critical partners in student learning outcomes.

Communication between you and our school is an important part of your child's education. School communities thrive on open communication wherein staff, students, parents and carers have opportunities to share good news, discuss issues and maintain an open dialogue.

Communication from you

You are always welcome to contact the school regarding your child's progress and wellbeing. We request that you make an appointment to meet with your child's teacher or the principal to discuss any of these issues, rather than simply turning up during the school day.

You should contact our school if:

- you have concerns about your child's academic or social progress
- medical issues arise or a diagnosis changes
- there are changes in family circumstances
- there are safety issues or changes in behaviour at home
- social issues arise that could impact the safety and welfare of students at the school

Please be respectful of the work/life balance of our staff and do not contact them after school hours. If an emergency arises after hours that needs immediate staff attention, you can email the school on ongerup.ps@education.wa.edu.au. This email is monitored by the principal.



Communication from the school

You can expect the following communication from our school:

- a school newsletter in Weeks 1, 4, 7 and 10 of each term
- a term planner
- regular updates on our Facebook page and school website
- school assemblies – Week 10 in Term 1, Week 5 and 10 in Term 2 & 3, Week 5 in Term 4
- reports on your child's progress and achievement upon request – formal reports are given to parents at the end of Term 2 and Term 4
- notification of any serious single issue or ongoing issues concerning your child
- notifications or invitations to school events – including interschool carnivals, excursions and the end of year performance

Voluntary contributions and charges

The quality of our teaching and learning programs are enhanced when each family pays **\$40 voluntary contribution** per child which goes toward supplementing the funding gained from other sources including the State and Commonwealth Government. Payment is optional; however, we encourage all families to pay if they are able.

In 2024 these contributions go toward covering the costs of

- Text books and student workbooks.
- Student diary.
- Photocopy materials.
- Materials for art and crafts, design and technology, science activities.
- Cooking ingredients.
- Web based curriculum materials/resources.

Please pay voluntary contributions by bank transfer.

Charges and extra cost options are part of an educational program. Extra cost options are specific activities, services or facilities that schools offer for students to use or take part in. Excursions, camps, performances by visiting artists, in-term swimming, and school social activities are examples. Families choose for their child to take part in these activities or to use the services or facilities. Alternative educational programs will be provided should families choose not to take part. The charge covers the cost of providing the service or running the activity and should be paid for via bank transfer as these events take place.

Proposed activities that have been costed for 2024 are:

Item	K	PP	1	2	3	4	5	6
	Max \$	Max \$	Max \$	Max \$	Max \$	Max \$	Max \$	Max \$
Excursions/Incursions (including Joeys' Big Day Out)	80	80	80	80	40	40	40	40
Swimming		45	45	45	45	45	45	45
Camp					300	300	300	300
Graduation Shirt								40

Personal items lists are provided at the back of this booklet and detail the necessary stationary items required by your child for their use in the classroom. We encourage you to have these items ready to bring on the first day of school.

Please make sure your child's name is on all their items.

Volunteering

We thank all our parents who generously volunteer their time and energy to support our school community! There are some changes to the Working with Children Check (WWCC) policy, to ensure the safety of children when we have volunteers in the school.

If you would like to volunteer at our school to assist with activities such as reading, day excursions, helping at a sports carnival or carrying out P&C duties, you will need to sign a 'Parent and child volunteer declaration form'. If you volunteer to help out at overnight camps, you will need to have a Working With Children Check in addition to the declaration form. You cannot volunteer if you have a current Working with Children Negative Notice or Interim Negative Notice.

You are not a volunteer when you are picking up and dropping off your child, observing events like school assemblies, attending parent and teacher meetings or visiting the uniform shop.

If your circumstances change, and you are issued with a Negative Notice or Interim Negative Notice after completing the 'Parent and child volunteer declaration form', you must advise the principal.

A current Working with Children Check is required by all other family members and friends over 18 years of age who want to volunteer.

It is a collective responsibility to ensure the safety of our children. We appreciate your ongoing support and dedication to our school community.



Book Club

All students can order books through Scholastic Book Club. Catalogues are sent home throughout the year and are also available online. Payment is made directly to Scholastic through the LOOP ordering system online.

School bus service

To access the school bus service you need to complete an "Application for Transport Assistance" on-line at www.schoolbuses.wa.gov.au.

You will need to contact our bus driver, Rose Tiller on 0418 859 728 if your plans change regarding your child being on the bus. It is your responsibility to advise the bus driver and the school as soon as possible to prevent children becoming confused and possibly distressed.

Attendance

We believe that parents and schools work together to ensure students have every opportunity to develop the knowledge and skills they need to succeed in life. The likelihood of success in learning is strongly linked to consistent attendance and appropriate participation in educational programs.

Please **ring the school on 9828 3200, or text 0437 807 278** to let us know if your child will be away.

Late comers

If for any reason you are bringing your child late to school, please sign them in at the office.

Early leavers

If you need to pick your child up during the school day, please sign them out at the front office.

Kindy and Pre-primary

Children in Kindergarten and Pre-primary must be brought to and from school by their parent unless they are on the school bus. If someone else is going to pick up your child in the afternoon, please ring the school on 9828 3200 or text 0437 807 278 prior to 3pm to let us know.

Mobile Phones and Smart Watches/Devices

In accordance with the Department of Education's policy, students from Kindergarten to Year 6 are not permitted to have mobile phones in their possession during the school day. Any phones brought to school need to be handed in to the office on arrival and collected at the end of the day. The only exception to this is if the student needs their phone to monitor a health condition as part of a school approved documented health care plan.

Smart watches or other devices are to be put in 'aeroplane mode' so phone calls and messages cannot be sent or received during the school day.

Parents who need to contact their child for any reason can do so by phoning the school.

Money, valuables, and toys

Money, valuables or toys should not be brought to school. It can cause upset if any of these are lost, damaged or taken by someone else. The school does not accept any responsibility for these items.

Voluntary contributions and extra charges for excursions and uniforms are paid by bank transfer so there is no need for large sums of money to be sent to school.

School Dress Code

Our dress code plays an important part in creating a sense of identity and belonging and promoting a positive image of the school. The current school uniform has been decided upon and endorsed by the School Council and the P&C. Uniforms may be ordered directly from the school throughout the year and can be paid for by bank transfer. Please make sure your child's name is on their uniform, especially hats, jumpers and jackets.



School uniform

- Shorts or skorts (royal blue)
- School polo shirt (royal blue)
- Dress (royal blue and gold)
- Tracksuit pants or jazz pants (royal blue)
- Leggings/stockings (dark royal blue)
- Windcheater or polar fleece top (royal blue)
- School bomber jacket or microfibre jacket
- Blue wide-brimmed hat/blue bucket hat
- School beanie



Hair

All children whose hair is shoulder length or longer must have it tied back to prevent the transfer of head lice.

Shoes

Closed in shoes such as runners are preferable due to their safety and suitability for participating in outdoor activities and sport. During warmer weather sandals with straps may be worn. Thongs or slip-ons are not to be worn except during swimming lessons.

Homework

We believe that children should have opportunities outside of the school day to play, socialise and learn about their community and the world around them. Homework should therefore not impact on these experiences. We believe that homework should aid the development of positive learning dispositions and not cause stress in the family home.

Homework should consider the age and developmental needs of the student and be an opportunity to consolidate learned skills and knowledge. Homework should be seen as a time to share information with families about current classroom learning.

We encourage parents to supervise the completion of homework and initiate experiences to develop their child as a whole person.

Homework guidelines for Monday to Thursday each week:

Year Level	Approx time	Examples of homework set
Kindy	10 minutes	<ul style="list-style-type: none">• Shared home reading experiences
Pre-primary Years 1-2	10 minutes	<ul style="list-style-type: none">• Home reading• Oral language or phonics practice as needed• Counting or number concepts as needed
Years 3-4	20 minutes	<ul style="list-style-type: none">• Home reading• Writing or spelling practice as needed• Counting or number concepts as needed• Times tables
Years 5-6	30 minutes	<ul style="list-style-type: none">• Home reading• Writing or spelling practice as needed• Times tables

In addition, there may be times when special projects are to be completed at home, for example research projects or learning lines and songs for performances.

School Leadership

School Council

Our School Council plays an important role in contributing to good school governance so that school resources are used efficiently, and community expectations and the school's priorities reflect the needs of students.

The functions of councils are covered by legislation and include both approval and advisory roles. Some of the matters councils may make decisions on include voluntary contributions and charges, personal items lists, sponsorship and school dress codes. Councils make these decisions with the principal and other relevant decision makers who ensure the decisions adhere to legislative and policy requirements.

Our current school council has 7 members:

- Donna Jarvinen – principal
- Chloe Thobaven – staff representative
- Marnie Kohler – parent representative
- Danielle Davidson – parent representative
- Parent representative – nominations will be called for in 2025
- Bonny Vaux – community representative
- Community representative – nominations will be called for in 2025

Parents & Citizens Association (P&C)

Our P&C is actively involved in providing support in improving the educational and physical environment of the school. P&C membership is \$1 and can be paid at the first meeting. P&C meetings are held twice each term and provide opportunities for parents and community members to discuss how the school can best be supported. The dates of these meetings are advertised in the school newsletter and Facebook page, and all parents and interested community members are invited to attend. **The 2024 AGM will be on Friday 7th February at 9am.**

To contact the P&C please email ongeruppcassociation@outlook.com

Student leaders

Our Student Council is made up of 4 students who are in Years 4 – 6. Students who are in the Boomers room can nominate for a position on the Student Council for the following year. The self-nomination and election process is held during Term 4. Students complete a nomination form and present a speech outlining why they would make a good councillor. All students and staff then have their vote. Student councillors are announced at the end of year performance and awards night.

Student health and wellbeing

Unwell children

Please keep your child at home if they are unwell.

If your child becomes unwell during the day, we will contact you to pick them up. For this reason, **please keep your contact details up to date.**

The Health Department provides guidelines for the school regarding communicable (infectious) diseases, and we request that parents follow these guidelines. Parents can contact the office for further information regarding these guidelines.



Medication/Health Care Plans

Parents must complete an Administration of Medication form to allow staff to administer on-going medication to your child (for example travel sickness tablets during swimming lessons or medication for ADHD).

Parents must provide health care details and necessary medication for students who have medical conditions such as asthma, anaphylaxis, diabetes, epilepsy or any other serious health condition which may need specific action or treatment in an emergency. These students must have a Management and Emergency Response Plan signed by their parent and medical practitioner.

Parent permission must also be gained before staff can administer paracetamol or antihistamine.

Head lice

Under the *School Education Act 1999*, if your child has head lice, we may ask you to keep them away from school until treatment has started.

Your child may return to school when all live head lice have been removed. There is no need to stay away from school if there are only a few remaining eggs, but you must continue treatment over the following 10 days to ensure that all eggs and hatchlings have been removed.

Parents will be informed if head lice have been found in their child's class.

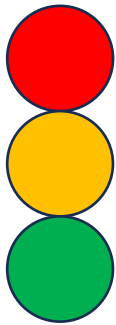
Smoke Free School

Department of Education buildings and work sites are "smoke free". Smoking is prohibited in any school buildings or on school grounds.



Accidents and first aid

First aid responses to injuries or illnesses are determined using a traffic light system:



Emergency – a severe life-threatening injury that requires immediate first aid and calling 000

Urgent – an injury or illness considered urgent, but **not life-threatening**, requiring on demand treatment and parent contact

Non-emergency – an injury low in severity requiring minimal intervention

All first aid incidents regardless of severity are recorded in accordance with Education Department guidelines.

Bikes and scooters

We strongly encourage those children who live in town to walk or ride their bike or scooter to school. By law it is compulsory to wear a helmet and it must have the compliance sticker AS/NZS2063:2008 attached. The helmet must fit securely and be free from cracks, dents and frayed straps or broken buckles.

Sun safety

We are a Sun Smart School and have a “no hat, play in the shade” policy which is enforced all year. A wide brimmed sun safe hat is a part of our school uniform, and we expect that your child will bring their hat to school to wear at recess and lunch as well as during sport activities. We also have sunscreen available for students to use.



Healthy food and drink

We promote healthy eating and drinking in accordance with Health Department Guidelines and encourage families to pack a nutritious recess and lunch along with a water bottle each day. Food and drinks with high sugar content are strongly discouraged.

We are also a “Crunch & Sip” school and ask that a serve of fruit or vegetables is brought to school for a snack after morning fitness.

Mental Health & Wellbeing

Our school is beginning its journey as a Be You school. Be You provides educators with knowledge, tools, and resources to create positive, inclusive, and responsive learning communities where every child, young person, educator and family is empowered to achieve their best possible mental health. Through this platform staff will access professional learning and gain a deeper understanding of how we can best support and develop the mental health and wellbeing of our students.



Positive Behaviour Support

PBS is a framework for defining, teaching, and encouraging expected behaviours and provides a system of multi-tier support to reduce negative behaviours. This framework encourages students to display positive behaviour by teaching the agreed behaviours expected by our school community. PBS is a multi-level framework with 3 tiers for intervention:

- Tier One- explicit teaching of strategies and skill for use by all students,
- Tier Two- extra support and teaching for students at risk of developing problem behaviour,
- Tier Three- individualised behaviour support.

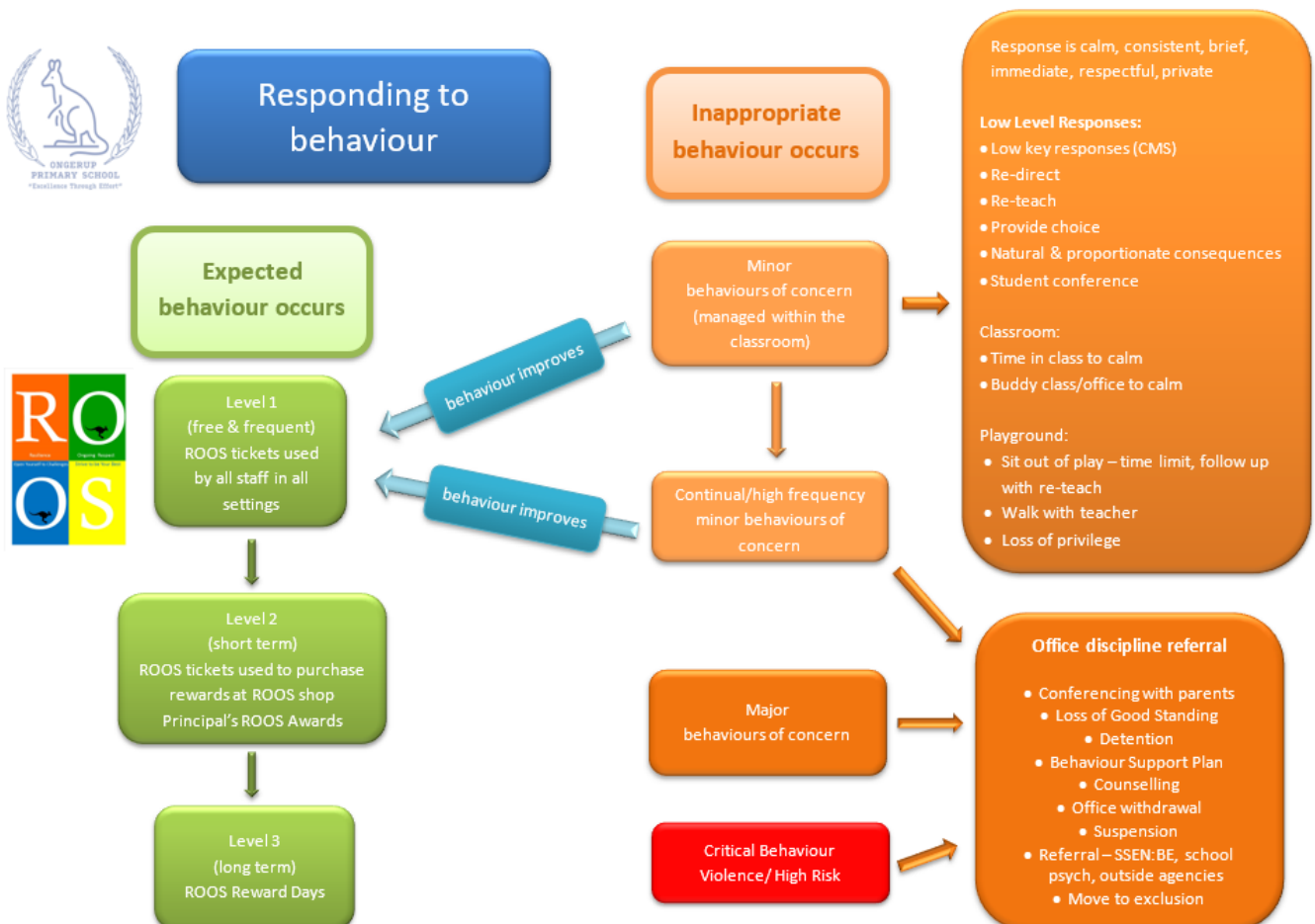
PBS has an ingrained philosophy that behaviour is a learned skill needing to be explicitly taught comparable to Mathematics, English and other learning areas.

Ours school has the PBS overarching school values of **Resilience, Ongoing Respect, Open Yourself to Challenges** and **Strive to be Your Best** (ROOS). Students who demonstrate these values earn ROOS tickets. Students trade 5 ROOS tickets for a raffle ticket entered into the prize draw at weekly PBS meetings. Each raffle ticket also earns a token towards a school-wide reward day each term. Inclusion in the PBS reward days is dependent on students maintaining their Good Standing as per our school Behaviour Management Policy and the Minister for Education's Standing Together Against Violence Statement.

PBS Values & Behaviour Matrix

Resilience	Ongoing Respect	Open Yourself to Challenges	Strive to be Your Best
<ul style="list-style-type: none"> • Owing Mistakes • Growth Mindset • Positive Self Talk • Keep Trying • Bounce Back • Accept all Feelings 	<ul style="list-style-type: none"> • Active Listening • Use Manners • Sportsmanship • Cooperating with Others • Consider Others Opinions • Be Kind • Care • Accept Differences 	<ul style="list-style-type: none"> • Exceed Expectations • Have a Go • Explore New Ideas • Use Feedback to Improve • Ask for Help • Learn from Mistakes 	<ul style="list-style-type: none"> • Come Prepared to Learn • Give Maximum Effort • Participate • Follow Rules • Stay on Task • Follow Instructions • Seek Solutions

(This matrix was reviewed in 2024 and will be trialled and updated in 2025.)



Resilience – Ongoing Respect – Open Yourself to Challenges – Strive to be Your Best

Preventing and managing bullying

All members of our school community are committed to ensuring a safe and supportive environment where everyone has the right to be respected and has a responsibility to respect each other.

Dealing with bullying

Bullying is a behaviour that can be very distressing for children and young people. It can have immediate and long-term effects on their wellbeing. Fortunately, there are ways to stop this behaviour.

If your child is being bullied at school, the best way to deal with it is by working with us. We can help resolve the issue and enable your child to have a safe and supportive learning environment.

Understanding bullying

- Bullying is an ongoing and deliberate misuse of power in relationships that is used to cause physical, social and/or psychological harm.
- Bullying behaviour is repeated.
- It can be verbal, physical and/or social behaviour.
- It can involve an individual or a group misusing their power over someone who feel unable to stop it from happening.
- Bullying can happen in person or online.
- It can be obvious or hidden.
- A single incident, conflict or fights between equals is not bullying.

Sometimes children who are bullied are reluctant to discuss this issue with parents, carers or teachers. They are concerned that 'telling' will make matters worse.

Bullying can include:

- Verbal bullying: The repeated use of words to hurt or humiliate another individual or group. Verbal bullying includes using put-downs, name-calling, insulting someone about the way they look or behave, spreading rumours, and homophobic, racist or sexist comments.
- Social/relational bullying: Involves repeatedly ostracising others by ignoring someone or keeping them out of conversations, convincing others to dislike or exclude an individual or group, spreading rumours, and sharing information or images that will have a harmful effect on the other person.
- Physical bullying: Includes violent actions towards another person that involves hitting, pinching, biting, pushing, pulling, shoving, damaging or stealing someone's belongings, and unwanted touching.

- Cyberbullying: Involves the use of technology to bully a person or group with the intent to hurt them socially, psychologically or even physically. Cyberbullying includes abusive texts and emails, hurtful messages, images or videos, imitating, excluding or humiliating others online, nasty online gossip and chat.
- Bystanders: Bystanders are those who are aware of, or witnesses to, the bullying situation. A supportive bystander will use words and/or actions to support someone who is being bullied by intervening, getting teacher support or comforting them. All members of a school community need to know how to support those who are being bullied and how to discourage bullying behaviours.

Supporting your child

There are ways you can support your child if they are being bullied:

- Listen calmly and get the full story.
- Let them know it is not their fault.
- Ask them how they want to deal with the bullying. Encourage them to seek help from their teacher.
- Talk about strategies for dealing with the bullying. Practising at home can be useful.
- Focus on solutions and stay positive.
- Ask them what they want you to do.
- Tell them you will report the bullying if it does not stop after they have tried to deal with it.
- Speak with their teacher if they are not safe at school.
- Check in regularly with them.

Where can you get more information?

Bullying - www.bullyingnoway.gov.au

Cyberbullying - www.esafety.gov.au

Support - www.kidshelpline.com.au or phone 1800 551 800



Personal Items & Equipment 2024



Classroom donations:

We would really appreciate donations of the following for classroom use:

- 2 rolls of paper towel
- 2 boxes of tissues

Kindy – please label all items with your child's name

- **8 x B triangle grip** lead pencils (Staedtler or other superior quality)
- **6** large glue sticks Bostik or UHU brand (please do not send in cheap brands as they simply do not work)
- **1** pair scissors (left-handed ones if required)
- **1** packet coloured pencils (12 pack) – **triangle grip** – Staedtler or Faber Castell brands
- **2** packets of 12 Crayola Zoomers/ twistable crayons
- **1** book (library) bag – large
- **4** Whiteboard Markers 2mm bullet point
- **1** x A4 clear mesh zippered document bag
- **2** erasers
- **1** pencil sharpener/Staedtler double barrel
- **1**6gb USB

Pre-primary – please label all items with your child's name

- **1** pencil sharpener Staedtler double barrel
- **12** x **B** lead pencils (Staedtler or other superior quality)
- **4** erasers
- **8** large glue sticks Bostik or UHU brand (please do not send in cheap brands as they simply do not work)
- **1** pair scissors (left-handed ones if required)
- **2** pack coloured pencils (24 pack) – **triangle grip** – Staedtler or Faber Castell brands
- **2** packets of 12 Crayola Zoomers/Twistable crayons
- **1** book (library) bag – large
- **1** **wooden** ruler
- **4** Whiteboard Markers 2mm Bullet point
- **1** x A4 clear mesh zippered document bag
- **1**6gb USB

Year 1 & 2 – please label all items with your child's name

- 1 pencil sharpener Staedtler double barrel
- **2 wooden** rulers
- **4** Erasers
- **8** large glue sticks Bostik or UHU brand (please do not send in cheap brands as they simply do not work)
- 1 pair scissors (left-handed ones if required)
- **12** HB lead pencils (Staedtler or other superior quality)
- 1 pack Faber castell- Coloured pencils (24 pack) – **triangle grip**
- **2** packets Crayola Zoomers/twistable crayons 12 pack
- 1 small pencil case
- 1 book (library) bag – large
- 1 x A4 clear mesh zippered document bag
- 1 x A4 clipboard
- 16gb USB

Year 3 to 6 – please label all items with your child's name

- **1 wooden** ruler
- 1 pencil sharpener double barrel
- **2** erasers
- **4** blue biros
- **2** red biros
- **6** HB pencils (Staedtler or other superior quality)
- 1 packet of coloured pencils
- 1 packet of 12 Textas
- 1 pencil case
- 1 pair scissors
- **4** large glue sticks Bostik or UHU brand (please do not send in cheap brands as they simply do not work)
- **2** highlighters (any colour)
- **3** Whiteboard markers (any colour except yellow)
- 1 display folder
- 1 lever arch file
- 1 x A4 clipboard
- 16gb USB