

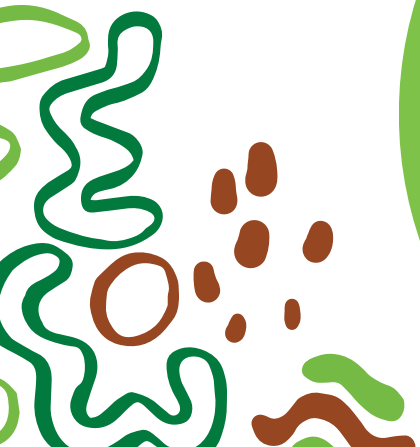


Malvern Springs

PRIMARY SCHOOL

connect engage flourish

PARENT HANDBOOK





FROM THE PRINCIPAL

Penny Reynolds

Malvern Springs Primary School opened its gates to cater for 253 students from the northern section of Ellenbrook on 1 February 2012. The school has continued to grow very quickly and will commence the 2026 school year with just under 700 students.

At Malvern Springs we have a strong focus on developing a positive culture to guide the day-to-day operations of our school. Our programs are firmly focused on developing each child's academic, social potential and individual talents. We do this through clearly articulated standards for teaching and learning, from Kindergarten to Year 6, and through the design of personalised learning programs. Explicit teaching and learning supports a school culture which aims to develop resilient students.

At Malvern Springs we enhance our core business by building on the understandings of what makes a successful school. As a school we aim to:

- Have **high expectations** for all students, their families and school staff.
- Provide **effective teaching** programs which are supported by credible evidence. Students' individual needs are catered for.
- Build **relationships** which are based on trust and respect.
- Focus on developing strong, reciprocal **community involvement** and participation. We encourage parents to work alongside school staff.
- Follow **whole school policies and programs** which are based on data and evidence based research and contribute to a clear vision for our school.
- Ensure we are **improvement** focused.

As an Independent Public School, Malvern Springs implements the identified values, focus outcomes and strategic directions of the Department of Education. We aim to develop students who are confident and skilled communicators who value meaningful relationships while having an understanding that each individual is unique.

As educators, our greatest aspiration is to work together in partnership with parents so that our students will grow up to be positive, successful adults who contribute in a meaningful way to society. We look forward to working with you to ensure your child's learning journey at our school is the best it can be.

Please take the time to read this booklet to assist you and your child to make the most of their time at Malvern Springs Primary School.

GENERAL INFORMATION

Address:	3 Chandala Turn, ELLENBROOK WA 6069
Telephone:	6296 8240
Email:	malvernspingsps@education.wa.edu.au
Website:	www.malvernspingsps.wa.edu.au
Facebook:	www.facebook.com/malvernspingsps
Office Hours:	Monday to Friday 8:15am - 3:30pm (during school terms)
Principal:	Penny Reynolds
Deputy Principals:	Daren Yhap (Early Years) Nicole Patterson (Middle Primary) Anthony Collopy (Upper Primary) Danielle Featherstone (Learning Support Coordinator)
Manager Corporate Services:	Linda Franz
School Officers:	Jade Langdale Nicole Griffiths

2026 TERM DATES

TERM 1:	Monday 2 February - Friday 2 April
HOLIDAYS	Saturday 3 April - Monday 20 April
TERM 2:	Tuesday 21 April - Friday 3 July
HOLIDAYS	Saturday 4 July - Sunday 19 July
TERM 3:	Monday 21 July - Friday 25 September
HOLIDAYS	Saturday 26 September - Sunday 11 October
TERM 4:	Monday 12 October - Thursday 17 December
HOLIDAYS	Friday 18 December - Sunday 31 January

SCHOOL DEVELOPMENT DAYS FOR STAFF

TERM 1:	Thursday 29 January and Friday 30 January
TERM 2:	Monday 20 April
TERM 3:	Monday 20 July
TERM 4:	Friday 18 December

PUBLIC HOLIDAYS

Labour Day	Monday 2 March
Good Friday	Friday 3 April
Anzac Day	Monday 27 April
Western Australia Day	Monday 1 June

SCHOOL HOURS

School Gates Open:	8:30am
Classrooms Open:	8:30am
Teaching Time Begins:	8:45am
	School Gates Locked 8.50am
Lunch Break:	11:15am - 11:45am
Recess:	1:35pm - 1:55pm
End of Day:	2:50pm
	2:30pm on Wednesday

KINDY and PRE-PRIMARY

KINDY	
Lunch:	10:50am - 11:45am
Recess:	1:15pm - 1:55pm
PRE-PRIMARY	
Lunch:	10:55am - 11:45am
Recess:	1:20pm - 1:55pm

WEDNESDAY EARLY CLOSE

On **Wednesday the school closes early at 2:30 pm.** This enables staff time to carry out a number of school and network based operational matters including professional development, collaborative planning and whole school and network meetings.



BEFORE SCHOOL

Children are not to arrive at school prior to 8.30am. It is imperative that children (students and non-students) do not play on playground equipment before and after school. This includes equipment which is purposely placed for learning activities.

EARLY LEARNING CENTRE INFORMATION - RISK MANAGEMENT

It is school policy that Kindergarten and Pre-Primary students are brought to class by a parent or nominated person. The adult must wait with the child until the door is opened at the beginning of each day. Families are requested to pick their child up from the classroom at the end of each session. Children are not able to leave Kindergarten or Pre-Primary without an accompanying adult. If your child is to be collected by someone else, ensure written permission is forwarded to the classroom teacher. Students need to be collected on time. Please phone the front office if you are unable to be at the school at the end of the day. Five minutes may seem like a small amount of time to you; however, to your child this may feel like hours. Children can become apprehensive and worried if family members are late.

It is imperative that children (students and non-students) do not play on playground equipment before and after school. This includes equipment which is purposely placed for learning activities.

Encourage your child to take anything out of their bag that they may need for the day before they put their bag away. This helps them learn independence and autonomy. Families are encouraged to stay and spend time with their child at the beginning of the day. This is a time for your child to show you their progress, and also time for an informal chat with the school staff. Please be mindful that our learning program commences at 8:45 am.

ABSENCES AND PUNCTUALITY

Punctuality and regular attendance assist individual and class progress. If your child is unwell in the morning, it is advisable to keep him/her at home. A child who is not feeling well cannot learn properly and may infect other children.

Please inform us by phone or email, before school, if your child will be absent. If this is not possible, please provide a written explanation of your child's absence upon their return to school. The explanation must contain the following information; date of absence, child's name, child's class, reason for absence and signature of parent or guardian. Our SMS communication system will alert you to unexplained absences. In this instance your response to this text will be accepted as a written explanation for an absence.

Absenteeism will have a negative impact upon student learning and for this reason families are strongly discouraged from taking holidays during school term. Staff will not provide school work to students who take holidays during the term.

Students who **arrive after** the start of the school day (**8.45am**) are **required to go to the office** to register their attendance by receiving a **Late Note**. Late arrival can cause disruption for the teacher and class, and parents of students who are regularly late will be contacted to discuss the reason for late arrival.

COLLECTING STUDENTS DURING SCHOOL HOURS

Parents, carers or an authorised person (as nominated on the Enrolment Form) wishing to collect students during school hours must go to the administration office where they will be issued a Leave Pass after signing the student out. This will then ensure that only authorised adults are collecting children from school. This Leave Pass is then handed to your child's teacher when picking them up from the classroom. Please note that teachers are not permitted to release students unless this procedure has been followed.

It is important that any changes to emergency contacts are communicated to our administration office. Your continued cooperation and consideration in this area will help us ensure your child's welfare will receive the highest priority, especially if an emergency arises.

ENROLMENT INFORMATION

All enrolments are processed by the Administration Office. To enrol at Malvern Springs Primary School there are a number of eligibility requirements. Additional information can be found on the school website.

Residents in the local intake area

The School Education Act 1999 guarantees a place for every child in the compulsory years of schooling (Pre-Primary to Year 6) in their local school. We require parents/carers to provide documentary evidence of the students' legal name, age, proof of address and current Family Court Orders, if applicable, at the time of enrolment.

Families that do not reside within the catchment area are still welcome to complete an application, approval will be at the discretion of the Principal, based on class numbers.

Overseas Students

Students who are not Australian Citizens must present their passport and visa grant notice at the time of enrolment. Students born overseas, who are Australian Citizens, must present their passport. Some students on visas will be required to enrol through TAFE International WA. See: <https://www.tafeinternational.wa.edu.au/>

Immunisation Records

The school must sight a recent (printed within 2 months) copy of each student's AIR History Statement (immunisation records) at the time of enrolment. This can be obtained through your MyGov Medicare online account. A child's immunisation is expected to be up to date upon entry to school. These include Measles, Mumps, Rubella, Polio, Whooping Cough, Diphtheria and Tetanus.

Proof of Address

A current utility bill as well as either, a lease agreement (with a minimum of 6 months tenancy from date of enrolment), or rates notice must be provided as evidence of current residential address in our local intake area.

Kindergarten Enrolment

Children can start Kindergarten when turning four years old by 30 June of the year they attend, if they are up to date with their immunisations. Applications for enrolment in Kindergarten for 2026 are accepted according to the following criteria:

- Children living in the intake area of the school and who will have a sibling enrolled at school in 2026
- Children who live in the intake area of the school but will not have a sibling at the school in 2026
- Children who live outside the intake area of the school and who will have a sibling at the school in 2026
- Children who live outside the intake area of the school and who will not have a sibling at the school in 2026

Kindergarten is non-compulsory schooling, and the enrolment process completed for Kindergarten only covers that year.

The enrolment process for Pre-Primary must also be completed prior to students commencing Pre-primary.

Pre-Primary Enrolment

Pre-Primary is the first compulsory year of schooling and children attend five full days per week. Children commence Pre-Primary when turning five years old by 30 June of the year they attend.

Student Records/Information

It is important that parents/carers advise the school immediately if there are changes of address, telephone numbers, emergency contacts or medical details. This will ensure that the welfare of all students is given the highest priority, especially in times of urgency.

Access Restrictions

Parents/carers are reminded that the School Education Act 1999 obliges parents/carers to inform schools of any Family Court Orders or other orders which are applicable to their children. The school must sight the original documents and all details are treated in the strictest confidence. Any changes to orders must be provided to the school as soon as possible.

NEW STUDENTS AND PROSPECTIVE NEW STUDENTS

From time to time it can be necessary to restructure the school to accommodate an increase in student numbers. A restructure will mean your child may gain a new teacher, new class members, a new classroom or a combination of all three. Parents are always informed of restructures.

TRANSFERRING STUDENTS

When students are to transfer to another school, please advise the Principal in writing at least one week before. This will provide adequate time to enable the staff to ensure that all records have been completed and checked; and all library books and borrowed materials are returned prior to the child's departure.

COMMUNICATION WITH THE SCHOOL

We are always happy to talk to you about your child's progress. Should you wish to talk with your child's classroom teacher for an extended period of time please ask for an appointment. This ensures the teacher can provide you with undivided attention and accurate information. It enables learning programs to continue without interruption during instruction time.

The class teacher should always be your first point of contact. However, following this initial discussion if you wish to speak to someone in Administration, **please make an appointment** at the school office. Appointments can be arranged out of school hours. **Please try to resolve the issue, as a courtesy, with the class teacher in the first instance.**

EXCURSIONS / SCHOOL EVENTS

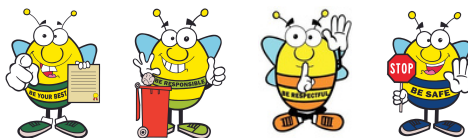
Excursions and in-school events provide a vital support to the educational programs. They complement classroom programs and enrich the learning opportunities for your child. Classroom teachers will advise you of any forthcoming events well in advance via email, SMS, class notes and via the school calendar and newsletter. Whilst every care is taken to keep costs to a minimum these events require funding by parents. The charges for events will be outlined in a Summary of Charges schedule that is endorsed by the School Board and is available at the school office.

Unless otherwise specified full school uniform must be worn on all excursions as part of our risk management planning. Failure to wear the full uniform may mean non-attendance at the excursion.

BEHAVIOUR EXPECTATIONS

Malvern Springs students are expected to follow 4 behaviour expectations which are taught explicitly and positively reinforced by all staff:

- Be your best**
- Be responsible**
- Be respectful**
- Be safe**



SCHOOL BOARD

As an Independent Public School a School Board was formed at MSPS in 2017. The School Board enables parents and members of the community the opportunity to engage in setting directions of the school. Please talk to our staff in the front office for further information.

P & C ASSOCIATION

The School Education Act 1999 provides for P&C Associations to enable parents and members of the community the opportunity to assist in the provision of resources, facilities and amenities for the school and to foster community interest in educational matters. All roles in the P&C rely on the voluntary contribution of parents and community members to achieve their goals towards helping the school flourish. The AGM is held by 30th April each year where all positions are elected for the following year and the association must then hold one general meeting per term. The P&C is always looking for more volunteers and welcomes all enquiries, please find the P&C on Facebook or email malvernspringspandc@gmail.com for further information.

UNIFORMS

It is expected that all children wear the school uniform. These can be purchased from Lowes

Shop 70/71, The Shops at Ellenbrook, 204 The Promenade Ellenbrook. Phone 6296 7487. The uniform for Malvern Springs is as follows:

- A navy polo with valley green panels – both boys and girls (Kindergarten to Year 6)
- Bottom half for boys: Navy shorts, track pants, Girls: skorts, track pants
- Summer Dress for girls Years K-6.
- Winter jacket (zip up).
- Navy sports shorts (unisex).
- Reversible Bucket Hat with Faction Colour
- Clean sports lace up shoes, school shoes or sandals (no thongs, Crocs, slides or similar).

Please ensure all uniform items are clearly labelled with your child's name. The uniform hat is required to be worn all year when outside. Hair longer than shoulder length must be tied back. This applies equally to male and female students. There is to be no wearing of make-up, false nails or nail polish. Jewellery is not to be worn. For safety reasons jewellery of a religious or cultural nature, when worn around the neck, must be placed under the school uniform.



FACTIONS

Students will be allocated to one of four factions: Kardar (Yellow), Maali (Purple), Yongka (Red) and Dilert (Blue) with siblings allocated to the same faction. The school officer and class teacher are able to advise you of the faction your child has been assigned to. Faction t-shirts are available from Lowes. Children can wear their faction shirts on the day of their designated physical education lesson and on Sports Days.



LOST PROPERTY

All clothing items found are put into the Lost Property container located outside the administration building. Students and parents are free to check these if an item has been misplaced. To reduce lost property please ensure all students' items are clearly labelled with their name.

SMOKE FREE SCHOOL

All the school grounds are a smoke and vape free zone. Smoking and Vaping is not allowed at any school organised events e.g. school carnival, concerts or open nights.



BICYCLES / SCOOTERS / SKATEBOARDS

The following rules apply to students riding bicycles and scooters to school:
(Children under the age of 8 years **MUST** be accompanied by an adult)

- Bicycles and scooters are **NOT** to be ridden on school grounds. Students and adults must walk them through the school to the nearest entry/exit points
- Suitable safety helmets must be worn by all cyclists and scooter riders
- Bicycles and scooters must be kept in the racks provided. The school does not take responsibility for any damages or loss of equipment.
- Cyclists should provide a suitable locking device to secure bicycles and scooters
- Students must **walk** their bicycles and scooters across the road
- **Skateboards** are considered unsafe and **MUST NOT** be ridden to school.

DOGS ON SCHOOL GROUNDS

No dogs are permitted on the grounds of Malvern Springs Primary School. This includes carrying dogs through the school. Families are asked to be mindful that even the most placid family pet can cause anxiety and fear in some children. Dogs are not to be left unattended tethered to the perimeter of the school.

ASSEMBLIES

Assemblies will be held on Wednesday mornings at 9:00am. The dates of assemblies are published on the term planner. Classes will take turns in presenting items and hosting the assembly. Merit certificates will be awarded to students rewarding them for their efforts or achievements. If your child is to be awarded a certificate, you will be notified well in advance to enable you to be present. All parents and friends are welcome to attend. Please ensure that if preschool aged children are accompanying you at the assembly they are closely supervised at all times. We encourage school age siblings not to attend. Mobile phones should be switched off or on silent during assemblies.

LIBRARY

All students from Kindy to Year 6 have timetabled access to the library during school time. The library is also open to students before and after school to enable them to swap their books. Students must have a library bag to borrow books and there will be a charge for lost or damaged books.

VOLUNTARY CONTRIBUTIONS

While the Department of Education provides the basic school essentials, it is necessary to ask parents /carers to make a contribution towards a child's education costs to assist the school in providing valuable resources. The amount that a school set is decided annually by the School Board. The amount set for 2025 is \$50 per child. The P and C voluntary contribution is \$10 per child.

Information regarding these charges is communicated to families towards the end of each school year or provided to parents at the time of enrolment. **Please note: Payments cannot be made to class teachers**

Items purchased from this contribution support the continuation of educational programs for all children at our school. Parents are encouraged to support their children's education by making this voluntary contribution as early in the school year as possible. While the voluntary contribution for 2026 for each child is \$50 you can choose to pay more in the form of a donation if you so wish. This is a generous gesture and will be gratefully received by the school.

Payment options include:

- Direct bank transfer to **Malvern Springs Primary School** (Commonwealth Bank)
BSB: 066 040 Account: 1990 3602 - please include your child's name and purpose in the comment line.
- EFTPOS facilities are available in the school office.

CASHLESS SCHOOLS

Malvern Springs Primary School is a cashless school. This means excursions, incursions, and camps and other student activity requiring payment will be on-line through direct deposit or at the Front Office via credit/EFTPOS. **We no longer accept cash as payment.**

STUDENT REQUIREMENTS LIST

Parents need to provide all personal items, used by their children, at the start of the school year. These articles are used continually so they need to be replenished as the year progresses. Please check your child's personal resources and replenish as required or requested. School resource lists are available from the office for each year level as required. Please place your child's name on their belongings.

ADMINISTRATION OF MEDICATION - POLICY AND PROCEDURES

In line with the Department of Education policy staff will not administer medication or oversee students taking their medication without written parental permission. NO ASPIRIN or PANADOL can be administered to school children unless the school's medication action plan has been signed by a parent and the parent has supplied the medication.

If a child is under medication from a Doctor, the teacher, if required and agreeable, will supervise the dosage, provided that the request is made on the appropriate form (only available from the office) setting out the dosage, when to be given and includes a medicine glass or spoon. Where required this may be undertaken by the Principal or her delegate. If your child has an ongoing medical condition which may require attention from time to time, a MEDICAL ACTION PLAN will be developed in consultation with the Deputy Principal and parents. Please advise the school whether such a plan needs to be developed.

ASTHMA

An Asthma Management Plan (available from administration) needs to be completed for all asthmatic students. Teachers of students with Asthma will be notified to have access to this plan. Parents are responsible for updating this documentation each year or sooner if their child's asthma changes significantly. Parents should ensure their children have an adequate supply of appropriate asthma medication at school.

SICK STUDENTS

Parents are requested not to send children to school who have been sick and are not fully recovered. If a child is unwell at school, we will endeavour to take care of them until a parent or nominated emergency contact can collect them. In an exceptional circumstance, immediate medical help will be sought and the caregiver contacted as soon as possible. The cost of the ambulance, if needed, will be the parents' responsibility. Please note, we do not have a bed at school for students who are unwell.

COMMUNICABLE DISEASES

It is possible that at some time during a child's school years, he or she may contract one of the common diseases of childhood. Parents are asked to note the exclusion periods for particular diseases. The following exclusion period details are provided by the Health Department:

Chicken Pox	At least 5 days after vesicles (rash) appear and until vesicles have formed crusts.
Hand, foot and mouth disease	Until vesicles have formed crusts that are dry.
Conjunctivitis	Until discharge from eyes have ceased.
Measles	4 days after the onset of the rash, in consultation with public health staff.
Mumps	9 days after the onset of salivary gland swelling.
School Sores	24 hours after antibiotic treatment has commenced. Lesions need to be covered.
Head Lice/Nits	Until lice and eggs (nits) are killed and hair is clean.
Ringworm	Until persons have received anti-fungal treatment for 24 hours.
Rubella (German Measles)	Rubella (German Measles) For 4 days after onset of rash.
Whooping Cough (Pertussis)	14 days from onset of illness or 5 days after starting antibiotic treatment.
Glandular Fever	May return after symptoms have subsided.

DENTAL HEALTH

School Dental Services operate from Anne Hamersley Primary School. There are no charges for inspection and low level treatments. For further information, contact the Dental Clinic on Ph: 9297 7021.

MOBILE PHONES - USE BY STUDENTS

Students at Malvern Springs Primary School are discouraged from bringing mobile phones to school. We accept that there may be extraordinary instances where parents require students to have mobile phones on the way to and home from school however in these cases, use is restricted to before or after school only! For security and privacy reasons, students do not have access to mobile phones during the school day.

Consequently, students who bring a mobile phone to school are required to:

1. Turn the phone off and give it to the class teacher at the start of the day. Teachers will lock students' mobile phones away until the end of day when they will be returned to students.

The school strictly does not accept responsibility for the loss, damage or theft of the phone.

If a student fails to hand in the phone and keeps it on their person or conceals it in their desk or bag, and it becomes lost, stolen or damaged, the school, will not accept any responsibility for investigating the incident or recovering the phone.

Smart Watches will be dealt with in the same way as mobile phones and will need to be handed to the teacher.

BIRTHDAYS

Many families like to acknowledge their children's birthdays at school. Children may bring **small cakes** to share on their birthday as it enhances social interactions. Any religious beliefs or medical concerns relating to this should be discussed with the teacher. Please be aware that healthy options are appreciated and encouraged, **Please ensure nuts** or any **nut products** are **not** contained in any food items, as many students have reactions and allergies to nuts. Cupcakes can be ordered from Zoe's Kitchen and she will deliver to the classroom.

FAMILY ROSTER

Families play an important role in education and are warmly welcomed at Malvern Springs Primary School. Families can strongly enhance the educational program we can offer your child. Throughout the year you will have many opportunities to assist in the Kindergarten/Pre-Primary program or on excursions and other school events. Classroom teachers will provide more detail of how to be involved in 2024. All family helpers must sign in at the front office.

CANTEEN - ZOE'S KITCHEN

The canteen is open Monday through Friday. Orders can be placed at the canteen or online. If you would like to place an order online go to the Web page www.flexischools.com.au, click register and follow the prompts.

OUT OF SCHOOL HOURS CARE

Before school care, after school care and vacation care are provided on school grounds by **Care for Kids**, please contact them on malvernspringspsoshc@careforkidswa.net.au or **0438 073 155** for more information.



IN-TERM SWIMMING

Each year children are offered in-term swimming lessons. No tuition fees are charged for these lessons, although the cost of transport and pool admission costs must be met by parents. These lessons will be available for all students in Pre-Primary through to Year 6.

The school takes the strong view that all students should attend unless medically unfit to do so as we regard in-term swimming as an important part of our Physical Education program. Lessons are conducted at Swan Active Leisure Centre.

2026 Swimming Lesson Dates:

Year 4 - 6 - **Term 2 (Weeks 5 & 5)**

Pre-Primary, Year 1-3 - **Term 3 (Weeks 5 & 6)**

PHYSICAL EDUCATION

At Malvern Springs we have a high quality physical education program and a specialist teacher who provides a timetabled program. In line with Government policy, all students will receive a minimum 120 minutes of physical activity comprising PE lessons and weekly sport as well as Fundamental Movement Skills as a basis of the Early Learning program. Students are encouraged to wear footwear and sports gear as appropriate. Faction t-shirts may be worn on those days students are timetabled for PE lessons.

EMERGENCY PROCEDURES

The school has clearly documented emergency procedures. All staff are taken through these at induction and drills are conducted regularly throughout the school year to ensure that staff and students know what to do in the event of an emergency.

BUSHFIRE EVACUATION PROCEDURES

In the event of a Bushfire Evacuation students will be collected by their parents/carers from designated areas within the school.

MALVERN SPRINGS SCHOOL SONG

Verse One:

As we learn, we grow,
Soon the whole world will know
Malvern Springs is a school of hope,
We will flourish, we will shine
Be respectful always be kind,
Be our best, lead the rest as we learn

Pre-chorus:

From every corner of the world we come,
Together we are happy, we are one

Chorus:

Never give up keep on believing,
Together we learn together achieving
Believe in ourselves believe in each other,
No dream is too big, no dreamer too small
Never give up just keep on trying,
We don't doubt ourselves together we're flying
Malvern Springs... Our school of Hope

Verse Two:

Our dreams can change the world
Every boy and every girl
We all play our part
We've made a start for a brighter future
Our school's a place we call our own
It's a place we're never alone
Proud of me, proud of you
Together we always make it through

Bridge:

We are one
We are one
We are one together
We are one
We are one
We are a school of Hope

Tag:

...Malvern Springs Our school of Hope