



# Malvern Springs

PRIMARY SCHOOL

connect

engage

flourish

*An Independent Public School*

## Information Book

2020

3 Chandala Turn  
Ellenbrook, Western Australia 6069

Telephone: (08) 6296 5422

Email: [malvernsprings.ps@education.wa.edu.au](mailto:malvernsprings.ps@education.wa.edu.au)



## Welcome to Malvern Springs Primary School.

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 2020 school year with approximately 840 students.

Our school has state of the art facilities including a well equipped Music Room, a comprehensive Art Centre, a modern Library, a covered Assembly and Physical Education area with a new projector screen and well-designed classrooms. We also have the extensive provision for the development and effective use of Information and Communication Technology.

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 in a modern ICT enriched learning environment. 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.

Dr Jennifer Kuhn  
Principal  
January 2020

## Administration

Principal	Jennifer Kuhn
Deputy Principal	Penny Reynolds
Deputy Principal	Lisa Salleo
Deputy Principal	Luke Birnie
Manager Corporate Services	Cheryl Toland
School Officers	Jill Corner Rebecca Webb Nicole Hendry Kristi Barry

## How to contact us

Malvern Springs Primary School  
3 Chandala Turn  
ELLENBROOK WA 6069

Telephone: 6296 5422

Email: [malvernsprings.ps@education.wa.edu.au](mailto:malvernsprings.ps@education.wa.edu.au)

## Term Dates (for students) 2020

### Semester 1

TERM 1: Monday 3 February – Thursday 9 April

TERM 2: Tuesday 28 April – Friday 3 July

### Semester 2

TERM 3: Tuesday 21 July – Friday 25 September

TERM 4: Tuesday 12 October – Thursday 17 December

## School Development Days

**Three designated School Development Days have so far been allocated in 2020:  
These are Monday 20 July, Monday 11 October and Friday 18 December.**

Staff will be participating in school planning, review and assessment on these days and will not be available for meetings with parents. On some occasions staff will attend Professional Development off site. Students do not attend school on these days. Please make arrangements for the supervision of your children on these days.

## Public Holidays 2020

Labour Day	Monday 2 March
Good Friday	Friday 10 April
Easter Monday	Monday 13 April (in school holidays)
Anzac Day	Monday 27 April
Western Australia Day	Monday 1 June (formally Foundation Day)
Queen's Birthday	Monday 28 September (in school holidays)

## **School Hours**

Classroom doors open: 8:30am

School commences: 8:45am

Recess: 10:55am until 11:15am

Lunch eating: 1:15pm until 1:25pm

Lunch play: 1:25pm until 1:45pm

End of School: 2:50pm (2:30pm on Wednesday)

\* Administration is open Monday to Friday 8:15am to 4:00pm

## **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.

## **Early Learning Centre Information – Risk Management**

Please do not leave children unaccompanied outside the Kindergarten and Pre-Primary classrooms before school begins. Encourage your child to get out anything they may need for that 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.

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.

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 us 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.

## **Birthdays**

Many families like to acknowledge their children's birthdays at school. We encourage children to 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, as many students have reactions and allergies to nuts. Please ensure nuts or any nut products are not contained in any food items.

## **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 2020. All family helpers must sign in at the front office.

## 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.

## Family Court and Consent Orders

Parents and carers are reminded that the School Education Act (1999) requires parents to inform schools of any parenting plans, Family Court Orders or other orders that are applicable to their children. All details are treated in the strictest confidence.

Enquiries can be made to the Principal through the school office.

## 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.

## 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.

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. Parents of students who are regularly late will be contacted to discuss the reason for late arrival.

## 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.



## **Transferring Students**

When students are to transfer to another school, please advise the Principal in writing at least 1 week before hand. 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.

## **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.

## **Before School**

Children are not expected 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.

Before and after school care is available on our school site. Further information is available in the front office.

## **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 sets is decided annually by the School Board. The amount set for 2020 is \$50 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 2020 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 will include:

- Qkr App – This is the preferred method of payment for the 2020 calendar year. The app is free to download for parents and will save time by letting you order and pay for school items including incursions/excursions directly from your phone. This will also then reduce the need for your child to bring cash to school.
- Direct bank transfer to Malvern Springs Primary School (Commonwealth Bank)  
BSB: 066040 Account: 1990 3602 - please include your child's name and purpose in the comment line.
- Payment in cash or cheque – to be handed into the Front Office.
- EFTPOS

## **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 30<sup>th</sup> 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](mailto:malvernspringspandc@gmail.com) for further information.

## **Money Collection**

When cash is sent to school for any purpose, please place the money in a school payment envelope, available from the front office, with your child's name, room number, and purpose and return it to the administration office. Teachers are not able to handle money and our office staff will liaise with class teachers to manage payment lists.

## **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 will 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.

## **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.

## **Newsletter & Other Publications**

The school newsletter will be available fortnightly. These will be emailed to parents/caregivers and uploaded onto the Malvern Springs Primary School Mobile App and onto the schools website [www.malvernspringsps.wa.edu.au](http://www.malvernspringsps.wa.edu.au). This will reduce production costs and save a few trees. The app has been designed to provide information to parents, students, staff and the community. It will be used for newsletters, alert messages, school planners, absentee forms and much more.



## **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 will mean non-attendance at the excursion.

### **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 children. Dogs are not to be left unattended tethered to the perimeter of the school.

### **Smoking**

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

### **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.

### **Health of Students**

Your child's health needs are supported by a team of qualified professionals. These people include:

- A registered community nurse attached to the Health Department who will make regular visits to the school to conduct health screening.
- A School Psychologist who provides a range of services to children, parents and teachers. Schools are allocated school psychologist time based on student enrolment numbers.

### **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.

### **Sick Students**

It is requested that parents do not send to school children 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 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.

### **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* – Child may return to school (if well) after all blisters have crusted – usually about 10 days from onset.

*Hand, foot and mouth disease* – Child may return to school when blisters have dried-up and any rash (if present) has gone and fever has settled.

*Conjunctivitis* – Child may return to school when discharge has stopped.

*Measles* – Child may return to school (if well) no less than seven days from the appearance of the rash. **Parents are asked to notify the school immediately a diagnosis is confirmed by their family doctor.** Non-immunised students are to be excluded for 13 days following contact with infected students in their class unless they are vaccinated within 72 hours of their first contact of the case.

*Mumps* – Child may return to school (if well) no less than nine days after the onset of symptoms. Please notify the school immediately once a diagnosis is confirmed by your family doctor.

*School Sores* – Child may return to school if under treatment and sores (Impetigo) are covered.

*Head Lice/Nits* – Child may return to school after effective treatment has commenced and their head is free from eggs or lice. Family contacts will probably be infested and should be treated.

*Ringworm* - Child may return to school at least one day after effective treatment has commenced.

*Rubella (German Measles)* - Child may return to school when symptoms have subsided – at least four days after onset of rash. **Please notify the school immediately once a diagnosis is confirmed by your family doctor.**

*Whooping Cough (Pertussis)* - Child may return to school after 14 days from the onset of illness or five days after starting antibiotic treatment. **Please notify the school immediately once a diagnosis is confirmed by your family doctor.**

*Glandular Fever* - Child may return to school after symptoms have subsided.

**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.

**Sunscreen**- In line with our Sun Smart policy sunscreen will be provided for use by students. Should your child have a known reaction to this sunscreen please provide your preferred sunscreen for use by your child.

## **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 valley green and navy polo top – 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).
- Valley green bucket style hat with the school logo. (This is can purchased from the front office at MSPS)
- White socks or school socks.

- Clean sports lace up shoes, school shoes or sandals (no thongs or scuffs).

Please ensure all uniform items are clearly labelled with your child's name. The uniform hat is required to be worn all year.

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 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.

### **Mobile Phone / iPods- Use by Students**

**Students at Malvern Springs Primary School are discouraged from bringing mobile phones and iPods 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 their 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.**

Should iPads be required by the teacher for learning purposes, they will be requested via a note/email, and should be brought to school and handed to the class teacher with the child's name clearly marked on it in the morning

### **Lost Property**

All clothing items found are put into the Lost Property container located in the administration building. Students and parents are free to check these if an item has been misplaced.

### **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 and through 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 must 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.
- Children are not permitted to ride through school grounds.

## **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. All students are issued with a borrowing card which remains in the library. Students must have a library bag to borrow books and there will be a charge for lost or damaged books.

## **Assemblies**

Assemblies will be held on Wednesday mornings at 9:00am. As the school has grown in student numbers it is now necessary to hold 2 assemblies. One assembly will be for students in Kindy to year 2 and another for students in years 3 to 6. The dates of assemblies are published in the fortnightly newsletter and 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. It is appreciated by all staff and students when mobile phones are switched off or on silent during assemblies.

## **Factions**

Students will be allocated to one of four factions: Yongka (white), Maali (Purple), Kardar (Yellow) 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.

## **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.

## **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 Commonwealth 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.

## **Canteen**

The canteen is open on Mondays 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](http://www.flexischools.com.au), click register and follow the prompts. Lunch bags can be purchased from the canteen.

## **Out of School Hours Care**

Before school care, after school care and vacation care are provided on school grounds by OSH. Contact can be made by phoning 08 9261 3200.



## **AUSTRALIAN NATIONAL ANTHEM**

Australians all let us rejoice,  
For we are young and free;  
We've golden soil and wealth for toil;  
Our home is girt by sea;  
Our land abounds in nature's gifts  
Of beauty rich and rare;  
In history's page, let every stage  
Advance Australia Fair.  
In joyful strains then let us sing,  
Advance Australia Fair.

Beneath our radiant Southern Cross  
We'll toil with hearts and hands;  
To make this Commonwealth of ours  
Renowned of all the lands;  
For those who've come across the seas  
We've boundless plains to share;  
With courage let us all combine  
To Advance Australia Fair.  
In joyful strains then let us sing,  
Advance Australia Fair.