

Eaton Primary School

2025

# Parent Handbook

Excellence - Respect - Courage





# VISIONS & VALUES

Eaton Primary School provides every child with a high quality education in a supportive and relevant environment whatever their ability, whatever their needs.

## **EXCELLENCE**

At Eaton Primary School, we will challenge ourselves and encourage each other to become the best we can be.

## **COURAGE**

At Eaton Primary School, we will take responsibility for our behaviour, show resilience in the face of difficulty and have a go at all times.

## **RESPECT**

At Eaton Primary School, we will be respectful and caring of ourselves, our community and the environment and will treat others the way we would like to be treated ourselves.

# ABOUT OUR SCHOOL

## **School Vision**

I am thrilled to extend a warm greeting to our student, families, and community members as we embark on a journey of learning and growth together. As the Principal of Eaton Primary School, I am driven by my core values of enthusiasm, direction, relationships and kindness.

At Eaton PS, we are not just a school; we are a family - a community where every member is valued and supported. I am deeply passionate and dedicated to creating an environment of excellence, where every student feels a sense of belonging and connection.

My vision for Eaton PS is simple yet profound: I envision our school as the heart of our community, a place where students eagerly anticipate coming to learn in a safe and welcoming environment. Our dedicated teaching staff shares this vision and holds high expectations of all students.

Through collaborative, evidence-based and targeted teaching practices, we strive to foster student growth and engagement. We believe in providing an inclusive environment where every child has the opportunity to reach their full potential, both socially and academically.

I am excited to work alongside our incredible staff, students, and families to build a strong, connected community where every child is not only loved, but also loves learning. Together, let's create a bright future for our students - one filled with joy, curiosity, and endless possibilities.

Welcome to Eaton Primary School, where excellence and belonging go hand in hand.

Warm Regards,  
Claire Nicol

# KEY INFORMATION

|                            |   |
|----------------------------|---|
| Postal Address             | 35 Diadem Street, Eaton WA 6232   |
| Telephone Number           | (08) 9796 2600  |
| ABN                        | 11 234 628 594  |
| Website                    | <a href="http://eatonps.wa.edu.au">eatonps.wa.edu.au</a>                              |
| School email               | <a href="mailto:eaton.ps@education.wa.edu.au">eaton.ps@education.wa.edu.au</a>        |
| Facebook page              | <a href="https://facebook.com/eatonprimaryschool">facebook.com/eatonprimaryschool</a> |
| School App                 | Compass   |
| Office Hours               | 8:00am - 3:30pm   |
| Principal                  | Claire Nicol  |
| Deputy Principal (K-2)     | Kate Grime  |
| Deputy Principal (3-6)     | TBA   |
| Manager Corporate Services | Jackie Norman   |
| Manager Corporate Services | Sandra Chapman  |
| School Officer             | Tahni Duncan  |
| School Officer             | Vanessa Youssef   |

## 2025 School Dates for Students

Term 1: Wednesday 5th February to Friday 11th April  
Term 2: Tuesday 29th April to Friday 4th July  
Term 3: Tuesday 22 July to Friday 26th September  
Term 4: Tuesday 14th October to Thursday 18th December

## 2025 School Development Days

Term 1: Monday 3rd February & Tuesday 4th February  
Term 2: Monday 28th April  
Term 3: Monday 21st July  
Term 4: Monday 13th October & Friday 19th December

## Siren Times

First Siren: 8:30am  
Start of School: 8:45am  
Recess: 10:45am - 11:05am  
Lunch (Play): 1:05pm - 1:25pm  
Lunch (Eat): 1:25pm - 1:45pm  
End of School: 3:00pm (Tuesdays - 2:35pm)

Ideally, children should arrive when classes open or just after, as this will give them time to organise their personal belongings for a smooth start to the day. All children are expected to leave school grounds promptly after the end of the school day, unless enrolled in after school care or after school activities. This will provide safety and duty of care for all children.

## **VALUING COMMUNICATION**

The staff at Eaton Primary School value positive partnerships with parents and the school community.

### **CONNECT**

Eaton Primary School uses the Department of Education app CONNECT. Parents will need to download this app and use their individual P-number to login. This will be provided by the school at the beginning of the school year. Each parent only needs one P-Number. School, class notices and student reports will be available on Connect. As well as being able to log in to on any internet-enabled device, you may also receive notices that will be sent to you as either an email or a notification on your phone.

### **SEE SAW**

Some classes will also use the Seesaw App to strengthen communication between teachers, parents and students. Login details will be provided at the beginning of the school year by your child's teacher if that class is going to use Seesaw.

### **COMPASS**

Compass is an online school management system to manage student attendance, email your teacher and communicate important school information. Parents can access the Compass parent portal by downloading the Compass App for your mobile device or enter 'school.compass.education' in a browser on your computer. To login to Compass use the username and temporary password provided by the school at the beginning of the school year.

### **EMAIL**

Emailing the school or teacher through their Department of Education is the most direct method. Staff will respond to parents, usually within 3-5 school days.

### **MEETINGS**

If you wish to speak to teaching or administration staff, it is best to schedule a meeting. Before school is not the ideal time to speak with teachers at length as they are preparing for the school day.

Parents are encouraged to contact their child's teacher regularly. To arrange a meeting, parents should contact the teacher or school office asking the teacher to ring and arrange a suitable time for a meeting.

### **THE PARENT CONCERN PROCESS**

Should you have any ongoing concerns, this should always be discussed with the classroom teacher first. Most issues can be resolved or explained at this level but if not, then the complaint or issue will be escalated to the Associate Principals. If the issue still cannot be resolved, it will then be referred to the Principal.

## **ENROLMENT PROCESS**

Eaton Primary is a local intake school catering for families who live within our boundary.

Parents wishing to enrol a child can collect an application for Enrolment from the school office. Once complete it must be returned to the school office together with the following documentation.

- Birth certificate
- 2 documents for proof of address (WA Drivers licence, current utilities bill or current rate notice)
- Immunisation record

If your application is successful, you will then be asked to complete a Student Enrolment Form which can be obtained from the school.

It is essential that all information on these forms is accurate and current. All medication information needs to be correct at time of enrolment to enable the school to create an emergency response plan if one is required.

## **KINDERGARTEN ENROLMENT**

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

**\*\* All Kindergarten students must repeat the enrolment process for Pre-Primary.**

## **OUT OF SCHOOL CARE**

Camp Australia provide before and after school care on the school grounds. Please contact Camp Australia directly on 1300 105 343 or via email at [info@campaustralia.com.au](mailto:info@campaustralia.com.au)

## **STUDENT RECORDS / INFORMATION**

We treat student welfare as our highest priority; therefore, it is important in the case of emergencies that we have the most up to date student and family information. If there are changes of address, telephone number, emergency contact or medical details please ensure that the school is notified immediately.

## **ACCESS RIGHTS**

Parents and carers are advised that the School Education Act obliges parents to inform schools of any Family Court Orders or other orders which are applicable to their children. A copy of the Family Court Order must be supplied to the school, so staff members are aware of family arrangement, restricted access, etc. Documentation is required otherwise both parents will have equal rights or access.

## **ATTENDANCE**

The School Education Act 1999 requires children of compulsory school age to attend school (applies to all students from Pre-primary). When a child is unable to attend, legislation requires that parents/caregivers forward written notification providing a reasonable cause for the absence of their child. When an explanation is not provided to the principal within three days of the original days absence, the class teacher may send a letter requesting an explanation.

The Department of Education classifies any student below 90% as an attendance risk. The school will work with families who fall below this percentage on an individual case management basis. Support may include individual attendance contacts.

## **LATES / ABSENCES AND VACATIONS**

### **Absences**

If your child is unwell or has an appointment and will not be attending school, please contact the school:

- Call 9796 2600
- Email [eaton.ps@education.wa.edu.au](mailto:eaton.ps@education.wa.edu.au)
- Enter on Compass App

### **Extended Absences / Family Vacation**

Should your child be unwell for an extended period please advise the office and we will update the records, so you do not need to notify us daily. A medical certificate may also be required.

Parents of students wishing to go on a family vacation during school term should email the school advising of dates and reasons for leave. Our teachers work hard to provide in class education and will not be able to provide additional personal vacation work should you choose to take a holiday during term.

### **Attendance SMS**

We use Compass to send automated messages to parents about their child's unexplained absence from school. If your child is absent and the school has not been notified, you will receive an SMS at around 9.30am to let you know your child is not at school. You can reply directly in the Compass app with the reason for your child's absence.

### **Late Arrival**

At Eaton Primary School students or their carer are required to check into the office using Passtab and collect a printed sticker or *yellow* Late Card before going to class. This sticker or card must be handed to the classroom teacher.

### **Collection of students during school hours**

Parents or carers collecting children prior to the end of the school day are required to obtain a Leave Pass from the Administration Office before picking up child/ren from their classroom/s. This is a necessary legal requirement for reasons of safety and duty of care.

## HEALTH AND SAFETY

It is important to inform the school if your child has a medical condition which may affect their daily health and wellbeing eg. allergy bee stings, asthma, diabetes etc.

### Health Care Plans

Parents are required to notify the school **as early as possible**, when a child has a medical condition eg. allergies (from mild to anaphylaxis), diabetes, epilepsy, asthma, seizures etc, to ensure that your child receives the appropriate medical attention and support should the need arise.

Please:

- complete and return any health care forms the school may require as soon as **possible**;
- provide us with any individualised Action Plan e.g. Anaphylaxis Plan, Minor to Moderate Allergy Plan, Asthma Plan, as well as any preventative strategies that can be put in place, and
- supply the necessary medication e.g. EpiPen, antihistamines, asthma medication etc, ensuring it is clearly labelled.
- be clear about which foods, insect bites, stings or other allergens trigger an allergic reaction in your child.
- check and record expiry dates of all medications and replace prior to expiry.
- provide the child with a lunchbox of safe food that is clearly labelled and remind them not to swap/share food with friends.

### Medications

In accordance with Department of Education policy, parents requiring medication to be administered to their child at school need to complete the necessary forms at the front office.

Any changes to medication, requires alteration to these forms as they are legal instruction to those taking the responsibility for administration.

Students may not bring any medication to school to self-administer from their bag.

### Illness and Injury

In the event of a child being sick or having an accident at school, all care and attention will be given, and a parent/carer will be contacted.

All parents are asked to ensure that the school has an up-to-date contact phone number, address, and emergency contact details, so contact can be made without delay.

In the event of a serious accident where parents cannot be contacted, an ambulance may be called (*note the expense for this action is to be met by the family not the Department of Education*).

The best place for an ill or sick child is at home with their parents or with a carer. If your child has symptoms such as vomiting, eye, ear or nose discharge, cough, fever and/or rash please keep them home until they are well rather than putting others at risk of infection. The WA Public Health website states a child needs to be symptom free for 24 hours or be given clearance from a health professional such as you GP.

## **Communicable Diseases**

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

- Chicken pox - return to school once all blisters have crusted, usually about 10 days.
- Conjunctivitis - return to school after discharge has stopped or 3 days after treatment has commenced.
- Measles - return to school no less than 7 days after appearance of rash.
- Mumps - return to school no less than 9 days after onset of symptoms.
- School sores - return to school once effective treatment has commenced and sores are covered.
- Head lice / nits - return to school once effective treatment has commenced and head is free from eggs and lice.
- Rubella - return to school once symptoms have subsided, usually at least four days after start of rash.
- Whooping cough - return to school after 14 days from onset of illness or five days after starting antibiotic treatment.
- Glandular fever - return to school after symptoms have subsided.

The school will advise parents of any cases of these diseases at school.

## **BICYCLE / SCOOTER SAFETY**

Student bikes and scooters are stored in an area behind the Art Room. Students still require a bike lock to individually lock their own bike to the rack. All care is taken to ensure bikes are safe from theft, however we cannot ensure total security at all times. Children are required to walk their bikes and scooters within the school grounds.

## **VALUABLES**

Children should not bring valuables, jewellery, or unnecessary money to school. Children are permitted to bring along a special toy or object for news purposes only. Please do not send along toys to school as this saves arguments and disappointment in the case of breakages or loss. The school will not take responsibility for any loss of valuable items.

## **MOBILE PHONES & SMART WATCHES**

Students are not permitted to have mobile phones with them during school hours. Mobile phones brought to school are to be switched off and handed in at the office for the day. The school takes no responsibility for the safety of the mobile phone. Smart watches are required to be put into a mode that ONLY allows them to be used as a watch during school hours.



## BEHAVIOUR MANAGEMENT

### Positive Behaviour Support (PBS)

The school has established a Positive Behaviour Support (PBS) program in conjunction with the school community. PBS establishes a climate in which appropriate behaviour is the norm for all students. It provides school communities with an effective, evidence-based approach to creating positive and engaging school environments and focuses on three levels of intervention: Primary, Secondary and Tertiary prevention.

PBS views inappropriate behaviour in the same manner that problems in reading or mathematics are viewed, as a skill deficit. When a skill deficit exists, we must teach the appropriate skills, which allow a unified and positive school climate to develop. This informs everyone that appropriate behaviour is a priority in the school.

School behaviour expectations and agreements are based upon everyone's right to feel safe at school, the need to be considerate of others, and our social responsibilities. The following expectations are observed at our school:

- Excellence
- Courage
- Respect

## EARLY CHILDHOOD EDUCATION - KINDY AND PRE-PRIMARY

Our Early Childhood team create rich learning environments that are connected to children's needs, talents and interests. We deliver an age-appropriate program that incorporates play-based exploration and explicit instruction. This encourages the development of student wellbeing, their capacity to learn and share ideas and allows each child to be recognised as a unique individual.

### Kindergarten

|             |  |
|-------------|--|
| Kindy Gold  | Monday, Tuesday 8:45am-3:00pm, Wed 8:45am-11.35am  |
| Kindy Red   | Monday, Tuesday 8:45am-3:00pm, Wed 8:45am-11.35am  |
| Kindy Green | Wed 12:30pm-3:00pm, Thursday, Friday 8:45am-3:00pm |
| Kindy Blue  | Wed 12:30pm-3:00pm, Thursday, Friday 8:45am-3:00pm |

Pick up: Department of Education policy states that Kindergarten and Pre-Primary children must be dismissed to a responsible person. Please collect your child promptly at the end of the session, as they may become upset if left waiting. If your Kindergarten or Pre-Primary child attends Camp Australia, they will be dropped to class in the morning and collected in the afternoon by Camp Australia staff.

## ASSEMBLIES

Student oriented and conducted assemblies are held in the amphitheatre or hall at 9am on scheduled Wednesdays. Each class will host one assembly during the year where parents of the hosting class are welcome to attend.

## CHAPLAIN

Eaton Primary School has a School Chaplain who supports our students and families three days per week on a Monday, Tuesday and Wednesday. The School Chaplain, Sue McDonald, can be contacted through the front office or through your child's class teacher.

## CHARGES AND CONTRIBUTIONS

Each year the School Board reviews our school charges and contributions. The maximum amount parents and carers are asked to pay for voluntary contributions is set in the School Education Regulations 2000. Money collected will be used to supplement school expenditure for the core curriculum areas.

While contributions are voluntary, the quality of our teaching and learning programs will be maximised when each family makes its contribution supplement funding gained from other sources, including the State and Commonwealth Governments. Our School Charges are sent home in Term 4 each year / on enrolment. This schedule indicates a breakdown of the estimated charges for your child's participation in anticipated class and school activities during the year.

Your financial support will be greatly appreciated, and we are hopeful for an excellent response from all families.

Payments to the school can be made by EFTPOS at the Administration office or deposited to the school's bank account by electronic bank transfer. Bank details are:

Account Name: Eaton Primary School  
BSB: 066-040  
Account Number: 19907566  
(STUDENT NAME)

Please email details of your deposit to the Manager Corporate Services at [eaton.ps@education.wa.edu.au](mailto:eaton.ps@education.wa.edu.au). This will help us ensure your payment is correctly identified and promptly receipted.

## CLASSROOM PLACEMENTS

Class placements is a confidential and professional process undertaken by teachers making the best possible decision for the children in their care.

Eaton Primary School has a very professional and highly experienced staff who access a broad range of appropriate learning programs to address the curriculum and social requirements of all students. As such, class placements are primarily based on the professional judgment of the child's educational needs. Issues of gender balance, a range of ability, behaviour and student numbers are also factors considered in the final composition of classes. Classes are not streamed. No class should have a disproportionate share of high or low achieving children or children with performance related issues. Where children obviously do not get on together, separation is considered. The child's social network will be considered if, in the teacher's opinion, academic performance may be affected.

Parent input regarding their child's educational needs will be considered, however this will not include requests in relation to the choice of teacher. Parents have the opportunity to make school aware of their child's educational needs that may be considered by teachers. Parents wishing to make such requests are requested to put them in writing to the school Principal and their child's class teacher when advised that the process is underway. The principal has the discretion to place children where most appropriate.

## CURRICULUM

Educational programs are designed and delivered to meet the needs of our students. Teachers plan lessons to teach the content and skills of the Western Australian Curriculum. Pre-Primary to Year 6 has eight learning areas, seven general capabilities and three cross curricular priorities. Kindergarten has curriculum guidelines in line with the Early Years Learning Framework. We aim to establish a culture focussed on inquiry and cooperative learning that provides experiences for children to develop skills including resilience, problem solving, creative and critical thinking skills. Students have the opportunity to extend and enrich their learning through a range of extra and cross curricular programs. The school's long and short-term targets, initiatives and priorities are defined in more detail in the school's business and operational planning documentation. Documented plans are prepared for students at educational risk and shared with parents.

## SPECIALIST PROGRAMS

Eaton Primary School offers specialist programs in **Art** (Years 1-6), **Music** (Years 1-6), **Japanese** (Years 3-6), **Technology** (Years 1 - 6) and **Phys Ed** (Years 1-6).

## PROTECTIVE BEHAVIOURS

By teaching protective behaviours with our children, we will be helping to develop lifelong skills of assertiveness, self-confidence, problem solving, communication, resilience and seeking help.

The protective behaviours program is based on two themes:

- We all have the right to feel safe at all times
- We can talk with someone about anything, no matter what it is.

Protective Behaviours is a life skills program which teaches students to:

- Identify and deal with potentially unsafe situations.
- Develop practical skills to help keep themselves feeling safe.
- Recognise their own personal early warning signs when they are not feeling safe.
- Develop assertiveness together with communication, relations, and problem-solving skills.

## **LIBRARY**

Our library is an engaging, stimulating centre, fostering both formal and informal learning opportunities. The library is open during lunchtimes Monday - Friday. All classes have rostered Library borrowing time. Children must have library bags to protect school library books from damage or loss. Books and equipment that have been damaged or misplaced will be charged to your child's account.

## **SPORTING PROGRAMS**

### **Swimming:**

A series of DoE funded lessons are conducted during the year for students in Years PP-6. Parents are advised of exact dates and times and are asked to pay for bus fare and pool entry. A year 3-6 Swimming Carnival is held in Term 1 at the Dr Peter Topham Memorial Swimming Pool in Harvey.

### **Athletic:**

The school faction and interschool carnival are usually in fourth term. The emphasis is on participation by all children in the faction carnival with the selection of the best competitors for the interschool carnival. Students from Year 3-6 participate in the interschool carnival.

### **Cross Country:**

This is held toward the end of term 2 and in conjunction with the Interschool Cross-Country Carnival (held later in the term). All students are encouraged to participate in the school faction event with a selected team competing at the interschool level.

### **Winter Sports Carnival:**

This interschool carnival is usually held in Term 3 and encompasses many of the winter team sports. Teams are made up of Year 5 & 6 students. If there are not enough students to make up teams, then students may be selected from Year 4.

## **REPORTING TO PARENTS**

The reporting methods for the school is as follows:

**Term 1:** Class meeting or individual Parent/Teacher Meet and Greet

**Term 2:** End of Semester Report available via Connect

**Term 3:** End of Year Report available via Connect

## **SCHOOL NURSE**

A Community Health Nurse will visit our school to carry out periodic medical checks on children in Kindergarten throughout the school year. If your child has any particular problem, you will be notified.

## **SCHOOL PSYCHOLOGIST**

The School Psychologist, through the School Psychology Service - Department of Education, provides specialist consultation, intervention and assessment services for schools. This service helps schools to meet the academic, behavioural, social and emotional needs of students.

## **SCHOOL BOARD**

The Eaton Primary School Board has three parent members who are elected to represent the parents of our school community, a general community member, three school staff and the Principal. This group meets once a term through the year to discuss and formulate school policy, planning and budget ratification.

## **CANTEEN**

The Eaton Primary canteen, the Solomon Snack Shack, operates each day of the week providing lunches and morning tea for students and staff. Lunch orders are to be placed at the canteen (located in the school hall) before the 8:45am bell or can be placed online through the Spriggy Schools app. Volunteers are essential to assist the Canteen Manager and to keep operating costs to a minimum. Please feel free to call the Canteen Manager on 9796 2690 from 8:30am to 12:00pm if you are interested in volunteering.

## **LOST PROPERTY**

A collection of lost property items can be found in the library. Please regularly check to see if any of these items belong to your child(ren) and ensure that ALL uniform items (including lunch boxes, drink bottles etc) are clearly labelled with both your child's first and last name so that these can be returned to your child.

## **PARENTS AND CITIZENS ASSOCIATION (P&C)**

The P&C is a wonderful opportunity for parents, teachers and community members to support the learning and infrastructure of the school. Meetings are generally held twice per term with the sub committees and an executive committee meeting more regularly to progress the work at hand.

A notional membership fee is payable each year and ensures copies of the minutes of each meeting and the right to vote at meetings.

Funds raised by the P&C contribute to the funding of programs and facilities within the school, and the interests and activities of the P&C Association are diverse.

Should you wish to contact the committee of the P&C send an email to [eatonpandc@gmail.com](mailto:eatonpandc@gmail.com)

Facebook page: Eaton P&C

## **DRESS CODE**

The dress code is established by the School Board of Eaton Primary School, to promote a positive, safe and healthy learning environment for the students.

The School Board believes a school dress code:

- Fosters and enhances the public image of the school
- Ensures students are safely and appropriately dressed for specific school activities
- Encourages equality among students
- Assists in building school and team spirit
- Assists in identifying our students for requirements of duty of care, especially for out of school activities.

## **Standards**

For the health and well-being of the child, it is necessary that students are clean and well-groomed including clipped fingernails and long hair tied up (regardless of gender).

Jewellery is not permitted except for studs or sleepers for pierced ears. Watches may be worn. Significant cultural / religious jewellery is permitted but please alert the Principal.

Cosmetics and nail polish are not allowed.

## **School Uniform**

- Royal blue polo shirt preferably with school logo
- Jumper in royal blue preferably with school logo
- Black shorts, skirt, track pants or long pants
- Students must wear sensible closed in shoes or sandals with a back strap.

Hats - It is a school policy that all students are to wear a broad brimmed hat for all organised physical education activities and while playing outside at recess and lunchtime. This hat policy is fully supported by the Cancer Foundation as an effective means of protecting students from the harmful effects of over exposure to UV rays. We have a 'no hat, no play' policy throughout the year.

## **UNIFORM SHOP**

The shop is located in the wet area of the Ficus block and is open on Tuesday mornings from 8:15am - 8:45am. Orders can also be placed via the Spriggy App.

Pre-loved items are also available to purchase here.