

# PARENT HANDBOOK 2025



## **ACKNOWLEDGMENT OF COUNTRY**

Pine View Primary School acknowledges the traditional owners and custodians of this land and their continuing connection to the land, waters and community. We pay our respects to all members of Aboriginal communities and their cultures, and to elders past and present.

## **OUR STORY AND HISTORY**

Pine View Primary School is named after the pine plantation that was growing on the land where the school now stands.

Our school opened in February 2021, with the Education Support Program commencing in February 2022.

Pine View Primary School focuses on the development and nurture of the whole child in an inclusive environment. Our school caters for students from Kindergarten to Year 6.

## **SCHOOL CONTEXT**

At Pine View Primary School we offer both mainstream and education support schooling. Our mainstream students are from the local intake area.

Our Education Support Program provides an opportunity for students with mild to moderate special educational needs. Students with Intellectual Disability and Autism Spectrum Disorder, who are unable to attain curriculum at their year level, are welcome to apply to determine if they meet criteria. These students do not have to reside in the local intake area.

The school is dedicated to working collaboratively to establish partnerships with parents, the community and relevant agencies to support each student's individual needs. We liaise with therapy services to ensure a smooth collaboration between school therapists and families.

## **OFFICE HOURS**

Monday – Friday 8:15am - 3:15pm

## **HOURS OF INSTRUCTION**

School starts: 8:30am  
Recess: 10:40 - 11.10am  
Lunch: 1:10 - 1.40pm  
School finishes at: 2.40pm

## **PICK-UP AND DROP-OFF TIMES**

Gates open: 8:15am  
Gates locked: 8:30am

Please ensure your child does not arrive at school prior to 8.15am. Out of School Care (Camp Australia) is available on the school site.

## **KINDY DAYS**

Kindy—Koalas

Monday, Tuesday, alternate Wednesdays (odd weeks) 8:30am—2:40pm

Kindy—Joeys

Alternate Wednesdays (even weeks), Thursday, Friday 8:30am—2:40pm

## **TERM DATES 2025**

- Term1: Wednesday 5 Feb – Fri 11 April  
Term 2: Mon 28 April – Fri 4 July  
Term 3: Monday 21 July – Friday 26 September  
Term 4: Monday 13 October – Thursday 18 December

## **2025 STAFF DEVELOPMENT DAYS**

- Term 1: 3-4 February  
Term 2: 28 April  
Term 3: 21 July  
Term 4: 13 October  
Term 4: 19 December

Please note that students do not attend on these days.

## **TERM PLANNER**

A Term Planner is kept up to date on the Pine View PS website and is sent out each term on Audiri. Please note these dates are subject to change.

## **COMMUNICATION**

School communication will be made via:

- **The school app:** [Audiri](#) - newsletters, notices, teacher to parent engagement, excursion information, request for teacher interviews, absentee notes.
- **Website:** <https://pineviewps.wa.edu.au/> The website contains enrolment forms, term planners, photo gallery, business plans, school policies.
- **Email and phone calls:** teachers to parents and parents to teachers.

Although quick messages can be communicated to teachers when doors are opened, please be aware they are unable to have detailed conversations with parents at the start of the school day. If an in -depth discussion is required, please arrange a meeting at a mutually convenient time.

All communication will be responded to as soon as practically possible. Staff are not expected to work outside normal working hours or on weekends.

All class-based questions/queries should be raised with teachers in the first instance as they are best placed to answer them. Should any concerns not be addressed at this level, the Leadership Team will be happy to assist.

## **CONNECT AND RESPECT**

It is vital that all communication is done in a respectful manner to achieve optimal outcomes for all. [The Minister for Education's Connect and Respect](#) is a suite of resources to assist school communities in setting shared and respectful expectations which will enable us to continue to work together in the best interests of our children.

## **ATTENDANCE**

Regular attendance is a critical factor in the success of your child at school. Any attendance below 90% places students at educational risk. The school follows-up all unexplained absences.

The gates open at **8:15** and students need to be in class for the start of the school day by **8:30**. Arrivals after this time will need to be signed in at the office and will be marked as late.

Afternoon pick-ups are at **2:40pm**. Please ensure your child knows who is picking them up and where to meet them.

Kindy and Pre-Primary students must be picked up from the classroom by an adult. Please let staff know if there are changes to arrangements made with your child, including your child's attendance at Camp Australia.

Should you need to pick up your child **prior to 2:40**, you need to first sign them out at the office where you will be provided with a leave pass, which you then hand to the teacher.

## **NOTIFYING ABSENCES**

If your child is absent, you can let the school know by:

- Sending a message via **Audiri EFORMS** "Absentee Form"
- Emailing or calling the office at [pineview.ps@education.wa.edu.au](mailto:pineview.ps@education.wa.edu.au), or **9523 3940** or
- Communicating directly to the classroom teacher

If you have not informed the school of your child's absence by 10am, you will receive a text message that your child is absent, requesting a reply. You can respond to this text message and the absence will be noted in your child's record. Prolonged absences may require a medical certificate.

## **CUSTODY**

Parents are required to inform the school office if there are access restrictions and/or court orders in place. Please advise office staff and provide copies of all relevant documents. The school can only act upon legally enforceable orders.

## **ILLNESS**

Do not bring your child to school if they are unwell including coughs, colds, fevers, rashes, upset tummies, or discharge from ears/eyes. If your child becomes unwell at school, we will contact you. Please refer to <https://www.healthdirect.gov.au/school-exclusion-periods> for when it is appropriate to return children to school after contracting illnesses. This will minimise the risk of communicable illnesses transmitting through the school.

## **HEAD-LICE**

Students must be kept home from school and treated if they have head-lice. Once treated they may return to school. Please inform the school if you have had to treat your child and a discreet, non-identifying note can be sent to the class to advise families to check their child's hair and treat if necessary.

## **INFECTIOUS DISEASES**

The following diseases require exclusion from school: Chicken pox, influenza, measles, mumps, ringworm, rubella, school sores conjunctivitis, and trachoma. The below link outlines the length of required exclusion. If in doubt consult your doctor. Parents will be asked to collect their children if they are suspected of having an infectious disease. Always notify the school immediately if a diagnosis is confirmed by a doctor.

For more information visit the Department of Health's site:

[Communicable Diseases \(health.wa.gov.au\)](http://health.wa.gov.au)

## **INJURIES**

Minor injuries such as scrapes, bumps and knocks occur due to the nature of play and/or inattention to environment. In most cases students either continue in their activity after encouragement or receive minor first aid such as a band-aid or ice pack.

Parents/Carers will be contacted when an injury may require intervention from outside of the school or when there is a there is a head knock, as a precautionary measure.

## **IN-TERM VACATIONS**

Vacations during school terms are not encouraged. However, if you are planning to take a vacation the Principal must be advised and the roll will be marked accordingly. Please note that teachers will not provide schoolwork to do when on holidays.

## **MEDICATION AND HEALTH CARE PLANS**

Pine View Primary School works with parents to ensure students can continue taking medication as required. Some students also require medication at school on a regular basis.

All medications will need a signed authorisation and accompanied plan.

Students with regular, ongoing medical needs require a Health Care Plan (eg Asthma, Anaphylaxis, ADHD). These can be obtained from the office.

In 2025 we will be able to administer regular medication at **11:10am and/or 1:10pm**.

Parents/Carers need to ensure that medication provided to the school has not exceeded the expiry date, and that all medication is provided in its original packaging with prescription information clearly readable.

As parents receive new plans and new medication, such as EpiPens, from medical professionals please provide this to the school office.

## **PEANUT AND ALLERGY AWARE SCHOOL**

Parents are asked to consider providing nut-free food in children's lunch boxes. Pine View PS has several students with life-threatening allergies. From time to time, specific food items may be restricted based on individual student need.

## **VOLUNTARY CONTRIBUTIONS**

Each year the Pine View Primary School Board endorse a schedule of contributions and charges.

Voluntary Contributions assist the school in providing resources for all students such as art supplies, science consumables and hands on resources.

The 2025 voluntary contributions are \$60 per child, with a maximum annual contribution of \$150 per family of three or more.

## **CHARGES FOR OTHER ACTIVITIES**

Each year a breakdown of potential additional costs is provided to parents and published on our website.

It is a guide to the maximum charge that can be requested for your child's participation in excursions/in-school activities etc. This amount varies between year levels depending on the opportunities offered.

Activities such as incursions and excursions, enrich the school experience. These may be arranged across the year for a variety of reasons, including class activities, sport and in-term swimming. Events covered by these charges can only be attended by students who have paid. Families who are suffering financial hardship may apply for a payment plan or may speak to the Leadership Team to make alternative arrangements.

## PAYMENT OPTIONS

Bank Transfer: - **Account Name:** Pine View Primary School

**BSB:** 066-040 **ACC:** 1990 5827 **Reference:** Your child's name/room no.

With Cash or EFTPOS: at the school office

## STUDENT REQUIREMENT LISTS

Parents are required to provide items for the personal use of students such as pens, pencils, rulers, erasers, coloured pencils, felt pens, calculators, etc. A list of these requirements is sent home in Term Four each year and parents can choose to purchase supplies from any supplier, although the school encourages you to use our preferred supplier.

## BEHAVIOUR

Pine View Primary School expects a high level of positive behaviour from our students. We are a PBS school (Positive Behaviour Support).

This involves the explicit teaching of expected behaviours linked to the four pillars of our 'Behaviour Matrix' - Achievement, Respect, Responsibility and Resilience. The PBS initiative at Pine View Primary School includes regular rewards for demonstrating these behaviours.

PINE VIEW PRIMARY SCHOOL PBS BEHAVIOUR MATRIX				
	ACHIEVEMENT	RESPECT	RESPONSIBILITY	RESILIENCE
CLASS TIME	<ul style="list-style-type: none"><li>• WE ARE ACTIVE LISTENERS</li><li>• WE FOLLOW INSTRUCTIONS</li><li>• WE SIT WHERE OUR TEACHER ASKS US TO</li><li>• WE TRY OUR HARDEST</li><li>• WE PARTICIPATE IN ALL LEARNING ACTIVITIES</li></ul>	<ul style="list-style-type: none"><li>• WE WAIT OUR TURN</li><li>• WE PUT UP OUR HAND</li><li>• WE CHANGE OUR VOLUME TO SUIT THE TASK</li><li>• WE FOLLOW THE CLASS RULES</li><li>• WE LISTEN TO OTHERS</li></ul>	<ul style="list-style-type: none"><li>• WE KEEP OUR PERSONAL SPACE TIDY</li><li>• WE TIDY UP AFTER USING EQUIPMENT</li><li>• WE SIT ON CHAIRS SAFELY</li><li>• WE WRITE NEATLY</li><li>• WE TAKE CARE OF OUR BELONGINGS</li></ul>	<ul style="list-style-type: none"><li>• WE HAVE A GROWTH MINDSET</li><li>• WE CELEBRATE EVERYONE'S SUCCESS</li><li>• WE SET CHALLENGING GOALS AND WORK HARD TO ACHIEVE THEM</li></ul>
BREAK TIME	<ul style="list-style-type: none"><li>• WE GO TO THE TOILET AND GET A DRINK DURING RECESS AND LUNCH</li><li>• WE GO BACK TO CLASS QUICKLY</li></ul>	<ul style="list-style-type: none"><li>• WE SHARE SPORTS EQUIPMENT</li><li>• WE INCLUDE OTHERS</li><li>• WE SPEAK TO OTHERS KINDLY</li><li>• WE PLAY FAIRLY</li></ul>	<ul style="list-style-type: none"><li>• WE USE THE PLAYGROUND SAFELY</li><li>• WE PICK UP OUR RUBBISH</li><li>• WE PUT AWAY SPORTS EQUIPMENT</li><li>• WE WEAR OUR HAT</li></ul>	<ul style="list-style-type: none"><li>• WE HAVE A POSITIVE ATTITUDE EVEN IF WE DON'T WIN</li><li>• WE KEEP TRYING, EVEN IF WE AREN'T THE BEST</li></ul>
ALL OF THE TIME	<ul style="list-style-type: none"><li>• WE TRY OUR HARDEST IN EVERYTHING WE DO</li><li>• WE ASK FOR HELP IF WE NEED IT</li><li>• WE COME TO SCHOOL EVERYDAY</li></ul>	<ul style="list-style-type: none"><li>• WE HELP OTHERS</li><li>• WE SPEAK KINDLY TO ALL STAFF AND STUDENTS</li><li>• WE TREAT STUDENTS EQUALLY</li><li>• WE KEEP OUR HANDS AND FEET TO OURSELVES</li></ul>	<ul style="list-style-type: none"><li>• WE TAKE RESPONSIBILITY FOR OUR ACTIONS</li><li>• WE WALK THROUGH THE SCHOOL SAFELY</li><li>• WE WALK OUR BIKES AND SCOOTERS SAFELY IN THE SCHOOL AND CARPARKS</li></ul>	<ul style="list-style-type: none"><li>• WE DEMONSTRATE GOOD SPORTSMANSHIP</li><li>• WE HAVE A GO</li><li>• WE NEVER GIVE UP</li><li>• WE ARE PROBLEM SOLVERS</li></ul>

PBS sits alongside the school's Student Behaviour policy\* which is underpinned by the Department of Education's [Student Behaviour in Public Schools Policy](#). This policy outlines the steps taken when students do not comply with our expectations or do not maintain Good Standing. The school has a system of support and intervention, which includes consequences and restorative practice.

*\*Please note the 2025 'PVPS Student Behaviour Policy' is currently in review and will be published on our website as available.*

## REPORTING TO PARENTS

Pine View PS has an Assessment and Reporting schedule that is aligned with teaching and learning programs at Pine View Primary School. We collect, monitor and use a range of data from system-based and school-based assessments as well as classroom practice to determine our reporting judgements inform our practice.

Student reports are issued twice a year at the end of Term 2 and Term 4. Reports are emailed to the person recorded as the primary caregiver in our school records. If an additional person on the contact list requires a report, please let the school office know.

Further parent information on the teaching and assessment of WA Curriculum can be found: <https://parent.scsa.wa.edu.au/>

## HOMEWORK

At Pine View Primary School, we recognise the importance of balancing academic learning with personal and family time. We strongly value the skills and experiences gained through extracurricular activities, such as sports and community groups, as they support a well-rounded and balanced lifestyle. We appreciate that family time after school is precious and that every family has unique circumstances.

To support this, homework will be kept minimal and will primarily focus on developing skills and enjoyment of reading. As a general guide:

**Kindy:** We encourage parents to read to their children daily, engaging them in a wide range of picture books and stories.

**PP –Year 3:** Students are encouraged to read their home readers to build their reading fluency. Readers will be at a level that are easily decodable so that they can practice fluency and expression. Where students are unable to decode, we encourage parents to read to their children daily, until a reader is sent home.

**Years 4-6:** Students are encouraged to read nightly as above. There may also be tasks from core learning areas set at the teacher's discretion. These will be supplementary to classwork and optional for families.

## DRESS CODE

The school dress code describes the standards expected of students and helps to promote a positive school image. The dress code supports all students to develop a sense of belonging. The school dress code was developed and endorsed by the School Board in consultation with staff, students and parents. At Pine View Primary School, students are expected to wear the correct school uniform, including:

- School shirt or school faction shirt. Year 6 students may also wear a Leaver's Shirt.
- Grey bottoms such as shorts, skirt, skorts, pants
- School jacket
- School dresses
- Enclosed shoes
- School hats are to be worn outdoors all year round. Students who do not wear a school hat will be restricted to a shaded play area during recess and lunch breaks.

Please note:

- Hair longer than shoulder-length should be tied back.
- No make-up including nail polish.
- Jewellery – small studs or sleepers, watches.

Please discuss any requests with the Principal for modification to, or exemption from, the Dress Code for cultural or health reasons.

Repeated instances of non-compliance may involve contact with parent/carer and assistance/support in obtaining a uniform if necessary. Students are required to be following the Dress Code to represent the school at official school activities, including concerts, sporting and social events and attendance at excursions.

### **UNIFORM CONCEPTS**

Pine View Primary School's uniform is available for purchase either online or in-store from:

Uniform Concepts

4/1 Sunlight Drive, Port Kennedy

9270 4670

[Uniform Concepts - Total Apparel Management - Nell Gray](#)



The P&C Association are intending to start a second-hand uniform shop in 2025. More information will be available when it comes to hand.

### **FACTIONS**

All children are placed into a faction upon enrolment at the school. These factions are:

- Monterey – Purple
- Maritime – Blue
- Norfolk – Lime
- Cypress – Tangerine

Younger siblings are placed in the same faction as older siblings.

### **ASSEMBLIES**

Assemblies are held on scheduled Wednesdays in the undercover area commencing at 2pm. The schedule will be on the term planner. Classes take turns to run the assemblies. Parents and friends are welcome to attend.

### **DENTAL THERAPY**

Our students have access to the Dental Therapy Centre at Tuart Rise Primary School, which provides a free on-going dental service for children attending school from Pre-Primary onwards. The Dental Therapy Centre will visit the school on occasions to screen our students. If required, parents will then receive notification for appointment times.



## LUNCH ORDERS

We provide the opportunity to order lunch on Fridays. This is provided by a local company, Kingston's Kitchen. Orders can be made via the Spriggy app.

## LIBRARY BOOKS

All students at Pine View Primary School can visit the school library weekly and choose a book to read at home. To care for and extend the life of our books, all students are expected to have a library bag. You will be informed if your child's library book is overdue. In some instances, if the book is not returned or is damaged, parents may be requested to pay for the replacement of the book.

## LOST PROPERTY AND PERSONAL BELONGINGS

All lost property, including clothing items are placed in a box at the back of the school office. Students and parents are welcome to check at any time if items have been lost. Items not claimed at the end of each term may be given to charity or sold second-hand. Please make sure that all clothing is clearly marked with your child's name.

Parents are requested to ensure all clothing and belongings are marked clearly with their child's full name. It is student's responsibility to take care of their own things. Toys, games or other personal items need to remain at home.

## MOBILE PHONES AND PERSONAL DEVICES

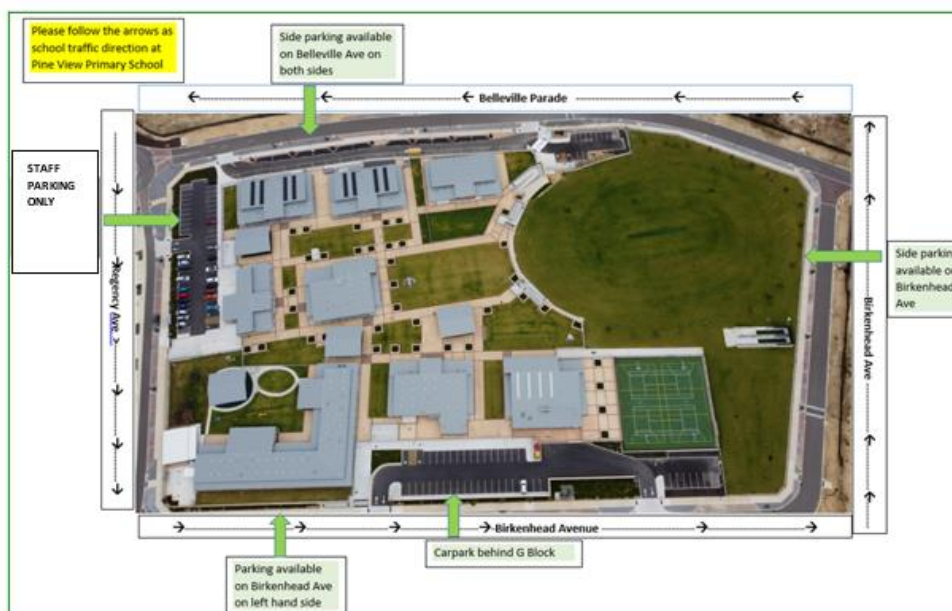
At PVPS students are not permitted to have or use mobile phones or personal electronic devices whilst at school. We understand some students have them as a safety measure when travelling to and from school. Students who regularly bring a device has a personalised pouch in the school office. Devices must be turned off and handed into the office at the beginning of the day and collected at the end of the day. Students with smart watches should have them switched to airplane mode whilst at school.

## PARKING

In the interest of student and pedestrian safety, please park with consideration and respect for others when delivering and collecting your children from school.

Parent parking can be found Belleville Parade and Birkenhead Avenue. There is limited roadside parking on Regency Avenue.

The carpark in front of the school on Regency Avenue is for school staff only.



## **DOGS ON SCHOOL GROUNDS**

Parents are requested to not bring dogs to school when dropping-off or picking-up their children, whether on a leash or not.

## **BIKES AND SCOOTERS**

Students riding bikes and scooters to school are required by law to wear bike helmets. Bikes, scooters and skates are not to be ridden on the school pathways or anywhere in the school grounds. No responsibility will be taken for bicycles left behind after school. It is highly recommended that children under the age of 10 do not ride bikes unless supervised by an adult. Enclosures are provided at the school (front of the school and near G Block) but locks and chains are recommended to secure bikes to the racks.

## **OUT OF SCHOOL HOURS CARE: CAMP AUSTRALIA**

Pine View Primary School is pleased to partner with Camp Australia to supply Before and After School Care for your child. The service runs out of the Blue Block and caters for all students from Kindergarten to Year 6. For more information ask for a brochure from the school office or visit their website: [Pine View Primary School | Camp Australia](#).

## **SCHOOL BOARD**

The purpose of our School Board is to provide parents and the wider community an opportunity to be informed about and monitoring the school's objectives and general policy directions. The board consists of staff, parent and community members, with staff being the minority. The school community will be advised when nominations are invited to fill Board vacancies. The Board meets at least once each term and other times as deemed necessary. All meetings are open to the public, and an end of year open meeting is advertised for all community members with information about the current year and planning information about the coming year.

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

The P&C Association is a group of parents who support the school, its families and students to access educational experiences. This is predominantly achieved through fundraising throughout the year. The P&C meet regularly, and office bearers are elected at the Annual General Meeting, which is held in the first term of each year. Dates and times of meetings are advertised on the term planners and in school newsletters.

## **SCHOOL GROUNDS AND PROPERTY**

Anyone seeing anything untoward or people acting suspiciously on school property are asked to telephone School Security on 9264 4771 or School Watch on 1800 177 777.

