



2026

PARENT INFORMATION BOOKLET



We work together to make a difference for every child, through respectful relationships and inspiring opportunities for success.'



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Administration Staff

Principal:	Ms Fiona Blundell
Deputies:	Mr Ross De Domenico Kindy-Year 2 TBA Year 3-6
Manager Corporate Services:	Mrs Sharon Brady
School Officers:	Mrs Jill Connell Mrs Nancy Papaphotis Mrs Marleen Salbie

2026 School Terms for Students

- *TERM 1 Monday 2 February to Thursday 2 April
- *TERM 2 Monday 20 April to Friday 3 July
- *TERM 3 Monday 20 July to Friday 25 September
- *TERM 4 Monday 12 October to Thursday 17 December

***Dates subject to change**

School Development Day No Students

- Term 2 Friday 29 May
- Term 3 Friday 4 September
- Term 4 Friday 27 November

School Times:

First Siren	8:27am
Start of Day	8:30am
Morning Recess	10:30am – 10:50am
Lunch Eating	12:50pm – 1:00pm
Lunch Play	1:00pm – 1:20pm
Dismissal	2:30pm

Logo

Our school logo is the Agonis Flexuosa (Willow Myrtle) which is indigenous to the Canning area. The word Agonis comes from the Greek word 'agon' meaning a gathering or collection. East Maddington Primary School is a 'place of gathering' providing a vital link between our families, our school and wider community.

Overview

East Maddington Primary School is located in the community of Maddington and is 20km southeast of the Perth CBD. We cater for Kindergarten to Year 6 on a modern, large campus that also includes a Child and Parent Centre, Language Development Centre, and a Dental Therapy unit. The student population at East Maddington Primary School includes students from 45 different language backgrounds other than English and a 9% population of students are Aboriginal and Torres Strait Islander students.

At East Maddington, we take pride in engaging the whole school community in celebrating our diverse culture. Our learning programs cater for all students' needs including all aspects of the Australian Curriculum as well as many specialised programs in Music, Physical Education, Information Technology, Science, Auslan and The Arts.

The school is supported by an active Parent and Citizens Association and School Council. School improvement and positive community engagement are fostered through regular meetings and parent participation.

'We work together to make a difference for every child, through respectful relationships and inspiring opportunities for success.'

Vision

To work together as a community to support the health, well-being, academic and social successes of our students.

Mission

To expand our students' minds through inspiration and engaged learning.

What we believe:

East Maddington Primary is a BeYou school which provides a mental health and wellbeing framework for primary schools. This program is proven to make a positive difference to the lives of Australian children. It helps schools to work with parents and carers, health services and the wider community, to nurture happy, balanced kids. Our belief system includes:

- The best interests of the children are paramount.
- Respectful relationships are foundational.
- Diversity is respected and valued.
- Parents and carers are recognised as the most important people in children's lives.
- Parents and teachers support children best by working together.
- Students need to be active participants.
- Schools, health, and community agencies work together with families.

Absences

Under Department of Education Regulations, the only acceptable reasons for absence from school are illness or medical/dental appointments that cannot be arranged outside school hours.

Verbal advice is all that is required to notify teachers of an absence, however a brief note setting out the reason for a child's absence is helpful to all concerned.

Accidents and Sickness

Where children are very sick or are involved in accidents at school, it is sometimes necessary to send them home or to a doctor. We would urge parents to keep the emergency contact on our records up to date so that sick and injured children may be assisted quickly. A third and possibly a fourth contact person, in addition to the parents/caregivers, should be listed. We should be able to contact you quickly in case of emergency.

N.B. If children are not well, please arrange for them to stay home. Facilities and staff to care for sick children are very limited. Cross infection of other students also needs to be avoided if possible. In cases where children are sent to the sick bay for an extended period, parents will be contacted. In instances of children suffering from serious allergies, parents should ensure that the condition is entered on the child's admission records, and that the class teacher is aware of the condition.

To assist us in keeping records up to date, please let us know if you have changed your: marital status, address, telephone number, email address, doctor, employment, or emergency contact numbers.

Acknowledgement of Country

Acknowledgement of Country from the Whadjuk Noongar people is said at all formal events such like assemblies.



Animals on school grounds

For the safety of students, staff and visitors' animals, including pets, are not allowed on school grounds unless they are a part of a school event, or are authorised assistance animals.



Arrival

Parents are asked to see that children arrive at school **before 8:30 am**; however, we do not encourage children to arrive too early in the mornings as supervision is limited, and therefore their safety cannot be guaranteed. Children who arrive between **8am - 8:15am** should go to either the Science room for Breakfast Club or the assembly area for morning fitness. Children may not enter classrooms unless their own teacher is present and gives permission. Also, note children are **not** to play with sport equipment or use playground equipment before school including in the Pre-primary/Kindergarten area.

Assemblies

Assemblies are held every second Friday morning. Please refer to the school term planner for assembly dates and other special assemblies like Harmony Day, NAIDOC and Graduation.

Attendance

All school absences need to be explained. This can be done by speaking with the class teacher, calling the office, via compass or emailing the school at eastmaddington.ps@education.wa.edu.au

Notification is by SMS to Parent/Guardian (1) if your child fails to attend school without notification.



Behaviour Management

Positive Behaviour Support

Western Australian Positive Behaviour Support (WAPBS) was introduced at East Maddington Primary School in 2021.

What is WAPBS?

WAPBS is a whole school framework that develops a common language regarding positive behaviour expectations. The purpose of WAPBS at EMPS is to establish a positive school culture in order to improve academic performance, increase safety, increase engagement and to decrease inappropriate and negative behaviour.



Behaviour Expectations

In Term 4, 2021 we introduced our four behaviour expectations:



We have developed a matrix of agreed behaviours in collaboration with the whole school community. This matrix explicitly informs staff and students how we can be safe, organised, achievers and respectful in different settings within the school. It forms the behaviour curriculum to be taught across the school.

Positive Reinforcements

Positive reinforcements are used at EMPS in the form of verbal praise, stickers, special jobs, reward days, prizes, honour certificates at assemblies and SOAR cards.

Together | Inspire | Respect

EAST MADDINGTON
PRIMARY SCHOOL

EMPS SOAR Card is awarded to _____ Area: _____

We are:	Faction
Safe	Bickley
Organised	Crystal
Achievers	Ellis
Respectful	Yule

Signed _____ Date 2024

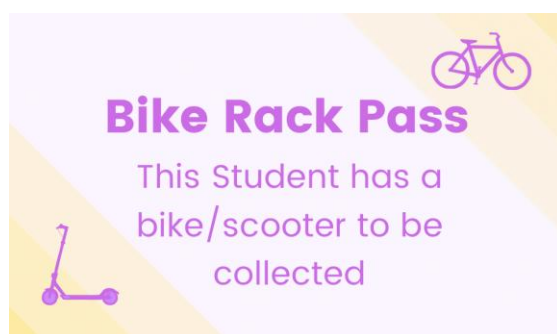
SOAR Cards are given to students seen displaying positive behaviours. Students place these cards in a faction box and at the end of each fortnight these are added up for faction points and a prize draw occurs at each assembly.

If behaviour expectations are not followed the School Behaviour Management Policy is implemented, which may include loss of Good Standing. Good Standing is a requirement for students to attend extra-curricular activities.

Bicycle Safety

Police and safety experts consistently recommend that children under 10 years do not ride bicycles on the road, so we discourage children under Year 5 from riding bicycles to school unless accompanied by an adult. Children are required by law to wear a cycle helmet.

We have a bicycle/scooter enclosure which ensures the safety of children's bicycles at school. Children who do not have bikes at school are to keep away from the bike racks. Only children with bikes are to go to the racks when arriving or leaving school. **Bikes should be placed in the racks and locked/chained up.** A spare key may be left with office staff. The bike compound will be locked between 8:30 am and 2:30 pm each day. **All students need to walk their bikes/scooters within the school grounds.**



Booklist

All book lists are issued late in Term 4 for the following year. Parents are asked to ensure that students bring all items with them on their first day at school. Booklists can be found on our website.

<http://eastmaddingtonps.wa.edu.au/booklists/>

Please check with your child throughout the year for any items that need replacing.

Breakfast Club

The Breakfast Club is held Monday- Friday at 7:45am to 8:15am in the Science room. Everyone is welcome and it is FREE.



Bullying Policy

At East Maddington Primary School, we are committed to dealing with bullying behaviour effectively. It is very important that bullying issues are reported to a staff member.

Definition of Bullying

Bullying is a pattern of behaviour by one person towards another, which is designed to hurt, injure, upset, or cause discomfort to that person.

What the student can do?

a) When the situation occurs:

- Tell them to stop annoying you or firmly ignore their behaviour and walk away from them.
- Speak in a firm, not angry voice.
- Stand tall.
- Look in their eyes firmly (but not in a threatening way).
- Stay in control of yourself.

b) Immediately afterwards:

- Share your feelings with others. They can help you make a decision.
- Take your concerns to your class teacher, Deputy Principal, Principal, or another adult at school you feel that you can talk to.
- TELL AN ADULT.



What can parents do?

With the child:

- Hear what the child has to say without judging them.
- Try to understand your child's point of view.
- Use a problem-solving approach.
- Involve the child in deciding on realistic solutions.
- Encourage the student to report the incident **immediately** to a staff member.
- Contact the school if you feel your child is unable to manage the situation through the normal channels.

Canteen

There is a canteen operating five days per week at East Maddington Primary School. Parents are requested to order the student's lunch (not recess) before school at the canteen, cash and Eftpos available. Ice creams cannot be ordered in Pre-Primary or Kindergarten. Online ordering only.



Chaplain

Our school has the services of a Chaplain who makes an important link between our school and the wider community. The Chaplain is available Tuesday, Wednesday and Thursdays for parents and students to discuss any concerns.

Communication with Parents

A fortnightly newsletter can be accessed from the school web site, Connect and Facebook

<http://eastmaddingtonps.wa.edu.au/>

Connect

East Maddington Primary School uses Connect for communication to parents. This platform is also used to submit student absences and obtain your child/ren's report.

You can download the Connect app or login

through a browser with your P number. Instruction can be found on our school website.



<http://eastmaddingtonps.wa.edu.au/information/connect/>

Contact Details

Please ensure your contact details are checked and updated regularly through the front office. For all students not only should emergency numbers be updated, but also any changes of address or change to work details including associated phone numbers and emails. Only persons whose contact details have been provided, will be able to collect your child/ren during school hours.

Custody Arrangements- Legality of Access

A copy of any Family Court Orders must be supplied to the school, so staff members are aware of family arrangements, and restricted access.

Documentation is required otherwise both parents will have equal rights of access.

Dental Therapy Unit

There is a Dental Therapy Centre attached to East Maddington Primary School which provides a free and continuous dental service for children from five-year-old Pre-primary until Year 11 in our local area. The clinic operates Monday - Thursday during the school term.

For emergencies during school hours, should the clinic be closed, phone Westfield Park Dental Centre on 9390 8434. For emergencies out of normal working hours, or on a public holiday, contact the Perth Dental Hospital or your local dentist.

Entering and Leaving School Grounds

Parents or visitors to the school are required to enter through the Front Office, sign in/out on the iPad and wear an identity sticker whilst on school grounds. Parents collecting children early are requested to visit the school office to sign out on the iPad and collect a Leave Pass. This needs to be handed to the child's teacher when you pick up your child/ren from the classroom. We ask that dogs are not brought onto the school grounds for the safety and comfort of our school community.

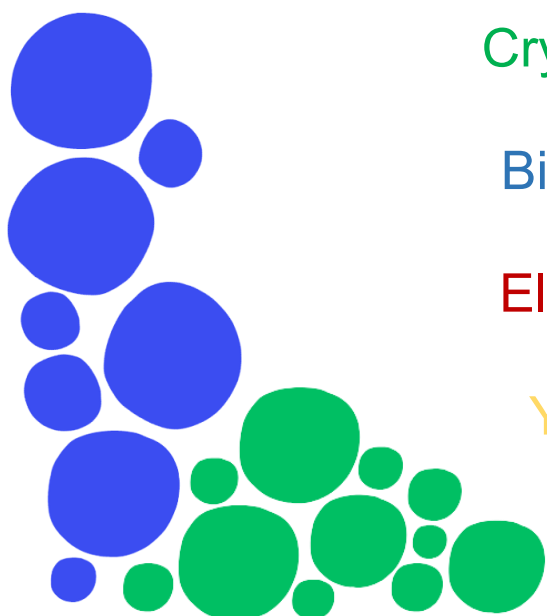


Excursions

Excursions are important educational activities and students are expected to participate. To encourage pride in our school, all students are required to wear correct school uniform to attend excursions. At the end of every year, all families are sent a letter outlining contributions and charges expected for the year ahead. This also includes costs allocated for excursions for the year ahead. Payments can be made towards these at any time.

Factions

All primary students will be placed in a faction soon after they are enrolled at school. Students from the same family will be placed in the same faction. Students are allowed to wear their faction shirts on Fridays. East Maddington's factions are:

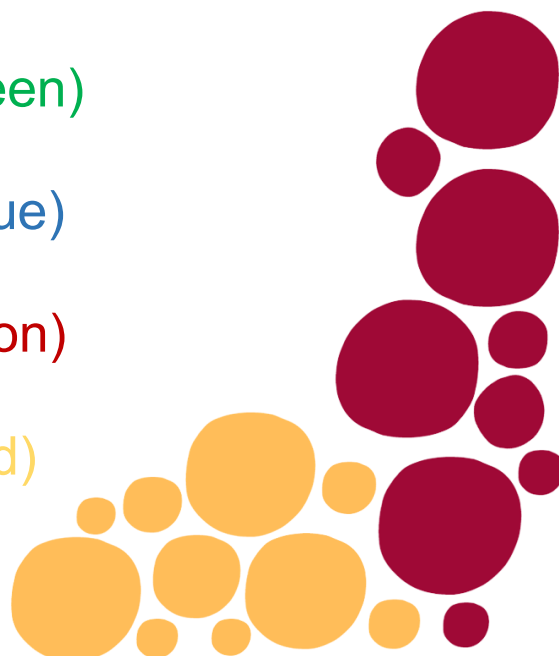


Crystal (Green)

Bickley (Blue)

Ellis (Maroon)

Yule (Gold)



Infectious Diseases

Medical Certificates are required before children who have suffered from certain diseases may be re-admitted to the school. In some cases, a fixed period of absence is necessary. For further information contact the school office.

Chicken Pox- A child can be re-admitted to school after a minimum period of five days from the eruption first appearing. Some remaining scabs do not justify exclusion.

Hepatitis A- A child can be re-admitted to school when a medical certificate of recovery is received but not before one week after the onset of illness.

Impetigo (School sores)- A child can be re-admitted to school after treatment has commenced. Sores on exposed surfaces must be covered with a dressing.

Measles- A child can be re-admitted to school after four days from the onset of the rash. Unimmunised contacts are excluded from school until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, they may return to school.

Mumps- A child can be re-admitted to school after at least nine days from the onset of symptoms.

Head lice- In accordance with the School Education Act 1999 if head lice are found we recommend to start treatment, preventing transmission at school. Information about the treatment and management of head lice is available on the Department of Health website [Head lice \(health.wa.gov.au\)](http://health.wa.gov.au)
To help control the outbreak of lice at school your child's hair should be kept tidy and tied back if longer than collar length. If head lice are noticed at school, a letter will be sent home to all children in the class asking parents to check their child's hair.

Ringworm- A child can be re-admitted to school the day after treatment has commenced.

Rubella (German Measles)- A child can be re-admitted to school four days after the onset of rash.

Scabies- A child can be re-admitted to school the day after treatment has commenced.

Whooping Cough (Pertussis)- A child can be re-admitted to school two weeks from the onset of the illness or five days after commencing antibiotic treatment.

Issues and Problems

Here are some handy hints to help resolve any school related problems.

1. Start with the teacher: Your first port of call should always be the teacher. If an arranged meeting with the classroom teacher doesn't solve the issue, contact the office and arrange a meeting with either the Principal/Deputies.
2. Think positively: A positive attitude helps everyone calmly discuss issues and find solutions.
3. Get all the facts: Sit down with your child and write down their version of the situation, then go through this with the teacher and listen to their point of view.
4. Try to see the problem from both sides: It's hard to hear a teacher say your child is having issues at school, but it helps to look at issues from both sides.
5. Be respectful: Children learn from example.
6. Decide on a solution together: Work with the teacher to come up with a documented plan of how to resolve the issue. Ask for your own copy.
7. Follow-up: Follow the agreed steps towards the solution.
8. Be realistic: By dealing with the situation calmly and focussing on the solution – not the problem – you'll be making the most of every learning experience for your child.

If you require further information, please contact a member of the administration team to arrange a time to meet with you. We also have a Complaints Management Policy information leaflet which is available from the Front Office.

Early Childhood Philosophy (K-2)

Our Vision

At East Maddington Primary School, we believe that children learn best when they feel safe, valued and supported. Our early childhood team works hard to create a caring, inclusive, and exciting learning environment where every child can grow, thrive and feel like they belong.

We know that every child starts their learning journey at home. We honour each child's unique background, culture and experiences and aim to build strong partnerships with families to support every step of their learning journey.

What We Believe

Strong Relationships First

We build caring, respectful relationships with all children and families. Children's voices matter to us, and we take time to listen and respond to their ideas, questions and interests. We want every child to feel secure, confident and connected at school.

Learning Through Play

Our program is built around play. Children learn best through hands-on activities that spark curiosity, creativity and problem-solving. Our teachers guide and support this learning with clear goals in early literacy, numeracy and social skills; all backed with current evidence-based programs.

Safe and Engaging Spaces

Our classrooms and play areas are welcoming, calm and full of learning opportunities. We design them to suit the needs and interests of the children.

High Expectations for All

We believe all children can achieve success. We take time to get to know each learner and provide the right support to help them grow. Our teachers continue to learn too – we reflect on our practice, use up-to-date research, and follow the National Quality Standards.

Kindergarten Days

Our Kindergarten classes run Monday and Tuesday with alternate Wednesday and Thursday and Friday with alternate Wednesday please note that these days can be subject to change.

Kalyang **Mon – Tues & alternative Weds**

Jarra **Thurs – Fri & alternative Weds**

Moodjar **Mon – Tues & alternative Thurs**

Learning Club

This is an after-school homework class run by the Smith Family. It is open to all students and subject to availability of places.

Library

A library bag must be provided for children to be allowed to borrow books. Library bags are available through students' Personal Requirements (Book Lists) or may be made from suitable material which will prevent books becoming soiled or wet.

Each class has a timetabled period in the library and will be encouraged to borrow and read books regularly as part of the school focus on literacy. Parents are asked to assist children in the process of borrowing, reading, and returning books on the due date. Books can be returned before or after school. Class library days will be announced by the class teachers. Payment is required to replace any lost or missing books (Library or Home Reading).

When children leave the school, due to re-location of address, parents must ensure that all books that are the property of the school (including library books) are returned.

Lost Property

Lost property is kept outside the assembly area. Your help is needed to encourage your children to be accountable for their own property. Please name everything that is sent to school. Unnamed lost property remaining in the lost property bins at the end of the term will be donated to charity.

Medication Policy

If your child is required to take medication during school hours, the medication must be stored in the front office and a parent must complete the necessary forms, which are available at the front office. This is a Department of Education policy. **Children are not to carry any medication on their person or in school bags.**

Medications must be handed to administration at the beginning of the day.

Medical Condition

You **must** inform the school if your child/ren have any particular medical conditions which may affect their daily health and wellbeing e.g. allergy to bee stings, asthma, diabetes etc. The school will develop a student health plan / risk management plan to assist your child if there is an emergency.

Money

Children bring money to school for many purposes - excursions, etc. It should not be left in school bags or desk trays. Children are to be responsible for any spending money brought to school. All money for excursions, swimming and fees should be placed in an envelope with child's name and area. A money collection box is located outside the Medical Room behind the front office for envelopes to be posted **BEFORE 9:30 each morning**. This is important for the counting and banking of money received.

Money is banked daily. Please note that the Front Office does not carry change. Please present the correct money. EFTPOS facilities are available in the front office.

Download the Qkr! app on your smart phone.



Parents' and Citizens' Association (P&C)

This is a group of parents, teachers and other interested citizens who care about our children, our school and our community. Meetings are held twice a term to discuss school and community business. The P&C provide additional resources to improve the quality of our children's education and welfare. All parents and interested citizens are invited to attend.

Parent Help

The school strongly encourages parent helpers. Please speak to your child/ren's teacher.

Parking

Please note that the **parking area at the front of the school and the library is for staff and trade use only**. Parents are asked to set down and pick up children in Pitchford Avenue (there is a turn-around at the end of the cul-de-sac) or the carpark entering from Westfield Street. Failing this, Ironbark Street, beside the school oval, makes a safe stopping place. Double parking must not occur as it creates a very dangerous situation for all children. Council Rangers from the City of Gosnells enforce parking restrictions. Please be mindful of the neighbouring houses when parking at the school. DO NOT park on the west side of Pitchford Avenue, or do u turns when picking up or dropping your child (where there are signs stating this is prohibited).

Reporting to parents

Two formal reports are provided to parents/guardians at the end of Term 2 and Term 4 through Connect. Parents/guardians are encouraged to keep regular contact with teachers to monitor student progress. Parents/guardians may be offered a formal parent-teacher interview to discuss the first semester report and teachers will contact you at other times should they wish to discuss your child's progress. Parents/guardians are able to make an appointment to discuss their child's progress at any time of the year.

School Council

The School Council was inaugurated during 1992. It receives regular reports about school priorities throughout the year. The role of the School Council is to supervise the school goals, be informed about curriculum and direction, and to act as a governing body for all important school decisions. Members are elected by a representative process where parents and citizens must always outnumber school representatives. Meetings are held once or twice a term.

School Programs

Some of the programs provided at EMPS include:

- Music and Phys Ed
- Multi-Lit and Mini-Lit Reading Programs
- English as an Additional Language/Dialect
- Sporting Schools
- Digital Technologies
- Guitar
- Dance Sports
- Breakfast Club
- PEAC
- Chaplaincy
- Swimming Lessons
- Learning Club
- School Choir
- Science
- Auslan
- Design Technology

School Voluntary Contributions

In accordance with the Education Department policy our School Voluntary Contributions are \$60/child/year. This can be paid in cash, EFTPOS at the front office or via the Qkr app. This money goes towards the provision of educational resources for your child's education.

Staff/Parents/Administration

Parents are always welcome in the school, but for more formal discussions it is advisable to make an appointment to ensure that you have sufficient time in which to fully discuss concerns, issues etc. If you need to make an appointment with your child's teacher please ring the Front Office and leave a name, contact number and the name of the teacher you would like to see. These details will be passed to the teacher and they will ring you to set an appointment time. Please note that the Front Office *cannot make* the appointment – the teacher will call you.

Support Services

In School

Aboriginal and Islander Education Worker (AIEO)

The AIEO supports Aboriginal families within the school. If support is required, please contact the school to make an appointment. The AIEO is also available to support parents in meetings with school staff.

School Psychologist

The school psychologist assists teachers with learning and behavioural concerns related to your child. If you wish to make an appointment to speak with the School Psychologist, please contact one of the Deputy Principals.

Community Pantry

The community pantry is open every Thursday from 2.15pm – 2.40pm in the Community Room for all families at EMPS.

One Box Hampers

If you would like to be considered to receive a One Box hamper each week and are able to collect it from the school on a Wednesday afternoon, please contact the office. To be eligible you must have a current Health Care Card.

Out of School

Child and Parent Centre for children 0-8years Old – A resource centre for parents and guardians of our school and wider community is located on Westfield Street of school.

Phone: 9452 7882

Crisis Care - 24-hour emergency phone service for children, youth and families in crisis. Phone: 9223 1111.

Kids Help Line – 1800 55 1800

Family Help Line - 24-hour confidential counselling and information for families. Phone: 9223 1100.

Sun Protection

All children are to wear bucket or brimmed hats whilst outdoors at recess and lunch and for Physical Education. Children not wearing a hat are required to remain in the shade of buildings at recess and lunch time. Sunscreen is also provided for students.



Uniform

Full school uniform is expected and is well supported. This is available at Lowes in Maddington Centro or via their online store:

<https://www.lowes.com.au/schools-online/east-maddington-primary-school>

Uniform includes:

Plain navy, no logos or stripes etc other than school logos

- Navy blue polo shirt
- Navy blue shorts
- Navy blue skorts
- Navy blue track pants
- Navy blue sports zip jacket with gold stripe
- Navy blue zip jacket
- Faction T-shirt with school faction colour and logo (Friday)
- Sneakers, shoes and socks, no thongs
- Sun safe navy hat: bucket: preferred or full brim.

Optional

- Navy leggings (only under skorts in winter)
- Navy skivvies under polo shirts
- Navy blue skirt
- Navy hat with red stripe (optional for those with anaphylaxis)

Jewellery

For safety and security reasons, students are only permitted to wear:

- One set of small studs or sleepers/small hoops in ears
- A watch
- Jewellery for religious reasons permitted on approval.
- No facial piercings

Hair and make-up

- Long hair must be tied back (to prevent the spread of head lice).
- No hair dyes to be used. (Coloured hair spray only permitted on Faction Carnival Day.)
- Hair ties should be conservative, ribbon/bows to be navy only.
- No make-up or nail polish.
- No permanent or temporary tattoos.



