



# Medina

PRIMARY SCHOOL



## Parent Information Brochure

2024



## **Medina Primary School Boundary**

From the junction of Thomas Road and Gilmore Avenue, south along Gilmore Avenue (west side included) to Summerton Road, west along Summerton Road (north side included) to the western end of Summerton Road (near the Kwinana Golf Club clubhouse), north along Stanyford Way (east side included) to Gentle Road, west along Gentle Road (north side included) to the proposed Tasker Road, west along the proposed Tasker Road (north side included) and its western extension to the railway line, north along the railway line to Rockingham Road, north east along Rockingham Road (east side included) to the junction with Thomas Road, due west from this point to the coastline of the Indian Ocean and north along the coastline to a point coinciding with the westerly extension of Hope Valley Road, east from this point to and along Hope Valley Road (south side included) to Rockingham Road, south east along Hope Valley Road (southwest side included) to Abercrombie Road, south along Abercrombie Road (west side included) to Thomas Road, and east along Thomas Road (south side included) to Gilmore Avenue are included within the local-intake area for Medina Primary School.

Whilst Medina Primary is a local in-take school many enquiries are received from parents from outside of boundary.

The decision on accepting out of boundary enrolments is at the principal's discretion and based on available places in classes, as stated in the School Education Act. However, the number of students in a class must be in accordance with the Industrial Agreement between the Department of Education and the WA Teachers' Union.

## **Medina Primary School - A school that demonstrates C.A.R.E.**

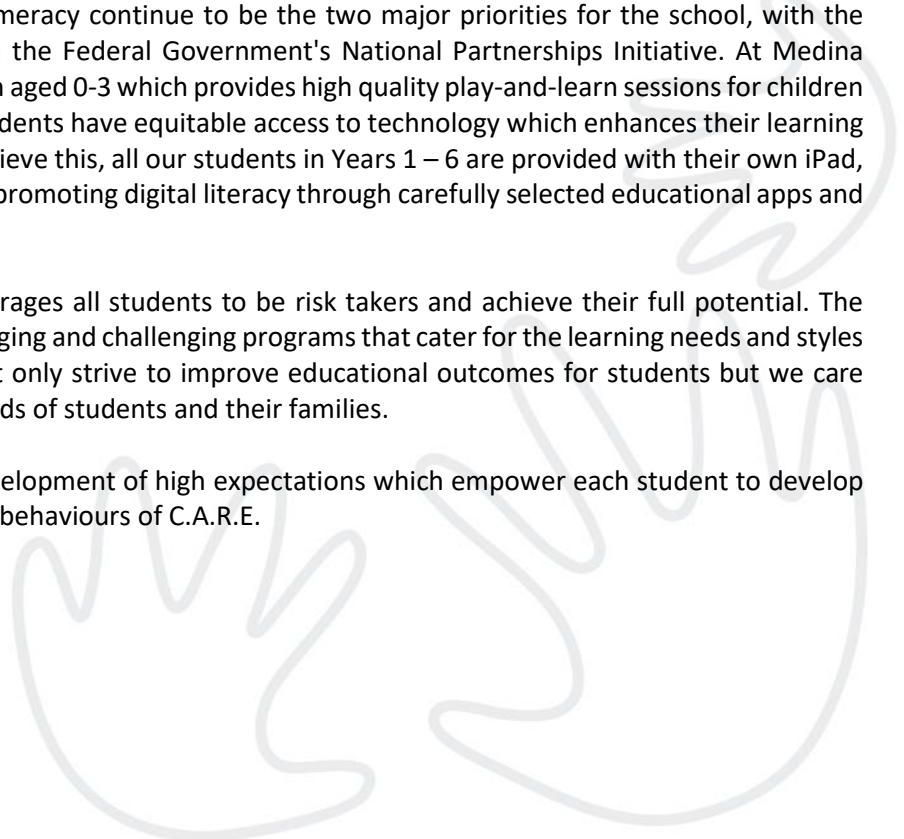
Medina Primary School is an Independent Public School located in Kwinana, catering for students from Kindergarten to Year 6. We value our rich cultural diversity. At Medina Primary we work in partnership with our families and community. You can find students of all ages learning and playing happily together in the classroom and playground. Class sizes are small and well resourced.

Medina Primary School has specialist programs including, Science, Art, Digital Technologies and L.O.T.E. The school has a strong partnership with the Western Australian Symphony Orchestra (WASO) and students participate in their Crescendo Music Program. Literacy and Numeracy continue to be the two major priorities for the school, with the school receiving significant funding through the Federal Government's National Partnerships Initiative. At Medina Primary School we offer KindiLink for children aged 0-3 which provides high quality play-and-learn sessions for children and their parents/ carers. We ensure our students have equitable access to technology which enhances their learning outcomes across the curriculum. To help achieve this, all our students in Years 1 – 6 are provided with their own iPad, fostering enriched learning experiences and promoting digital literacy through carefully selected educational apps and programs.

Medina Primary School supports and encourages all students to be risk takers and achieve their full potential. The school aims to do this through relevant, engaging and challenging programs that cater for the learning needs and styles of individual students. At Medina PS we not only strive to improve educational outcomes for students but we care about the social, physical and emotional needs of students and their families.

We take a collaborative approach to the development of high expectations which empower each student to develop character and integrity through the expected behaviours of C.A.R.E.

**Cooperation**  
**Achievement**  
**Respect**  
**Engagement**





## SCHOOL ADMINISTRATION

Principal	Karen Davey
Deputy Principal	Judith Davison
Deputy Principal	Kylie Mackenzie
Manager Corporate Services	John Oliver
School Officer	Olivia Ansell

## SCHOOL HOURS

School commences	8:30am
Recess	10:40am – 11:00am
Lunch	1:00pm – 1:30pm
School finishes	2:30pm

**Please note that in the interest of safety, students are not to arrive at school before 8:15am.**

## SCHOOL TERM DATES 2024

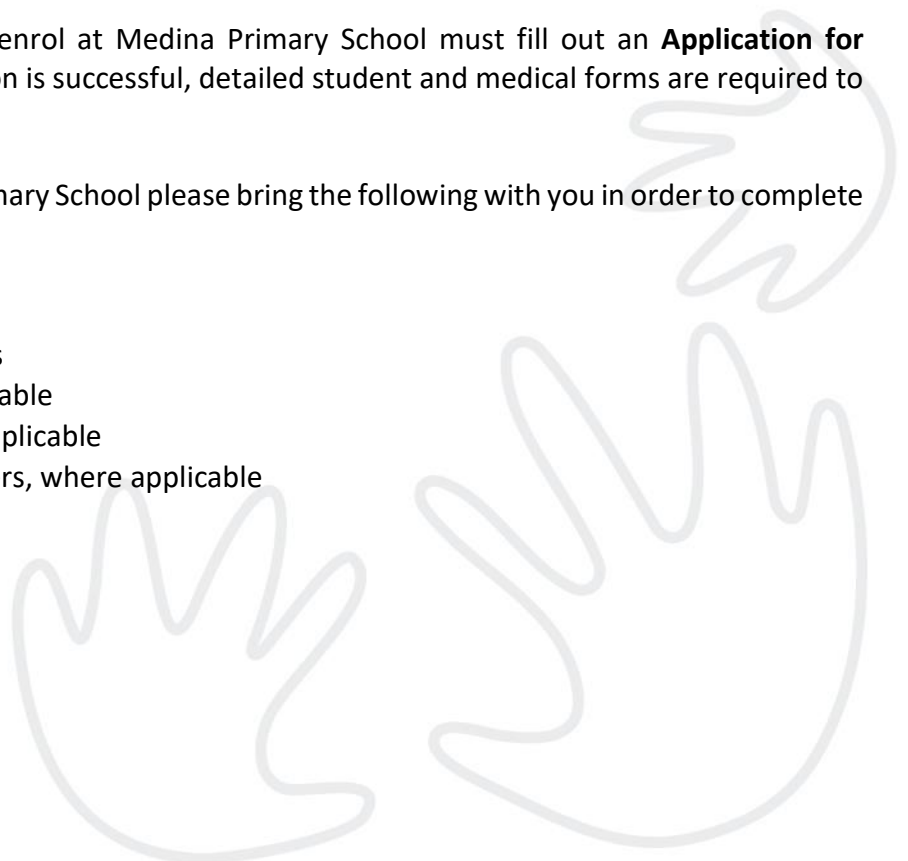
Term 1:	Wed 31 <sup>st</sup> January	School commences
	Thu 28 <sup>th</sup> March	End of Term 1
Term 2:	Mon 15 <sup>th</sup> April	School commences
	Fri 28 <sup>th</sup> June	End of Term 2
Term 3:	Mon 15 <sup>th</sup> July	School commences
	Fri 20 <sup>th</sup> September	End of Term 3
Term 4:	Mon 7 <sup>th</sup> October	School commences
	Thu 12 <sup>th</sup> December	End of Term 4

## ENROLMENT

Parents/Carers of student's wishing to enrol at Medina Primary School must fill out an **Application for Enrolment** form. If your child's application is successful, detailed student and medical forms are required to be completed.

When you enrol your child at Medina Primary School please bring the following with you in order to complete the enrolment:

- Child's birth certificate
- Up to date immunisation records
- Passports and Visa, where applicable
- Child's custody papers, where applicable
- Legal forms e.g., restraining orders, where applicable
- Proof of address





## **PARENTS AS PARTNERS**

You have been, and will continue to be, the most important people in your child's life. We consider communication between home and school to be very important. We will keep you informed through class letters, noticeboard updates, school newsletters, personal contact, *Connect*, the school's Facebook page and by phone, if required.

### ***Parent and teacher interviews***

If you have any queries or concerns about your child's progress or behaviour please contact your child's classroom teacher.

## **VOLUNTARY CONTRIBUTIONS**

We ask that school contributions are paid upon enrolment. Contributions for all students from Kindergarten to year 6 are \$40 per student per year.

## **PERSONAL REQUIREMENTS**

Students have been issued with a 2024 Personal Requirements List prepared by Champion School Supplies at competitive prices. Parents are reminded they may need to replace their children's personal items from time to time throughout the year, when needed. The list also contains information of what parents are asked to supply (Kindy varies slightly).

## **SCHOOL DRESS CODE**

Uniforms are purchased through LOWES in the Rockingham City Shopping Centre.

Medina Primary School uniform consists of:

- Navy blue Medina PS polo shirt.
- Navy blue shorts.
- Navy blue skirts.
- Navy blue track pants.
- Navy blue Medina PS jacket
- Navy blue Medina PS broad brimmed hat
- Navy blue tights or leggings may be worn under skirts or skorts.

Please refer to the full School Dress Code Policy included for more detailed information.

## **ATTENDANCE**

Regular and punctual attendance is compulsory for all students. Students are expected to maintain a 90% attendance rate and arrive at school by 8.30 am 90% of the time in order to achieve Good Standing.

All absences require an explanation. The school can be notified of student absences via the school's website, telephone, email, in person or by text using the MGM Outreach messaging software.





Absences for an extended period of time (3 or more days) are required to be supported by medical certificate or doctor's note.

Without good standing students are ineligible to take part in organised reward activities. Please refer to the Good Standing Policy included for further information.

## **COMMUNICATION**

We operate an open door policy whereby the Principal and Deputy Principal are available to speak with parents regarding concerns but in the first instance, please contact the classroom teacher.

### ***Connect***

We utilise the Department of Education's APP *Connect* to communicate with the school community and share important notices, newsletters and forms. Classroom teachers will also use Connect to share information relevant to their students.

*Connect* is a secure online environment developed by the Department of Education for staff, students and parents in public schools. It gives our teachers a tool to deliver content to the students via an online classroom. *Connect* provides easy access to information relevant to your child's classes including semester reports. Student reports are sent via *Connect* to parents in the final week of Semester 1 and Semester 2.

### ***Email***

The school has a generic address to send correspondence relating to queries, attendance and other general enquiries [medina.ps@education.wa.edu.au](mailto:medina.ps@education.wa.edu.au). This is monitored daily and includes all administration staff.

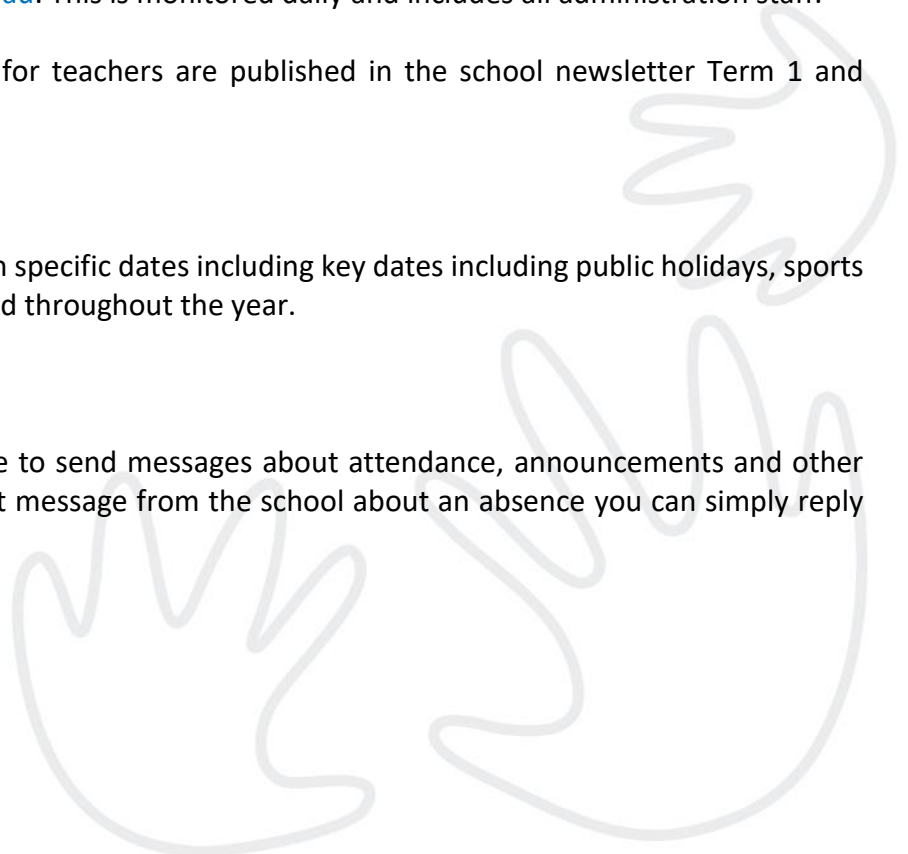
Education department email addresses for teachers are published in the school newsletter Term 1 and available anytime thereafter at request.

### ***Term Planner***

Each term a planner will be provided with specific dates including key dates including public holidays, sports carnival, incursions, and other events held throughout the year.

### **MGM outreach text message**

The school uses text messaging software to send messages about attendance, announcements and other general information. If you receive a text message from the school about an absence you can simply reply to the text.





## HEALTH

### ***Medical Details***

Medical information is requested upon enrolment of new students. It is important that medical details are kept up to date on school records.

Please ensure that the school has your child's most up to date medical details. If their circumstances change, please notify the school immediately.

### ***Medical Action Plan***

Students with specific medical requirements must have a written medical action plan. The plan should be discussed with the teacher and a member of the school's administration and must be reviewed regularly.

The school must be notified immediately if the plan is to be changed and a copy of the new plan should be supplied to the school.

### ***Illness***

Whilst we encourage good attendance please do not send your child to school if they are unwell.

Any student who is known to have contracted a medical condition that may be infectious, contagious or otherwise harmful to the health of another person at school will need to stay home and away from other students for a period of time as advised by the Executive Director of Public Health or by registered medical practitioner.

When a student is unwell and the teacher has confirmed this is so, the student's parent or nominated person will be contacted to collect the student from school. Students will wait to be collected in either the school office or the medical room.

## PARKING

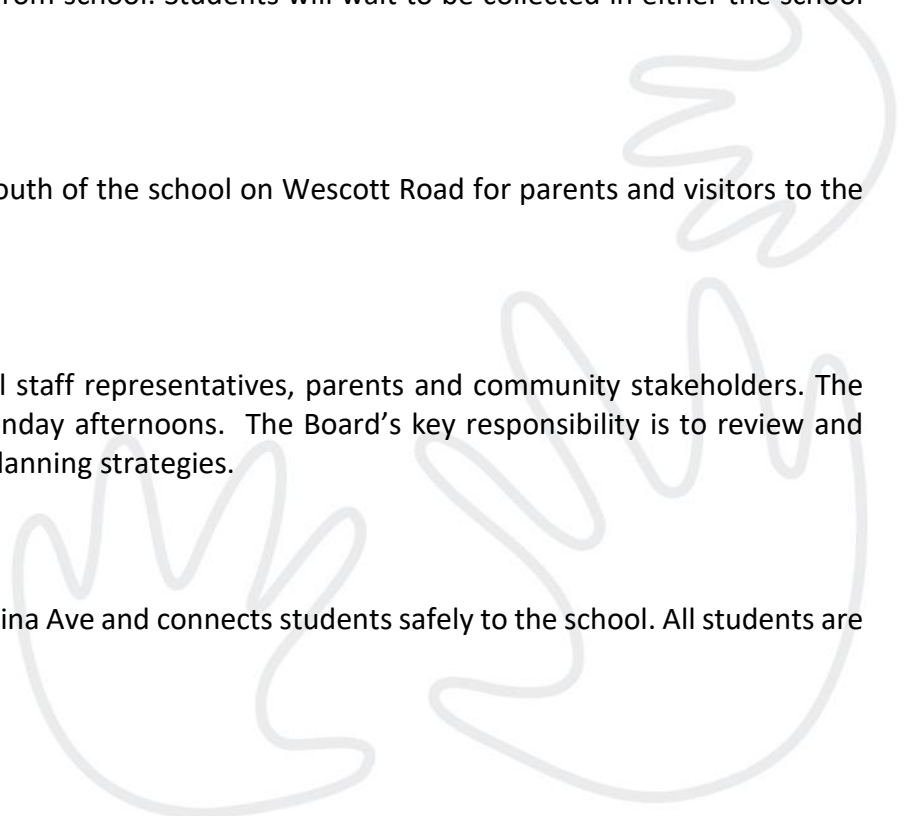
A designated car park is located to the south of the school on Wescott Road for parents and visitors to the school.

## SCHOOL BOARD

The School Board is comprised of school staff representatives, parents and community stakeholders. The School Board meets once a term on Monday afternoons. The Board's key responsibility is to review and monitor the school's development and planning strategies.

## CROSSWALK ATTENDANT

The school's crosswalk is located on Medina Ave and connects students safely to the school. All students are expected to use the crosswalk service.





## TOYS AND VALUABLES

### **Toys**

Toys are not permitted to be brought into the school. No responsibility is accepted by the school if any toys brought to the school are lost, stolen or damaged.

### **Valuables**

The school discourages students from bringing mobile phones, smart watches and any other connected devices to school. These devices can cause disruption in classrooms and in the playground, and can be used inappropriately to access social media and take photos without permission. This can cause distress and breach the privacy of others.

Parents are able to contact their children by phoning the school telephone number 61741100.

If a parent feels it is necessary for their child to bring a communication device to school, they must inform the Principal in writing first. If necessary, students can contact parents using the office phone.

Please refer to the mobile devices policy included for further information.

## COMMUNITY SERVICES INFORMATION

### ***Kwinana Early Years Services (KEYS)***

KEYS has been strengthening families since 1993. We are a not for profit organisation providing outstanding free support and quality services to children, parents, carers and grandparents.

KEYS have a range of support services to children and families designed for the early years. Workshops are at the core of what they do. They are carefully curated to be practical, informal and cover the challenging aspects of parenthood.

#### Contact Info

9439 1838

[info@keyswa.org](mailto:info@keyswa.org)

Cnr Chisham Ave &, Robbos Way,  
Kwinana WA 6167

### ***Child Development Service***

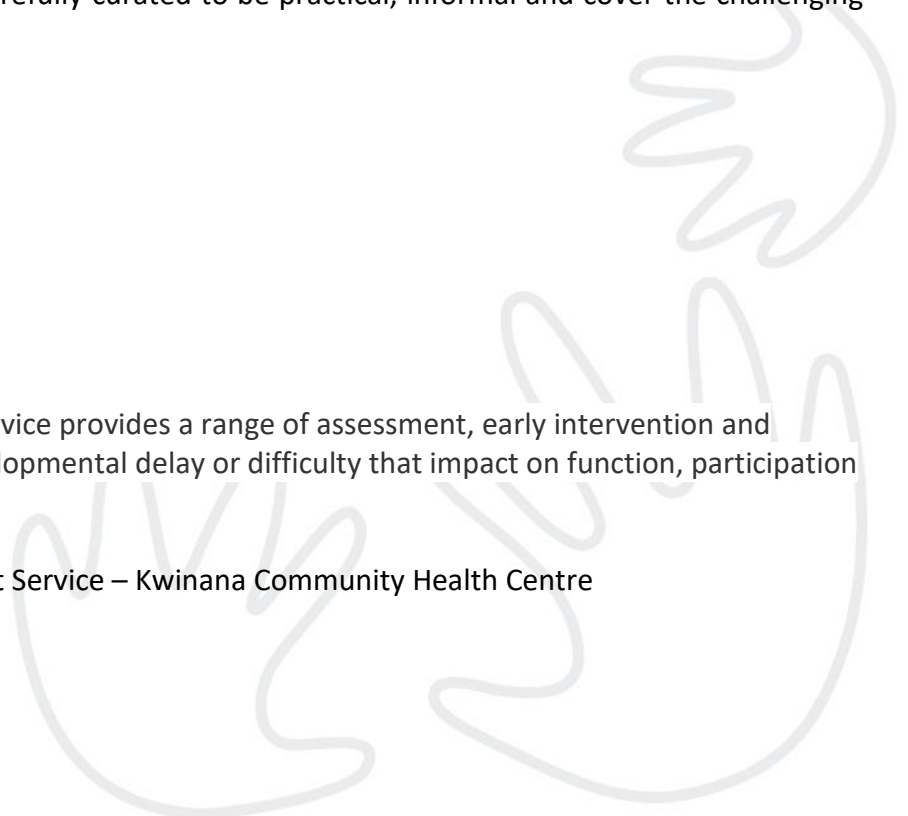
The metropolitan Child Development Service provides a range of assessment, early intervention and treatment services to children with developmental delay or difficulty that impact on function, participation and/or parent-child relationship.

Rockingham-Kwinana Child Development Service – Kwinana Community Health Centre

#### Contact Info

9419 2266

1 Peel Row, Kwinana WA 6167





## Medina Primary School GOOD STANDING POLICY

In accordance with the Department of Education's Positive Student Behaviour Policy, Medina Primary School has a Good Standing Policy. Our Good Standing Policy supports the Medina Positive Behaviour expectations; Co-operation, Achievement, Respect, Engagement, acknowledging and rewarding exemplary student behaviour and attendance. We believe every student should feel safe, happy, nurtured and supported to learn in a welcoming, inclusive, collaborative learning environment.

The Good Standing Policy emphasises the importance of students taking responsibility for the choices they make daily, which impacts academically and socially on themselves and others. The Good Standing Policy is a part of, and works in conjunction with, the whole school Student Behaviour Policy and aims to provide regular acknowledgement and recognition for the majority of students who consistently behave and act accordingly to Medina PS C.A.R.E. expectations.

Good Standing is a status all Medina Primary School students are granted at the beginning of every school year. It is the responsibility of each student to maintain their Good Standing. Students with Good Standing are eligible to participate in Medina Primary School rewards and other activities. Students who lose their Good Standing may lose their privilege to participate in events including but not limited to excursions and school based activities, choir, camps, Big Day Out Activities, sporting events, Graduation / Leavers Lunch and discos. Students who lose Good Standing will not be eligible to receive Merit Certificates until they regain Good Standing. Students who have an I.B.P. will operate at Principal, Deputy Principal and Teacher discretion.

**All students are required to have Good Standing, wear the correct Medina Primary School uniform, maintain a 90% or above attendance rate, and arrive at school by 8:30am 90% of the time in order to participate in rewards and other activities. All absences are to be explained within 3 days of your child returning to school and extended or reoccurring absences need to be supported by a medical certificate or doctor's note.**

### **To maintain Good Standing students must:**

- Consistently display Medina C.A.R.E. expectations
- Follow the Medina Student Positive Behaviour Policy

### **Students will lose Good Standing for:**

- Fighting
- Abuse, threats, harassment or intimidation of staff
- Abuse, threats, harassment or intimidation of students
- Damage to property
- E-breaches (technology misuse)
- Ongoing violation of the Medina C.A.R.E. behaviour expectations
- Receiving 2 detentions
- Non adherence to Individual Behaviour Plan (IBP)
- Leaving school grounds without permission

**Student Leaders who lose their Good Standing or who do not maintain a 90% or above attendance rate and arrive at school on time, may lose their leadership role.**

**Suspension will automatically result in loss of Good Standing.**

### **Parent Contact Regarding Good Standing:**

- The Medina PS Good Standing Policy will be communicated to parents through a range of mediums and uploaded to the Medina Primary School Website.
- At the commencement of every year, parents will receive a link to the Good Standing Policy via the school newsletter/Facebook.
- Parents will be advised when their child loses Good Standing, how they may regain this status and what opportunities they will be ineligible for.
- Parents will be advised by the leadership team if their child is at risk of losing their Good Standing due to ongoing violation of the MPS Positive Student Behaviour Policy.

**The Medina Primary Good Standing Policy is provided to maintain consistency in our decision making processes. It is important to note these are guidelines, all factors will be considered and any decision to withdraw Good Standing will be at the discretion of the Principal.**





## Medina Primary School SCHOOL DRESS POLICY

Public schools are required to have a dress code and students are required to comply with the code unless they have been granted an exemption. Dress codes for students are determined by the School Board in consultation with staff, students and parents.

Exemptions and sanctions will be managed in accordance with the *School Education Regulations 2000* and requirements in the *Dress Codes for Students Procedures*.

Dress codes are tangible evidence of the standards expected of students. A school's dress code plays an important role in promoting a positive image of the school and creating a sense of identity among students.

### **The Benefits of Dress Codes include:**

- Promoting safety of students through easier identification;
- Keeping costs of clothing within reasonable limits for parents; and
- Assisting students to learn the importance of appropriate presentation.
- Develops student's sense of belonging to the school community.
- Provides an opportunity to build school spirit.
- Promotes a sense of inclusiveness, non-discrimination and equal opportunity.
- Reinforces the perception of the school as an ordered and safe place.
- Enhance the health and safety of students when involved in school activities.
- Increase the personal safety of students and staff by allowing easier identification of visitors and potential intruders to the school.
- Students learn to engage with the community.

Being suitably groomed is part of the process by which students learn to engage with employers and the community. In this context and as outlined by The Department of Education's 'Dress Requirements for Students', clothing made from denim is not appropriate for school and is therefore excluded from all dress codes and uniforms.

### **Medina Primary School uniform consists of: (Available at LOWES located at the Rockingham City Shopping Centre)**

- Navy blue polo shirt with white embroidered school logo.
  - Navy blue shorts (microfiber or basketball styles).
  - Navy blue skirts / shorts / skorts.
  - Navy blue track pants.
  - Navy blue zip up jackets with embroidered school logo.
  - Navy blue Medina Primary School hats.
  - Plain white or black socks.
  - **Students are required to wear school uniform to school each day.**
  - **Students will be required to wear full school uniform when on school excursions or representing the school in public forums.**
- ❖ Leggings are not part of our school uniform. However, navy blue leggings or tights may be worn UNDER school skirts or skorts during winter.
- ❖ Long sleeve shirts/skivvies are not part of our school uniform. However, navy blue long sleeve shirts or skivvies may be worn UNDER the school shirt during winter.

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## Medina Primary School SCHOOL DRESS POLICY (cont)

**Headwear / Hair:** Headwear needs to be plain and purposeful (not decorative) and reflect the school colours of navy blue and white (this includes headbands and ribbons).

Hair should be clean, neat and well presented. Long hair on both boys and girls needs to be tied up for health and safety reasons. Mohawks, extreme styles or colours of dyed hair (green, fluoro, etc) are not considered acceptable.

**Footwear:** Students need to wear appropriate footwear for the activities in which they are involved and also for health and safety reasons. Closed shoes, joggers or sandals with an ankle strap are appropriate. Boots, ugg boots, thongs, slip on or fashion shoes are not considered appropriate for school.

**Sun safe: Students must wear a Medina Primary School hat whilst engaging in outdoor activities, play, recreation, physical education, sport and during breaks. The school has adopted the 'No Hat No Play' policy and this will be enforced throughout the school year.**

Sun safe hats are defined as bucket or broad brimmed navy hats. The Principal and teachers can grant exemptions for certain activities in which the wearing of a hat is impractical; for example, athletic events.

**Jewellery / Makeup / Nail Polish:** For reasons of safety, sleepers and stud earrings are acceptable at school. Any items likely to catch or snag are not to be worn. This includes fashion wrist and neck jewellery such as bands, bracelets or necklaces. Students may be asked to remove jewellery before being allowed to play sport.

Any external body piercings other than sleepers or studs are not considered appropriate for primary aged children.

Makeup and nail polish are not suitable for school and should not be worn. Students wearing makeup or nail polish will be asked to remove it.

### **Non-Compliance with Dress Code Requirements:**

Where a student is not following the school dress code (unless they have an exemption) they will be required to borrow a school uniform for the day. Repeated non-compliance with the school dress code will be discussed with parents or carers to offer encouragement, assistance and support to enable their child to meet the uniform requirements.

### **Support and Assistance:**

The school community offers assistance and support to students and their families where difficulties with compliance arise. Parents/carers will need to discuss any assistance of support needed with the Principal or Deputy Principal.

### **Exemptions:**

A parent/carer may apply to the Principal (on behalf of their child) for an exemption from aspects of the dress code on any of the following grounds:

- A matter relating to the child's health.
- A matter relating to religious beliefs of the child or their family.
- A matter relating to the cultural background of the child or their family; and
- Any other matter which, in the Principal's opinion, is sufficient to exempt the child from complying with the requirements.

Exemptions may be granted on a permanent, defined-period of conditional basis and can be revoked by the Principal at any time.

**Free Dress Days:** Although infrequent, students are to wear appropriate clothing on free dress days. Students wearing clothing with offensive or inappropriate slogans/pictures or clothing deemed by the Principal or Deputy Principal to be too revealing will be required to change into a school shirt for the day.



## Medina Primary School MOBILE PHONE AND DEVICE POLICY

The Department of Education does not permit student use of mobile phones in public schools unless for medical purposes, or teacher directed educational purpose.

It is important to note that it is not a requirement at Medina Primary School for students to have a mobile phone at school.

For the purpose of this policy, 'communication devices' refer to mobile phones, smart watches, non-school provided tablets and any other device connected to the internet in any way while on school grounds or during an excursion.

The school discourages students from bringing mobile phones, smart watches and any other connected devices to school. These devices can cause disruption in classrooms and in the playground, and can be used inappropriately to access social media and take photos without permission. This can cause distress and breach the privacy of others.

Parents are able to contact their children by phoning the school telephone number 61741100. If a parent feels it is necessary for their child to bring a communication device to school, they must inform the Principal in writing first. If necessary, students can contact parents using the office phone.

The following expectations apply to the use of communication devices in the school.

### **Students:**

Students are not permitted to use communication devices at school for any reason unless supervised by a staff member and with permission. These devices;

1. Are brought to school at the students' own risk. The school does not accept any responsibility for theft, loss or damage of these devices.
2. Mobile phones are to be kept in the student's bag at all times and must be switched off or on silent mode. Smart phone communication and notification alerts must be switched off.
3. Are not to be used to call home in an emergency. This is the duty of the school and the administrator/teacher-in-charge.
4. Are not to be used to call home in the event of a mishap at school or because belongings have been forgotten unless at a teacher's discretion and under the supervision of a teacher – in the main, these events are to be dealt with by the school. Parents will be informed on any events that have impacted on their child.
5. Are not to be used for any purpose that has not been explicitly authorised by the school. Are not to be used in the classroom, playground or incursion/excursion for any of the following purposes: check text messages, access games, accessing the internet, accessing images, using the camera or videos.
6. Are not to be used to harass, bully or intimidate students, staff or anyone else. Breaches will be dealt with as per the school's Behaviour Policy.

Any use of unauthorised communication devices by a student, that is in breach of these expectations, will lead to the confiscation of the device. In this instance, parents will be notified and confiscated devices will need to be collected from the Administration office by the student's parents at the end of the day.

### **Exemptions:**

Exemptions to this ban include where a student requires a mobile phone:

1. To monitor a health condition as part of a school approved documented health care plan.
2. Under the direct instruction of a teacher for a specified purpose.

### **Staff:**

Staff should not be communicating in a social manner during work hours on their communication devices. These devices;

1. Are to be switched off or on silent mode during work hours.
2. Are not permitted to be used for personal calls and messaging, nor checked/used during instruction time, duty times and meetings.
3. Are not to be used in general sight of the students unless an urgent situation arises where a staff member needs to make a call to Administration in an emergency, as a part of a student's Risk Management Plan or is using it explicitly for work purposes.
4. May only be used if a staff member is expecting an urgent call and has informed Admin first.
5. Should only be used during break times when they are free of students or normal work duties, or if the device is being used for work related tasks (e.g. a formal strategy for risk management, taking photos for work related purposes, uploading blogs, See-Saw etc)
6. Personal calls and messaging during instruction and duty times are not permitted.



**Medina**  
PRIMARY SCHOOL

