# DUMBLEYUNG PRIMARY SCHOOL

# Information Booklet

2025

# GENERAL INFO

Email: dumbleyung.ps@education.wa.edu.au
Web: www.dumbleyungps.wa.edu.au

Principal: Melanie Ball
Office hours: 8:30am - 3:30pm
School phone: 9863 2500
School mobile: 0455 051 698

Office opens: Tuesday, 28 January 2025
Students return: Wednesday, 5 February 2025
(Kindy start 6 Feb)

First Term:
Wednesday 5 February to Friday 11 April
Second Term:
Monday 28 April to Friday 4 July
Third Term:
Tuesday 22 July to Friday 26 September
Fourth Term:
Tuesday 14 October to Thursday 18 December

PUBLIC HOLIDAYS DURING SCHOOL TERMS
Labour Day: Monday, 3 March
WA Day: Monday, 2 June

BELL TIMES

| | |
|---|---|
| 9.00 – 11.00 | Session 1 |
| 11.00 – 11.30 | **LUNCH** |
| 11.30 – 1.30 | Session 2 |
| 1.30 – 2.00 | **RECESS** |
| 2.00 – 3.15 | Session 3 (**Monday Early Close 2.25)** |

*Students should not arrive before 8:40am to ensure adequate supervision.*

# ABSENCES

Please use the below details to text or call regarding absences or messages. Please notify the office of absences as soon as possible.

School Office: 9863 2500 (8am-3:30pm)
Mobile: 0455 051 698 (8am-3:30pm)
Email: dumbleyung.ps@education.wa.edu.au (anytime)

Students arriving late/leaving early need to sign in/out at the front office by a parent/carer (or a delegate that the school has been notified about).

# AFTER HOURS

Use of the oval after school hours is encouraged. Students and community are asked to keep away from the school buildings (including the quad) after home time. In this way, they will not be questioned about any loss or damage.

# ASSEMBLIES

General Assemblies are held 2 to 3 times per term on Thursdays at 2:30pm in the Library. Special Assemblies (e.g. ANZAC Day, Cross Country) may be held at different times/locations/days. Dates/times of all Assemblies will be advertised each term on the Term Planner sent home with the Newsletter.

Assemblies are hosted by the Leadership Team and classes alternate giving class reports/performances.

# ATTENDANCE

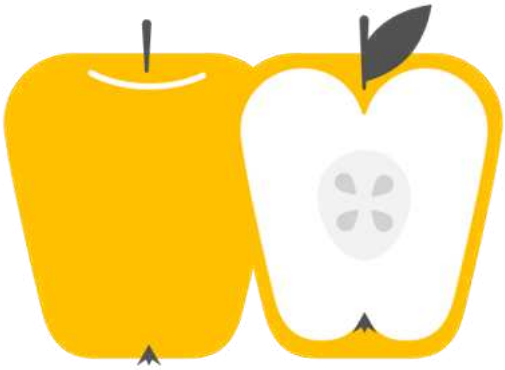
Attendance at school is law and you do need to let the school know the reason why your child is going to be, or has been, absent from school as soon as possible. Where possible, please discuss any upcoming absences in advance so we can let you know of the important learning or activities your child will miss out on.

Having information about why your child is missing school helps us plan for their return to school and work out whether we can provide any further help to you.

While some absences are unavoidable (e.g. illness) that makes it all the more important to attend every other available day.

Regular non-attendance obviously has academic consequences for your child. The effects of which have been shown to be cumulative, meaning absences in any year level impacts their academic achievement in future years.

Regular absences also impact your child's ability to create strong relationships with teachers and peers. They often feel 'out of the loop' which can impact their confidence and sense of belonging.



# *"Every Day Counts"*

1 or 2 days a week doesn't seem that much but...

| If your child misses | that equals... | which is... | and over 13 years of school that's... |
|---|---|---|---|
| 1 day a fortnight | 20 days per year | 4 weeks per year | Nearly 1.5 years |
| 1 day a week | 40 days per year | 8 weeks per year | Over 2.5 years |
| 2 days a week | 80 days per year | 16 weeks per year | Over 5 Years |
| 3 days a week | 120 days per year | 24 weeks per year | Nearly 8 years |

**What can you do to help?**

- Speak to the school about your difficulties around attendance.
- Have a set time for your child to go to bed at night and get up in the morning.
- Have their uniform and school bag ready the night before.
- Have a set time for breakfast.
- Set a time for daily homework activities.
- Talk about school positively.
- If running late, encourage your child to still go to school and reassure them that you will let the school know.
- Organise for your child to meet a friend before school so they can arrive at school together.
- Get involved at school through volunteering or participate in school programs, events or join the Parents and Citizens' Association.

When a student's attendance falls below 90% or is identified as a concern, the *Student Attendance in Public Schools* policy and procedures requires the school to investigate the reasons for a student's absence, discuss with parents and implement strategies for improvement that are linked to the causes of absence.

# BEHAVIOUR

The school's Behaviour Management Policy (BMP) sets out our positive and proactive approach to behaviour and logical consequences for poor behaviour. Dumbleyung Primary School is committed to timely communication and parents can expect to be contacted regularly about positive and negative behaviours. A copy of the BMP is available on the website or you can request a copy from the office. Please contact your child's teacher in the first instance if you have any concerns.

# BREAKFAST CLUB

Tuesdays and Thursdays 8:40am. All welcome.

# BUSES

Two buses service the school. Applications must be made to School Bus Services at www.schoolbuses.wa.gov.au. Any queries relating to the buses please ring the principal or go online. Bus safety drills will be conducted regularly to remind children of the safest way to travel in their school bus. If a child has to be driven more than 4.5km to the nearest bus route or school by the shortest practicable route, then a conveyance allowance is payable to the parent.

**School Bus Notes**

An explanation note or phone call to the office is essential for bus students if alternative arrangements have been made other than bus transportation after school. Complimentary School Bus travel forms (for after school visiting) are available at the office, no student is to travel on buses without this form being filled out. Parents need to contact the bus driver concerned first if there will be room for any extra passengers.

# CHAPLAIN

This is in progress for finding a suitable person for our students.

# CONTRIBUTIONS

The School Council has endorsed the following Voluntary Contributions. The contribution fee helps to cover photocopying, workbooks, library and sport equipment.

| | |
|---|---|
| Kindergarten Contribution: | $60.00 per child |
| Pre-Primary / Primary Contribution: | $60.00 per child |

Bank details: Dumbleyung Primary School
BSB: 066522
Acc: 10061905

# COMMUNICATION

We use a variety of communication methods to engage and inform families and the community at Dumbleyung Primary School, however, speaking to someone (either on the phone or in person) is always the best way to convey urgent or sensitive information.

Open and timely communication is a priority for the school. If you have any suggestions, questions or concerns, please speak to the principal.

| Communication Channel | Purpose |
|---|---|
| **Facebook Public Group** | School Promotion |
| **Facebook DPS Parents Group** | Reminders<br>Classroom/school activity |
| **Website** | School Promotion<br>School information<br>Policies<br>Newsletters |
| **Email** | Notices and updates<br>Policies & procedures<br>Backup permission notes<br><br>Teacher emails – classroom communications |
| **SMS Service** | Emergency notifications<br>Unexplained absences |
| **School Mobile** | Emergency notifications<br>Individual notices/communication |
| **Student Diaries** | Reminders<br>Reading tracking<br>Positive communication |
| **Newsletter** | Reminders<br>Important new information and updates<br>Reflections |
| **Notes home** | Permissions<br>Classroom information |
| **Assembly** | Positive Communication<br>Updates<br>Upcoming events<br>Reflections<br>Highlighting student work/achievements |
| **Quackchat** | School Promotion<br>Reminders<br>Classroom/school activity<br>Positive Communication<br>Updates<br>Upcoming events<br>Reflections<br>Highlighting student work/achievements |
| **Meet & Greet** | Meeting new staff<br>School/classroom procedures<br>Learning environment |
| **Learning Journey** | Progression of learning<br>Showcase student work<br>Celebration |
| **Parent Interviews** | Upon request<br>Individual student progress/needs |

# COUNCIL

The School Council meets at least once a term. They work with the school to achieve the best outcomes for students and act as a conduit between the school and the community. Information on School Council duties and responsibilities is available upon request.

| | |
|---|---|
| Principal: | Mrs Melanie Ball |
| Staff Representative: | Ms Pippa Bennett |
| Parent Representative: | Ms Hanna Chiswell |
| Parent Representative: | Mrs Pip Gooding |
| Parent Representative: | Mr Regan Bairstow |

Chairperson/Community Representative: TBC

# DENTAL VAN

A Dental Clinic in a mobile caravan operates periodically from the school grounds. All children who have been registered (i.e. parent permission notes returned) are checked during school hours and parents/carers are advised when further treatment is necessary. The clinic carries out routine dental work.

# HEALTH

The School Nurse visits the school to check the physical development and general health of students as per The Department of Health requirements and signed permission forms. This generally coincides with Child Health at the Hospital. The school will endeavour to notify parents through the Newsletter or Facebook but this is not always possible. Please speak to the principal if you have any questions or concerns.

# DRESS CODE

A School Dress Code assists in building a school identity, promotes school spirit, encourages equity between students and contributes to student safety, comfort and well-being.

Appropriate footwear at all times (no ugg boots, thongs, ballet flats or heels)
Gold & Green school logo polo shirt
Gold & Green para-silk school logo jacket
Bottle Green shorts/skirt/skorts
Bottle Green pants
Bottle Green or Black tights/stockings (not leggings)
School dress (green and white check )
Wide-brim green hat (compulsory during Terms 1 and 4)
No slogans or multi-coloured designs on any garments

**Advice to Students on Dress Code**:

No caps
Hats should not be worn inside.
No hoodies.
Make-up is not permissible at school.
Long hair must be tied back.
Year 6 leaver's jumpers/shirts are acceptable uniform.
For safety reasons any item of jewellery, with the exception of ear studs, sleepers and watches, should not be worn at school.

Uniforms are available through the P&C and can be purchased Monday to Thursday during school hours.

Please bring in any items your child no longer needs for our free second-hand uniform program to reduce costs and waste.

# FACTIONS

Your child will be allocated a Faction at the commencement of their enrolment, either Cronin (gold) or Kersley (green). Students receive faction tickets for demonstrating the school values. Where possible, we do try to go by family history, although sometimes it may be necessary to put students in a certain faction to maintain balance.

# INTERSCHOOL ATHLETICS

The Interschool Athletics carnival is hosted during Week 9 in Term 3. There will be a day swap that week which will enable the Kindy students to participate in the carnival.

# LEARNING JOURNEY

A learning journey is an opportunity for students to share their progress throughout the year with their loved ones. It involves displays of student work that students can share with you. The school usually hosts one during the year where the students show their learning journeys to their parents/ caregivers after an assembly.

# LOST PROPERTY

Please ensure that all clothing (including bathers, towels, hats and shoes) as well as lunch boxes, containers and drink bottles are clearly labelled. Lost property is stored and is periodically put on display on the table outside the staffroom. Items not claimed will be added to the free uniform box.

# LUNCH ORDERS

**Thursdays**

Lunch orders are available from the Black Duck Cafe. Students wishing to purchase their lunch should place their orders Directly to the Café via Text or Phone. Alternatively, you can bring your order to the front office with the correct change and envelopes are tightly sealed or taped to prevent loss of money). It is the Schools preference orders are made directly with the café.

# MEET & GREET

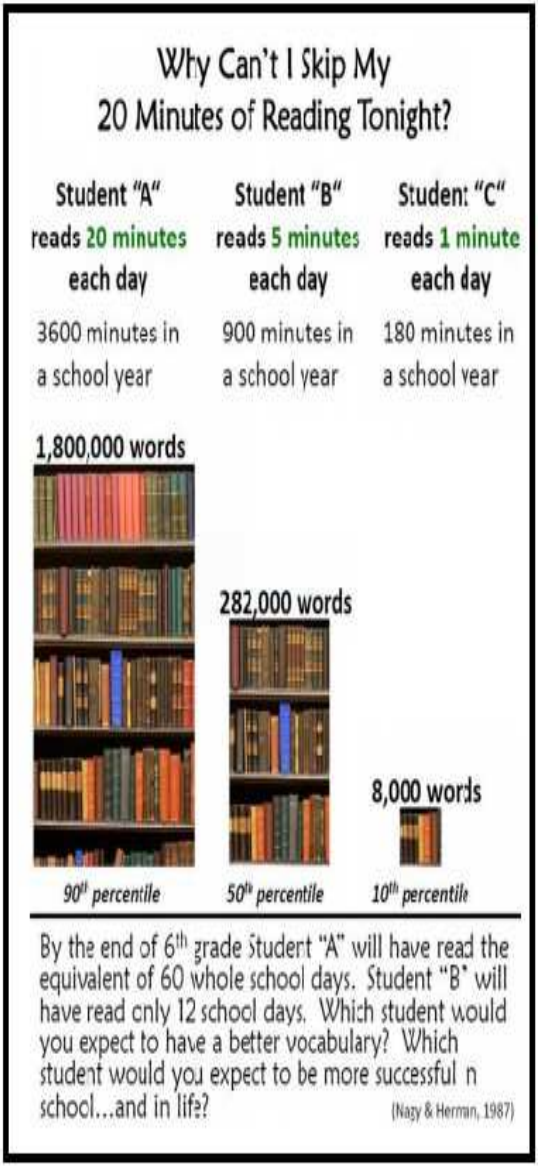
Meet & Greet (usually held one afternoon in Term 1) is an opportunity to formally meet your child's teacher and understand how the classroom will run. You are welcome to schedule a one-on-one meeting with your child's teacher at any other time and pop in to say hello.

# NIGHTS OF READING

The Nights of Reading Program is designed to promote a love of reading. At Dumbleyung Primary School, we expect students to read or be read to, every day. We will be working with individual families to highlight the importance of consistent reading habits.

Reading regularly (or being read to) improves children's imaginations, oral language structures, vocabulary and general knowledge. Reading also improves students decoding and encoding (spelling/ writing) skills. It can also be a bonding time and, when done at night, helps children wind down and prepare for sleep.

Students who do read at home should (with the help of adults as appropriate) record their reading activity, including the cumulative number of home reading days, in their student diaries. In Weeks 5 and 10 of each term, students who have read 100 days (and then 200 and 300) will choose a book to keep.



# STUDENT LEADERS

All students in Years 5 and 6 form the Student Leadership Team. The main function of this body is to consider, in conjunction with the teaching staff, the interests and general welfare of other school students. Chappy leads the Student Leadership Team in line with the Student Leadership Policy. Students not upholding the school values may be removed from the Student Leadership Team at the discretion of the principal.

# SUPPORT

At Dumbleyung Primary School, we are committed to supporting students' diverse needs. We believe in closely monitoring students to intervene early if there are any difficulties to ensure small problems do not become big ones. Similarly, if you have any concerns about your child, please speak to your teacher or the principal and we will support you and your child however we can.

Dumbleyung Primary School supports our families as well as our students. This may just be in the form of someone to talk to, quality sources of information or referrals to external agencies. Please speak to your child's teacher or the principal.

# TABLOID SPORTS

The Tabloid Sports event is a great day shared by students, staff, parents/ caregivers, family, friends and community members. The purpose of this event is to allow the students to practise their skills they have been learning for the Interschool Sports Carnival event and they compete against the adults. Lunch orders are available as a fundraiser for Senior Room commitments and the day usually ends with an Assembly.

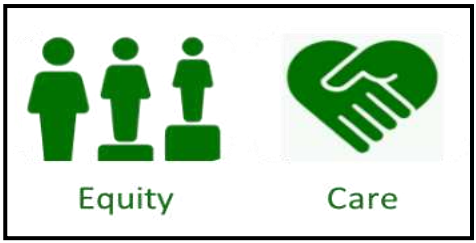
# TRIPLE P

Bi-annually, Dumbleyung Primary School hosts a Triple P (Power of Positive Parenting) seminar that is open to parents and carers of young children. It is recommended that everyone take advantage of the opportunity to participate. Details of the 2023 sessions will be published when confirmed.

# VISITORS

Visitors to the school (such as for assemblies, meetings, picking students up for appointments etc) need to sign in using the electronic sign-in system at the front office. Parents picking up and dropping off students before and after school can enter via the parking lot entrance.

# VALUES




Dumbleyung Primary School operates under the four values of Learning, Excellence, Equity and Care. These values underpin everything we do. Staff and students are expected to demonstrate the values in their decision-making and interactions and students are rewarded for values displayed.

# SCHOOL SONG

Dumbleyung Primary School proudly has a school song with lyrics written by Mrs Pip Gooding to the tune of the Richmond Football Club theme. It is sung by the students at most assemblies and some school events.

**Oh we're from Dumbleyung**
**We're country kids**
**Oh we're from Dumbleyung**
**Every weekday you will see us with a grin,**
**Humble if we win,**
**Strength we'll find if we're behind**
**We'll fight and dig it in.**

**Oh we're from Dumbleyung**
**We'll never tire 'till we've crossed the finish line**
**We're bright and believe**
**Our commitment to achieve**
**Oh we're from Dumble….**
**Golden and green**
**Oh we're from Dumbleyung!**

DUMBLEYUNG
PRIMARY SCHOOL