

Parent Information 2026



TERM DATES

Semester 1 - 2026

Term 1

Monday, 2nd February –
Thursday, 2nd April

Term 2

Monday, 20th April –
Friday, 3rd July

Semester 2 - 2025

Term 3

Monday, 20th July –
Friday, 25th September

Term 4

Monday, 12th October –
Thursday, 17th December

PUBLIC HOLIDAYS

Australia Day	Monday, 26 th January
Labour Day	Monday, 2 nd March
Good Friday	Friday, 3 rd April
Easter Monday	Monday, 6 th April
ANZAC Day	Saturday, 25 th April & Monday, 27 th April
WA Day	Monday, 1 st June
Kings Birthday	Monday, 28 th September

SCHOOL HOURS (PP-Yr 6)

Classroom doors open	8.40am
School Starts	8.50am
Lunch- Play	11:00am
Lunch Eating	11.10am
End of Lunch	11.30am
Recess	1.30pm
End of Recess	1.50pm

OTHER INFORMATION

Office Hours	8.15am to 3.30pm Monday to Friday
Address	64 Gillark Street, Mandurah WA 6210
Phone	9586 0650
Website	dudleyparkps.wa.edu.au
Email	Dudleypark.ps@education.wa.edu.au

ADMINISTRATION

Principal
Mrs Alicia Jones



Deputy Principal
Kindy & Pre Primary
Mrs Leanne Raper



Deputy Principal
Years 1-3
Ms Dyan Braysher



Deputy Principal
Years 4-6
Ms Samantha Stedman



CONTRIBUTIONS & CHARGES

The amount of voluntary contributions parents and carers are asked to pay is \$50.00 per student (traditionally called 'School Fees'). All contributions collected go directly towards enhancing your child's education program and assist us in providing the best learning experience at Dudley Park.

Money collected is necessary to supplement school expenditure in the areas listed below. <ul style="list-style-type: none">• Photocopying Supplementary• Classroom Activities• Library Book Supplementary• Health and P.E. Resource Materials• Mathematics Resource Materials• Science Resource Materials• English Resource Materials• The Arts Resource Materials• Technology & Enterprise Resource Materials• Humanities and Social Sciences• LOTE Noongar Language	\$50.00 Per Child School Board Decision This voluntary contribution may be paid in a lump sum or in part payments to the school office, EFTPOS facilities available.
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The **estimated** charges for your child's participation in incursions/excursions and activities for 2025 is set out below. The amounts indicated are a **maximum** charge. **The actual charge may be less and we may not hold all of these activities.**

<u>ACTIVITIES – Maximum Costs</u>	<u>Per Student</u>
<ul style="list-style-type: none">• Incursions/Excursions• Interschool Sports Carnivals• Graduation Activities• Year 6 End of Year Activities• PEAC (selected students only)• School Photos (Up to a max \$90 – price will vary depending on package ordered)• In Term Swimming	\$60 \$20 \$80 \$300 \$300 \$90 \$40

Payments for contributions can be made via the Compass App or via EFTPOS in the front office.

Compass (School Manager)

At Dudley Park Primary School our main method of communicating with parents and caregivers is through our COMPASS APP. Parents can login to Compass via the Compass App or the website: <https://dudleyparkps-wa.compass.education/>

The Compass App is available from the Google Play Store or the App store for your mobile phone and is called "Compass School Manager". When installing the App please make sure that you allow it to receive notifications.

Once enrolled we will email you your login information to get started. If you have not received your login within the first day please contact admin.

It is extremely important that your mobile number and email address is always current, so you don't miss anything.

Below is some helpful information.

Absences

It is a legal requirement that parents provide an explanation for a child's non-attendance. Please ensure that you contact the school either through the Compass App phone or in person as to the reason for your child's absence.

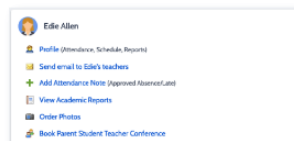
Entering an Attendance Note

From the Compass home screen (or from your student's profile), click the Add Attendance Note item.

1 From the Compass home screen (or from your student's profile), click the Add Attendance Note item.

2 From the pop-up window

- Select the reason
- Enter a brief description of the absence
- Select the start and finish time
- Click the 'Save' button



What is an Attendance Note?

An Attendance Note is used to explain when your child is absent or late for school.

A screenshot of the 'Attendance Note Editor' form. It has two main sections: 'Note Details' and 'Potentially Affected Sessions'. The 'Note Details' section includes fields for 'Person' (Edie ALLEN), 'Reason' (Medical/Illness), and 'Details/Comment' (Feeling unwell - have a medical appointment this afternoon). The 'Potentially Affected Sessions' section shows a table with columns for 'Activity', 'Start', and 'Finish'. Below these sections is an 'Important Notice' and a 'Start'/'Finish' time selector. At the bottom right are 'Save' and 'Cancel' buttons.

Using the Compass App

1 From the homepage, click on the blue shortcuts button from the bottom taskbar

2 Click on 'Submit Attendance Note'

- Select the reason
- Enter a brief description of the absence
- Select the start and finish time
- Click the 'Save' button

Events and Payments

The screenshot shows the Compass web interface. At the top, there's a navigation bar with 'Action Centre', 'Events', 'Volunteering', and 'Payments'. The 'Events' tab is selected. Under 'Upcoming events', there are two events listed: 'Melbourne Museum' (Thursday, November 10th 2023, 9:00 am) and 'Royal Melbourne Zoo' (Tuesday, March 2nd 2023, 9:00 am). Below the events, there's a 'Consent and payment method' form for the 'Melbourne Museum' event. The form includes a consent statement, a 'To provide consent, please type your name in full' field (filled with 'Christopher Allen'), and a 'Confirm and pay' section. The payment method is 'New credit card' and the total amount is '\$23.00'. A Visa card is shown with the name 'CHRISTOPHER ALLEN' and the number '4450 0300 0099 999'. The cardholder's name 'CHRISTOPHER ALLEN' and the number '04 / 21' are also visible.

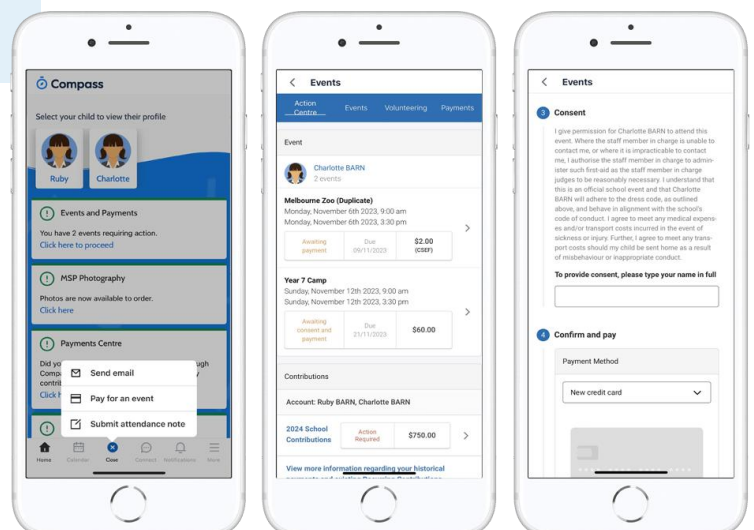
Events, Consent and Payments

Parental consent and payment is often necessary for events and excursions. In order to make this process easier, Compass collates and lists anything that requires consent and/or payment in the Action Centre.

- View the school news feed
- Receive messages from the school
- View your child's timetable and the school calendar
- View Learning Tasks
- Book parent-teacher conferences
- Add Attendance Notes
- View academic reports

Using the Compass App

- 1 From the homepage, click on the blue shortcuts button from the bottom taskbar
- 2 Click on 'Pay for an event'
- 3 In your Action Centre, click on any events still requiring your payment or consent



School Uniform

Dudley Park Primary School has a uniform that all children are expected to wear. School uniforms are available to be purchased at Perm-A-Pleat or online through our website. They are located at Unit 2/76 Reserve Drive, Mandurah and open Tuesday - Saturday. The pricelist is available on our website or on the last page.

Uniform Years K – 6

- Navy blue shorts, short or pants
- Royal blue and red polo shirt with logo
- Royal blue zip jacket with logo
- Graduation shirt (Year 6 only)
- Sun-safe school hat

Full school uniform **must** be worn for students to participate in any formal school events. Formal occasions include School Photos, Important visitors to the school, Formal Assembly Events ie ANZAC Day etc.

Hats

The Dudley Park hat is to be worn as part of the Dudley Park Primary School uniform. No other hats are to be brought to school. Hats are required to be worn for all activities outside the classroom. Dudley Park Primary School endorses the **'no Dudley Park hat no play'** policy.

Jewellery

Jewellery is not to be worn at school - this includes bangles, dangling earrings or any item of that nature.

Items of jewellery that students are allowed to wear are:

- Sleepers or stud earrings
- Watch
- Jewellery that needs to be worn for cultural or religious reasons with the Principal's approval.

Hair, make up and nail polish

We ask students to adhere to the following:

- Hair is to be neatly groomed and hair on/below the shoulders must be tied up. This applies to both girls and boys.
- Make-up is not to be worn at any time.
- Coloured nail polish is not to be worn at any time whilst at school.

Positive rewards for wearing school uniform

- Eligibility to be entered in Whole School Prize Draws.
- Positive recognition by administration and teaching staff
- Hero tokens and other incentives.

GENERAL INFORMATION

Arrival at School

We ask parents to co-operate to see that children arrive at school **before 8.40am**, however, we do not encourage children to arrive too early in the mornings. Children should not be at school prior to **8.30am** as supervision of children will not take place before that time and, therefore, their safety cannot be guaranteed. Children may not enter classrooms unless their own teacher is present and gives permission.

Leaving School Grounds

Parents/caregivers collecting children during school hours must sign them out at the front office and collect a Student Release Slip. If your child is being collected by a relative/friend, please phone the school and inform admin staff. Children will not be released to a person who is not listed as a contact on the student file.

Website

Further information can also be found on the school website at dudleyparkps.wa.edu.au. The website is the main hub for information including Term Planners, Newsletters, updating Health Care Forms, and more.

Staff/Parents/Administration

Parents are always welcome, however, for more formal discussions it is advisable to make an appointment to ensure that you have sufficient time in which to fully discuss concerns, queries etc. If you need to see your child's teacher please, either speak with them directly to make an appointment or phone the Front Office.

P&C Money Collections

Money for P&C activities, e.g. fundraising, discos etc. are separate funds and cannot be paid through the school bank account. A P&C Money Collection Box is in front of the canteen. Correct money needs be placed in a sealed envelope with your child's name, room and the activity.

Internet Policy

The internet is an exciting and powerful tool for students to research information for both academic assignments as well as their own personal interests. As part of our curriculum, pupils have controlled access to the internet and other computer communication facilities. They learn how to use libraries, databases and information sources on a wide variety of topics. We recognise that some inappropriate material on the internet may be accessed intentionally or by accident, even though the school has Internet filtering in place. We teach students the importance of responsible use of the web and email as well as providing basic rules to maintain the privacy of students.

At all times, pupils must agree to follow the **Student Code of Conduct for Internet Use**. To enable your child permission to use the Internet and other online teaching/learning services. Where permissions are required an online form is required to be completed. Further information can be found on the school website.

Lunches

Seabreeze Deli provides lunch service for students. Parents are able to order lunches through the Spriggy App. Orders need to be completed before 8.40 online or in store. Unfortunately, phone and in-school orders are not accepted.

If you choose to order in store, you may only order from the school menu, access to regular menu items do not comply with Department of Education's Healthy Food and Drink in Public Schools policy, therefore, are unable to be supplied as lunch options.

Access Rights

A copy of a Family Court Order must be supplied to the school so staff members are aware of family arrangements, restricted access, etc.

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

Emergency Contacts

To assist us in keeping these records up to date, please let us know of any changes to the following important information:

- Parent phone numbers
- Address
- Emergency contact names and numbers
- Parental responsibility arrangements
- Medical conditions
- Visa Subclass Numbers

Parent/Teacher Interviews

We encourage parents to communicate with their child's teacher, however, if you wish to discuss your child's progress or another matter, please phone the school or email the teacher so a suitable time may be arranged.

Bicycle Safety

Children are required **by law** to wear a helmet. Bikes and scooters should be placed in the designated bicycle racks and it is highly recommended they are locked or chained to the racks. **BIKES AND SCOOTERS MUST BE WALKED WITHIN THE SCHOOL GROUNDS.**

Interm Swimming

Children in Pre-Primary to Year 6 participate in a series of ten swimming lessons during the school year. Parents are required to pay for pool admission and the Department of Education pays for the lessons. Qualified instructors teach children in all levels. Information about lesson times will be sent out via Compass throughout the year.

Managing Student Behaviour

Behaviour Management in School (BMIS) is a joint staff, parent and student responsibility. The students and staff have a right to a supportive learning environment based upon mutual respect and co-operation. The school has a whole school Behaviour Management Policy which focuses on Positive Behaviour and the rights and responsibilities of students, staff and parents. Our school expectations are Safe, Friendly, Respect and Achieve.

Please visit the school website for further information regarding this policy.

HEALTH AND WELL BEING

Illness and Injury

If your child is unwell before arriving at school, it is recommended they be kept home. Should your child become ill or injured at school, they will be taken to the sick bay for basic first aid and parents called to collect them.

It is important to inform the school if your child has a medical condition which may affect their daily health and well-being e.g. allergy to bee stings, Asthma, Diabetes, etc. The school will need to develop an Emergency Management Plan to assist your child if there is an emergency situation.

Head Lice

Please check your child's hair regularly and treat head lice if necessary, making sure to remove **all** the eggs. Children are to be excluded from school until full treatment has been carried out.

Administration of Medications

Should your child require medication during school hours, the parent must complete a consent form, available at the front office. Children are not to carry any medication on them. Medications must be handed to the Front Office staff at the beginning of the day.

Infectious Diseases

Medical Certificates are required before children who have suffered from certain diseases return to school. In some cases, a fixed period of absence is necessary. Please consult your doctor regarding school exclusion for the following illnesses:

Mumps	Ringworm	Whooping Cough	Measles
Chicken Pox	Rubella	Hand, Foot and Mouth	Hepatitis A
Impetigo (School Sores)	Scabies		

COMMUNITY

Child & Parent Centre

The Dudley Park Child and Parent Centre is located on the Dudley Park Primary School oval. The CPC offers a range of services and programs for families with children from birth to eight years old. The Child and Parent Centre at Dudley Park is managed by Anglicare WA in partnership with Dudley Park Primary School.

Greenfields Dental Clinic

There is a Dental Therapy Centre located at Greenfields Primary School (). On completion of enrolment at Dudley Park, we notify the Dental Clinic regarding all new enrolments. The Dental Clinic will contact families. All students access free dental treatment when work is required. You can also contact them if you have any concerns. Phone 9581 3895.

P&C

Dudley Park P&C supports the school by running community events such as discos, Mother's and Father's Day stalls and other events raising money for extra resources including helping with the Year 6 Graduation, new backboards for the basketball ring, etc.

If you would like to join the P&C please email dudleyparkpc@gmail.com.

KindiLink

KindiLink offers play and learn sessions on selected days for children aged 0 – 3 years old. Families are supported by a teacher and an Aboriginal and Islander Education Officer. Please check our website to find further information.

School Community Nurse

The Community Nurse will visit Kindergarten and Pre-Primary children throughout the year to screen for sight and hearing. Parents will receive a Health Assessment, which will need to be completed and returned to the school.



PRICELIST

EFFECTIVE 1-1-2026



YEARS KINDY TO YEAR 6		
Style	Size	Price
School Polo 	2C – L	\$31.20
Faction Polo (Harvey, Murray, Peel, Serpentine) 	4C – M	\$36.00
Fleece Zip Jacket 	2C – M	\$60.00
School Skort 	10C, 14C, 16C	\$23.70
Trackpants Fleecy 	2C – 16C	\$38.40
Dress 	2C-16C	\$60.00
School Hat 	S – XL	\$18.90

OPERATING HOURS

OPERATING HOURS

Tuesday to Friday: 9am to 5pm
Thursday: 10am to 6pm
Saturday: 9am to 1pm

Unit 2 / 76 Reserve Drive,
Mandurah WA 6210

Phone: (08) 9500 3036

Email: mandurah.retail@permableat.com.au