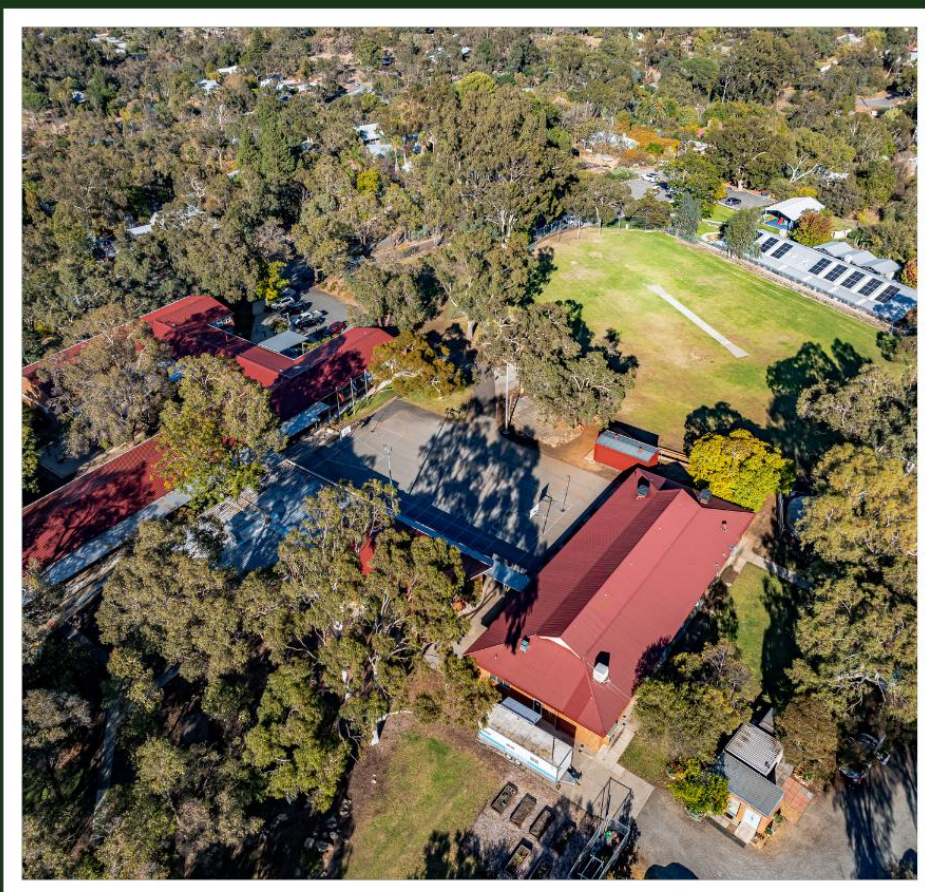


OFFICIAL



**DARLINGTON  
PRIMARY  
SCHOOL**

2 - 14 Amherst Avenue,  
Darlington WA 6070  
[www.darlingtonps.wa.edu.au](http://www.darlingtonps.wa.edu.au)



# **DPS SCHOOL INFORMATION BOOK**

# Welcome

Welcome to Darlington Primary School! We hope your time with us is enjoyable, fulfilling, and rewarding. This booklet aims to provide comprehensive information about our school's organization, programs, policies, and practices.

If you need any clarification, please do not hesitate to contact the office.

We value your support and involvement as parents and carers in your child's education. By working together in true partnership, we can foster positive relationships and provide the best possible education for your children.

We look forward to collaborating with you as your child progresses through their educational journey at Darlington Primary School.

**RESILIENCE**

*Integrity*

**INITIATIVE**

**CARE**



Darlington Primary School will provide a caring, holistic and challenging learning environment that nurtures and celebrates individual potential.

- Our strong sense of community
- Respect and care for the environment
- Being a welcoming and inclusive school
- Having high expectations
- Having a healthy body and mind.



## Darlington Primary School

|               |                                                                               |
|---------------|-------------------------------------------------------------------------------|
| Address:      | 2-14 Amherst Avenue, Darlington WA 6070                                       |
| Telephone     | 08 9257 4000                                                                  |
| Email         | Darlington.ps@education.wa.edu.au                                             |
| Website       | <a href="https://darlingtonps.wa.edu.au/">https://darlingtonps.wa.edu.au/</a> |
| School Hours: | 8:50am to 3:00pm                                                              |
| Office Hours  | 8:30am to 3:30pm                                                              |

## Administration

|                  |                  |
|------------------|------------------|
| Principal        | Andrew Newhouse  |
| Deputy Principal | Robyn Geldenhuys |

|                            |                                                                                                       |
|----------------------------|-------------------------------------------------------------------------------------------------------|
| Manager Corporate Services | Naomi D'Arcy                                                                                          |
| School Officers            | Diane Walker (Monday, Tuesday, Friday (even weeks))<br>Karlien Matthee (Wednesday, Thursday & Friday) |



The school's emblem features a dibbler peeking over a banksia flower. The dibbler was chosen as the animal on our emblem because it once inhabited the hills around the school. There is a picture of a real dibbler in the school office.

The emblem was designed in 1972-73 by a class taught by Art teacher Mrs Anne Nemeth. Displayed in the garden outside Rooms 4 and 5 is a bronze sculpture of a dibbler and a honkey-nut, created by artist Gordon Mitchell in 2015. This sculpture was based on drawings by Year 5 students from Room 4, guided by former staff members Helen Bycroft and Anne Sullivan.

Our emblem reminds us to take pride in our school and to embody resilience, integrity, initiative, and care, while also working to protect our native flora and fauna.



## FACILITIES

Darlington Primary School was established in 1912 and relocated to its current site on October 28, 1913. Only two buildings from this era remain: Room 12 - built in 1915 and the adjacent lunch shed. Both are recognised by the National Trust for their historical significance. Room 12 is also the oldest school building in the Shire of Mundaring that is still in use as a regular teaching area.

Classrooms in the main school are set out in a traditional linear layout. Renovations in all classrooms has occurred in recent years. The Early Learning Centre, consisting of three classrooms with a wonderful garden and outdoor play area, was constructed in 2011. It accommodates the Kindergarten and Pre-primary students. There is a purpose designed early childhood classroom in the main school.

Our additional facilities include a library with a computer lab and a dedicated Music Room and Art Room. The Covered Assembly Area and Canteen were refurbished in 2011.

A unique and magnificent feature of our school grounds is the amphitheatre, originally built by students and parents in the late 1970s. It was extensively renovated in 2012 as the P & C's Centenary Gift to the school. This amphitheatre is used for assemblies, concerts, and productions.

The school has a proud tradition of delivering quality education to local children. It's not uncommon for current students to follow in the footsteps of their parents and grandparents who also attended the school.

## School Times

|         |                           |
|---------|---------------------------|
| 8:35am  | Classrooms open           |
| 8:50am  | Lessons commence          |
| 10:40am | <b>Morning Recess</b>     |
| 11:00am | Lessons resume            |
| 12:50pm | <b>Lunch: Eating time</b> |
| 1:00pm  | <b>Lunch: Play period</b> |
| 1:30pm  | Lessons resume            |
| 3:00pm  | End of day                |

**Please Note:** Parents must ensure that students arrive at school between **8:30am and 8:45am**. Students arriving before this time should sit on the seats outside their classroom until their teacher arrives. **All classrooms will be open at 8:35am.**

In accordance with Education Department regulations, students are not permitted to leave the school grounds during the school day, without the necessary consent of their parent/caregiver. Please call into the office to sign your child out in such instances.

Parents must ensure their children know where they will be picked up at the end of the school day. **Any students not collected by 3:20 pm should report to the office.**

## LEARNING PROGRAM

Darlington's curriculum is based on the learning areas of English, Mathematics, Science, History and Social Sciences (HASS), Languages (Italian), The Arts (Visual and Music), Health & Physical Education and Digital & Design Technologies.

Darlington Primary School follows the Western Australian Curriculum, which is followed by all Western Australian schools. During parent meetings and other sessions throughout the year, teachers will provide additional information on curriculum development and how their child's progress is reported.

Parents can find further information at <http://www.scsa.wa.edu.au>

Teachers embed the general capabilities:

- Literacy
- Numeracy
- ICT capability
- Critical and Creative thinking
- Personal and Social capability
- Ethical understanding
- Intercultural understanding

as they develop each learning area.



## SPECIALIST PROGRAMS

### Languages (Italian)

All students from Year 1 to 6 learn Italian, taught by a specialist language teacher. Besides gaining the ability to communicate in a language other than English, students also develop cultural understandings, get exposed to different language systems, and enhance their language learning strategies, with communication as the primary focus.

## Physical Education

All classes participate in weekly Physical Education activities. Students from Years 1-6 have one hour of PE lessons with a specialist teacher each week, focusing on fundamental movement skills and major game strategies.

Students must wear a hat and appropriate footwear for all physical activity. They are also encouraged to wear their faction shirt on the days when they have sport. Currently, Years 1 – 3 have sport on Thursday afternoon and Years 4 – 6 have sport on Friday afternoons.

Lap Club operates on Tuesday and Thursday mornings at 8:35 am, where students can complete laps of the cross-country course to improve stamina and fitness, earning Faction points for participation.

The school holds annual Faction Carnivals in swimming, cross country running and athletics. Selected representative teams compete in interschool events, such as swimming, athletics, cross country, and winter sports lightning carnivals, as part of the Hills Education Community Sporting Association (HECSA).

Students with health issues affecting their participation in PE must provide a note from their parent detailing the level and duration of activity they can undertake. In-term swimming classes are conducted annually for all students from Pre-primary to Year 6, by specialist AUSTSWIM qualified teachers. These lessons form part of the PE curriculum and attendance is expected. Parents are advised of arrangements through Connect and in the school newsletter.



## Music

The school has a specialist music teacher three days a week. The music program aims to make students musically literate by the end of Year 6, covering beat, rhythm, pitch, tempo, dynamics, tone, form, and style. It also includes studies of music in society, creative music, and reflection on music.

All students learn to play both un-tuned and tuned percussion, with opportunities to join the band and choir. Additionally, peripatetic music teachers from the Department of Education's School of Instrumental Music offer courses in classical guitar, clarinet, and brass instruments to selected students. Students are chosen based on a musical aptitude test in Year 4 and begin small group lessons in Years 5 and 6.



## Science

Students in Years 1-6 have a weekly Science lesson with a specialist teacher, focusing on developing knowledge through scientific investigation.

## Visual Arts

A specialist visual arts teacher delivers a comprehensive weekly Art program, covering all areas of the Western Australian Arts curriculum. Students explore various art forms, including drawing, painting, ceramics, sculpture, printmaking, textiles, and weaving. A fine selection of artwork is always on display around the school.



## **A-Z OF PROCEDURES**

### **Attendance**

#### **Absentees**

The School Education Act 1999 requires students to attend their enrolled school on all open days.

Department of Education regulations require that the child's parent/guardian explains every absence. These explanations must match the daily attendance register. Continual, unexplained absences will be referred to the school administration and, if necessary, the North Metropolitan Regional Office.

Parents must inform the school of their child's absence by either:

- Compass
- Phone call to the school's office ph: 9257 4000
- Email to [darlington.ps@education.wa.edu.au](mailto:darlington.ps@education.wa.edu.au)
- Verbal or written communication with the class teacher

Parents are reminded that extended absences impact student progress and make accurate reporting difficult. According to the Department of Education's Attendance Policy, please plan family holidays during school vacations and avoid absences for special occasions such as birthdays. Every school day counts.

Each child's attendance record is included in their school reports throughout the year.

#### **Late Arrival**

All students arriving late must present to the office to have their attendance recorded. They will receive a Compass Welcome Card to hand to their teacher. Any arrivals after 9am will be recorded as an "unacceptable reason", unless a reasonable reason has been provided.

#### **Early Collection of Students**

Parents or caregivers collecting a student during school hours must report to the office and sign them in or out using Passtab. A Compass card will be provided as proof for the teacher. Students will only be released to authorized contacts listed on our system. Those attending PEAC, EYE, or other external programs must also be signed in and out at the front office to ensure their whereabouts are known.

### **Accidents/Sickness**

Please keep your child home if they are unwell to prevent the spread of illness.

Office or administrative staff will assess students needing first aid during school hours. If a student cannot return to class due to illness or injury, parents and/or emergency contacts will be notified. Students should know who their emergency carers are.

If contact cannot be made, the student will be cared for in the medical room or, in an emergency, transported to medical facilities by ambulance. Parents/guardians will need to cover any emergency medical costs, including ambulance transport.

Please notify the school of any chronic illnesses or allergies that may affect your child's participation in school activities. Medical Action Plans will be created based on the advice of the student's medical practitioner. Ensure all contact numbers, including emergency contacts, are kept up to date.

## **Allergies**

Darlington is an 'ALLERGY AWARE' school. Some students have severe, life-threatening allergies. Please avoid packing nuts or peanut butter in your child's lunch.

Parents should ensure the school office has current allergy and emergency care information. If needed, an emergency plan with a photo will be created in consultation with the family and doctor.

## **Animals on School Grounds**

In line with Department of Education policy, animals are not allowed on school grounds. If you walk your dog when collecting your child, please meet them away from the school grounds, such as at the Railway Reserve. For specific class activities involving pets, please arrange this with the class teacher.

## **Assemblies**

Students meet fortnightly on Fridays for assemblies at 9:00 am in the covered assembly area or amphitheatre. Honour Certificates, sports results, and other awards are presented. Each class presents one assembly per year, with input from the Student Council at each assembly. Parents are welcome and encouraged to attend.



## **Assessment and Reports**

Student assessment is ongoing and includes various formal and informal methods. All schools must follow the Department of Education's Curriculum, Assessment, and Reporting Policy, mandated for all government schools in WA.

Reporting to parents will include:

- Formal reports at the end of each semester -July and December (delivered on-line via Connect.)
- 2- or 3-way conferences at which examples of the student's work are discussed
- Formal and informal meetings with parents on a need-to basis

Pre-primary students participate in the state-wide On-entry Assessment Program in Term 1 & 4 to assess essential literacy and numeracy skills. This helps teachers develop targeted, play-based learning programs.

Year 1- 6 students take part in PAT reading and maths assessments in Term 1 & 4.

The National Assessment Program – Literacy and Numeracy (NAPLAN) is an annual test for students in Years 3, 5, 7, and 9, assessing reading, writing, spelling, and numeracy skills. NAPLAN takes place nationwide in the second full week of May.

Writemark is used from Year 1- 6 to track students' writing progress.

## **Bicycles/skateboards/scooters**

While we take precautions, we cannot be responsible for the security of bicycles, skateboards, or scooters at school. Children should secure their transport and helmets with a padlock and chain in the bike racks. For safety, bikes, skateboards, and scooters should not be ridden on school grounds.

## **Bushfire Readiness**

For a look at our comprehensive Bushfire Emergency Procedures please click on the following link: [BUSHFIRE EMERGENCY PROCEDURE](#)

## **Canteen**

The P&C operates the school canteen, staffed by a Canteen Manager and volunteer helpers three days per week – Mondays, Wednesdays and Fridays.

For more information go to: [Darlington Primary School P & C Booklet 2026](#) and join the Darlington Primary School P&C Facebook Group here: [Darlington Primary School P&C | Facebook](#).

## **Class Placements**

All Darlington Primary students receive quality education from our dedicated staff.

Class placements consider each student's learning style, academic strengths, social and emotional factors, gender balance, support needs, and friendships.

Staff participate in the placement process, and parent input is welcomed in Term 4, but final decisions rest with school administration.



## **Communication**

Open communication between home and school is essential. It can take various forms, suitable for each year level, keeping parents informed and allowing quick, positive resolution of issues.

### **Parent-Teacher Communication**

Parents can discuss concerns with the class teacher or Principal by sending a note or calling the office to schedule a time. Keep teachers informed of any circumstances affecting your child's learning. At the start of each school year, teachers provide their school email addresses (usually firstname.surname@education.wa.edu.au). Please note, emails sent during teaching hours will be answered as soon as possible during work hours.

### **Newsletters**

The school newsletter gets posted Weeks 2, 6 and 10 on Compass. The newsletter is packed with interesting information that is relevant to both parents and students, including fantastic photos of student activities. Please ensure that you read the newsletter, which includes updates from our Principal, Mr Newhouse.

### **Compass**

The 'Compass' App is our main communication tool. All new parents will receive an email with download instructions and your log in details soon after your child has started. The app can be downloaded from the Apple Store or Google Play. It provides access to the Darlington Primary

School space for school-wide announcements and your child's classroom space for class-specific updates. The School Recourses section contains school policies and other important information. Please use Compass.

#### Apple Store Compass QR Code



#### Play Store Compass QR Code



### Messages to Students

Whilst in an emergency we are always happy to deliver a message to your student, this should not be a regular occurrence. Please make after school pickup arrangements clear with your student before school.

### Complaints

Classroom-related incidents should first be directed to the teacher.

If unresolved, contact school administration.

All staff at Darlington Primary manage complaint resolutions, aiming for prompt and fair outcomes.

If still unresolved, written complaints can be sent to the Director of Education for North Metropolitan (Schools) by letter or email.

#### Resolving School Concerns

Start



Concern arises



Meet with Class Teacher



Resolved?

→ Yes → End

↓ No

Make appointment with Principal



Resolved?

→ Yes → End

↓ No

Send written complaint to

North Metro Regional Office

(Letter or Email)



End

### Contributions and Charges

Parents/Caregivers will receive the schedule of Contributions and Charges approved by the School Council. These funds support additional programs. We aim to minimize expenses for parents, so charges are carefully considered.

Please pay Voluntary Contributions (\$60 per child) within the first two weeks of the school year to cover additional expenses. Parents are also invited to donate \$35 to the P&C, which supports various school programs and projects. Please contact the office, if you need to put a payment arrangement in place.

### Dental Therapy Clinic

The school dental service offers free preventative and general dental care for Pre-Primary to Year 11 students in W.A. who complete an enrolment form. Our students can access treatment via a mobile Dental Therapy Clinic. Parents can contact the Dental Van at 0407 594 254 for appointments and location.

### Emergency Details

Parents/Caregivers should keep emergency contact numbers up to date, providing at least two. Notify the school of any changes during the year. A student update form will be sent home in Term 1; please update, sign, and return it to the school office.

## **Excursions/Incursions and Camps**

Teachers plan off-site and on-site activities throughout the year, approved by the principal and aligned with Departmental guidelines and the curriculum. Parents receive advance notice and must give permission via an online form. Costs are outlined in the Contributions and Charges Schedule found here: [Fees-and-Charges-2026.pdf](#)

The school may exclude students from excursions for safety or behavioural reasons, with alternative supervision provided. Parent volunteers may be needed, and appropriate documentation is required.

Local area activities within walking distance may occur, with ongoing consent given at enrolment via our digital Consent Form. Students without signed consent will stay at school.

## **Enrolment**

For our Enrolment Procedure please visit: [Enrolment – Darlington Primary School](#)

## **Factions**

Our factions are Waylen (Green), Amherst (Red), Maslin (Blue), and Leithdale (Gold). Your child will be assigned a faction upon enrolment, and families will stay in the same faction throughout their time at the school. Students are encouraged to wear their faction polo shirts for carnivals and sport lessons.

## **Good Standing - Positive Engagement Policy**

Under our Positive Behaviour and Engagement plan, students who follow the Code of Conduct will maintain Good Standing. Each term, these students can join a Good Standing Reward experience, which may include in-school events like 'Tech Day' or 'Movie Time', or offsite excursions to a playground or local park. These activities can be for individual classes or the whole school. Please see: [Policies and Procedures – Darlington Primary School](#)

## **Hats - "NO HAT - NO PLAY IN THE SUN"**

As a Sun Smart school, all students must wear a broad-brimmed hat daily, as per the policy endorsed by the School Council. Without an appropriate hat, students must stay in shaded areas. Hats are also required for Physical Education and sports. Hats are available at the uniform shop.

## **Head Lice**

Exclude until effective treatment has been instituted. Refer to:  
[https://www.healthywa.wa.gov.au/Articles/S\\_T/Treating-head-lice](https://www.healthywa.wa.gov.au/Articles/S_T/Treating-head-lice)

## **Homework**

For our Homework Policy visit: [Policies and Procedures – Darlington Primary School](#)

## **Images and Internet Permission**

Upon enrolment at Darlington Primary School, parents must permit supervised internet access for their child as part of the curriculum. Consent is also needed for using images, work samples, and your child's name in publications via our digital Consent Form. You can withdraw consent anytime in writing. Additionally, consent is required for third-party software that stores your child's information offsite via our digital Third-Party Services Information Form. For more information about ICT for students go to: [Policies and Procedures – Darlington Primary School](#)



## **Immunisation**

For more information go to:

[Starting or moving childcare, kindergarten or school – immunisation requirements](#)

## **Infectious Diseases**

The following infections require exclusion:

|                                   |                                                                                                                                                        |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Chicken Pox:</b>               | Exclude for at least five days after the rash first appears.                                                                                           |
| <b>Conjunctivitis:</b>            | Exclude until eye discharge stops.                                                                                                                     |
| <b>Diarrhoea:</b>                 | Exclude while diarrhoea is present.                                                                                                                    |
| <b>Glandular Fever:</b>           | Exclude until child is well.                                                                                                                           |
| <b>Hepatitis A:</b>               | Exclude, re-admit on medical certificate of recovery.                                                                                                  |
| <b>Herpes:</b>                    | Exclude while lesions are open and weeping.                                                                                                            |
| <b>Influenza:</b>                 | Exclude until well.                                                                                                                                    |
| <b>Measles:</b>                   | Exclude, for at least four days after onset of the rash.<br><i>Measles cases also require the exclusion of any non-immunised children from school.</i> |
| <b>Mumps:</b>                     | Exclude – at least nine days after onset of symptoms.                                                                                                  |
| <b>Ringworm:</b>                  | Exclude until day after treatment has commenced.                                                                                                       |
| <b>Rubella:</b>                   | Exclude until at least four days after the onset of rash.<br>Exclude - antibiotic treatment for at least 24 hours.                                     |
| <b>Scabies:</b>                   | Exclude until the day after treatment has commenced.                                                                                                   |
| <b>School Sores- Impetigo:</b>    | Exclude until effective treatment has commenced.<br>Sores on exposed surfaces must be covered.                                                         |
| <b>Whooping cough/ pertussis:</b> | Exclude until five days after starting antibiotic treatment.                                                                                           |

The main danger of students with infectious diseases attending school occurs during two periods: early symptoms and convalescence, when they may still carry the infection. Please refer to the exclusion periods listed above.

For more information to go: [Communicable Diseases](#)

### **Insurance Cover and Students**

The Department of Education and the school do not insure students against injury; this is the parents' responsibility. Private accident insurance for students can be arranged. The Department has public liability insurance for accidents caused by defects in school property or employee negligence.

During school excursions, camps, and swimming, students are covered by Third Party Insurance included in car and bus licence fees.

### **Jewellery**

Please refer to: [Policies and Procedures – Darlington Primary School](#)

### **Library**

Each class has a weekly library session and can access resources for research as needed. Students can borrow books weekly and should have a library bag (preferably waterproof).

Parents must pay for lost or irreparably damaged resources. Books are checked for damage before being returned to the shelves.

The library offers a variety of books and multimedia resources. Staff and students can access online resources and search the library from any networked computer. The library is also open at lunchtime for student use.

Parents help is always welcome in the library.

### **Lost Property**

All lost property is stored in a wooden box in the school office. To minimize lost items, please label all belongings with your child's name.

Unclaimed school uniforms may be washed and sold as second-hand items through the P&C uniform shop. Other unclaimed clothing will be donated to local charities or used for emergencies.

### **Medication**

Per Education Department policy, parents must complete relevant forms at the office for school-administered medication. Ongoing medication forms may need a doctor's signature. Any changes to medication require updated forms. Students cannot bring medication or herbal preparations to self-administer, including asthma inhalers.

### **Mobile Phones and Smart Watches**

**Students cannot bring mobile phones or smart watches to school unless prior arrangements are made for extenuating circumstances i.e. diabetes monitoring.** Phones and watches must be handed into the front office for safekeeping during the day. All communication will go through the school office to ensure security and confidentiality. For more information go to: [Mobile phones - Department of Education](#)

## **Parent and Community Partnerships**

### **Parent Involvement**

Darlington Primary School fosters strong partnerships between students, staff, and families. Throughout the year, parents/caregivers are invited to support teachers in classrooms, library and assist with special events. Parents/caregivers involved in classroom assistance will be informed of the school's confidentiality obligations by each teacher.

### **Parents and Citizens Association (P & C)**

Darlington Primary's very active P&C meets twice per term. Meeting dates are listed in the School Calendar and Term Planners. All parents and community members are welcome. For more information and ways to get involved and/or join, please go here: [Parents & Citizens – Darlington Primary School](#)

### **School Council**

The School Council, established under the Education Act, allows Darlington staff and community members to collaborate and participate in school planning decisions. Parent representatives are nominated and elected through a formal process. The Council includes elected parent and staff representatives, with the principal serving as an Ex Officio Member.

#### ***Council members participate in:***

- Establishing and reviewing the school's objectives, priorities, and policies.
- Financial planning to support these goals.
- Evaluating the school's performance in achieving these goals.
- Setting annual voluntary contributions and charges.
- Approving items for personal use in the educational program.
- Approving advertising or sponsorship arrangements related to the school.

### **Parent/Teacher Interviews**

Darlington Primary encourages ongoing communication between teachers and families. For formal discussions, please **make an appointment** with your child's teacher. Mornings before school are busy and not suitable for impromptu meetings. Keep teachers informed of any circumstances that may affect your child's learning.

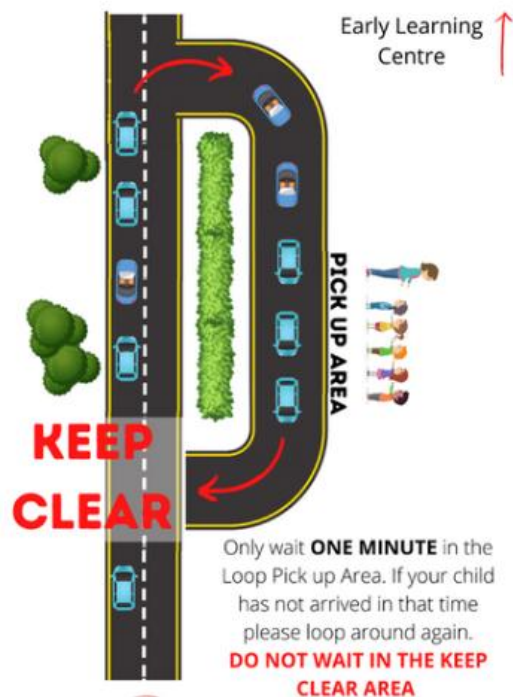
## **Parking, Pickups and Set downs**

The Loop in Amherst Avenue provides a drive through area for delivering and collecting students.

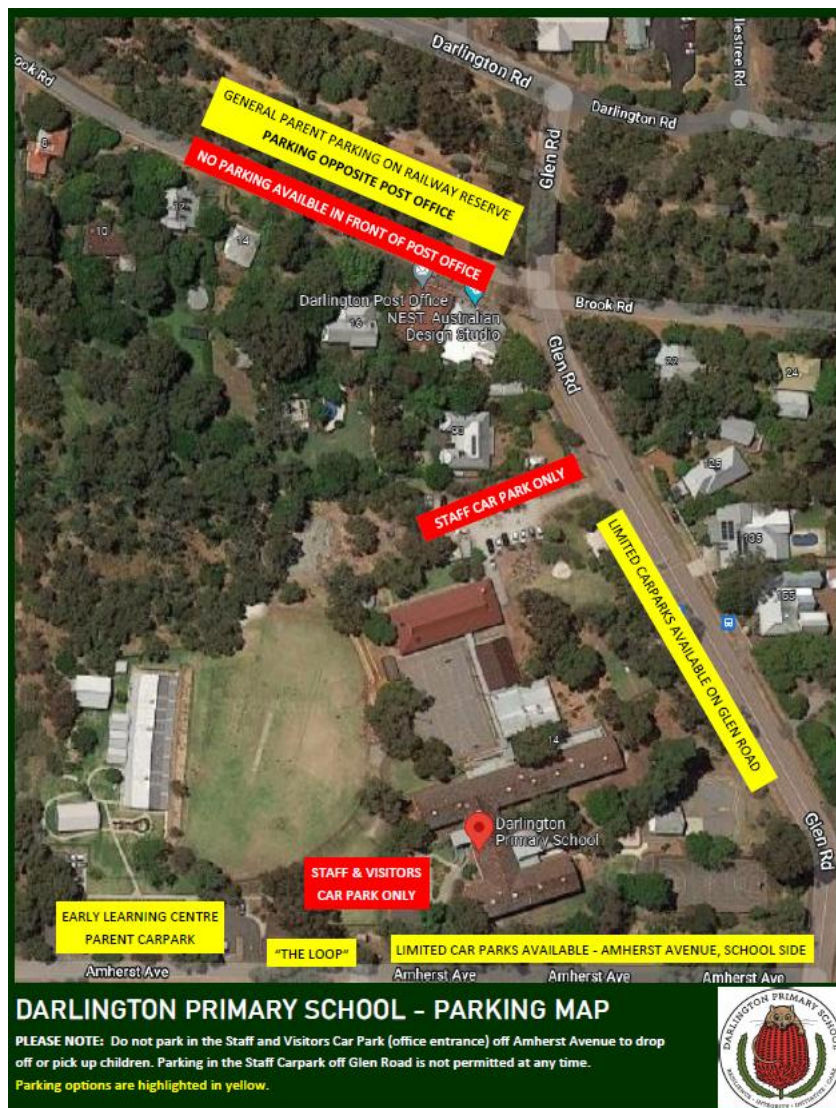
1. Queue in the loop moving forward when able.
2. Children can enter/exit the first 3 vehicles from the left side.
3. Driver must remain in the vehicle.
4. Once children are clear, indicate and merge into traffic.
5. If your child is not ready, **don't stop**, circle around and try again.
6. Always be courteous to other road users.

Parking is available at the end of Amherst Avenue, near the Early Learning Centre. Drivers should exercise care, follow traffic signs, and avoid parking in the Post Office Car Park. Parents are encouraged to use the Railway Reserve car park opposite the Post Office. Students can walk to school via the Emma Hogan Memorial Gate, avoiding the staff car park driveway.

The Staff car park (entry off Glen Road) is for staff and service personnel only. The Administration Area car park is reserved for staff and official visitors. Students should not be dropped off or picked up in these areas.



## Darlington Primary School Parking Map



### Road Safety and School Zone

The 40 km/hr 'SCHOOL ZONE' is in effect from 7:30-9:00am and 2:30-4:00pm. All students must use the Glen Road crosswalk, which is supervised by a Traffic Warden (when possible) before and after school when to school coming from that direction.

### School Development Days (Pupil Free Days)

Six School Development Days are scheduled annually. Dates are in the school calendar, Term Planners, Newsletter, and on 'Connect'.

On these days, staff engage in planning, professional learning, and Department of Education programs. Students do not attend school.

## **School Payments**

Payments can be made in the office with cash or EFTPOS or on Flexischools (for most payments). We are also happy to take credit card payments over the phone.

## **School Dress Code**

The School Council of Darlington Primary School, in consultation with its community, has established a clearly defined Sun Smart dress code for all students attending the school.

Please refer to the Dress Code here: [Policies and Procedures – Darlington Primary School](#)

## **School Uniform Shop**

The uniform shop is operated by P & C Volunteers. It is open weekly on Thursdays afternoons between 2:45pm – 3:15pm. Items that don't have the school logo on, may be purchased from other outlets.

For more information: [Uniforms – Darlington Primary School](#)

## **Security**

The school is secured by silent alarms and patrolled by Education Department Security. Report any suspicious activity to the school or Department Security at 1800 177 777. Access to school grounds outside school hours requires the principal's permission.

## **Sporting Equipment**

Play and sporting equipment is provided during recess and lunch. Procedures are explained at the start of the school year. Personal sporting equipment should not be brought to school.

## **Student Leadership**

Experiencing leadership opportunities is crucial for students to build relationships, define identities, and achieve tasks effectively. It also helps them develop communication and interpersonal skills.

At Darlington Primary, Student Leaders are chosen to grow their leadership skills and serve the school community. Year 6 Student Councillors and Faction Captains are elected by peers and staff. Their duties vary but involve organizational and public roles that reflect the school's culture. Senior students can also become Library, Art, or Media Monitors. All leaders receive a badge to signify their commitment.

## **Code of Conduct for Student Leaders**

Lead and *inspire* good behaviour in fellow students through example and encouragement.

1. Always uphold school rules.
2. Make extra time for my duties and still maintain my own standard of class work.
3. Be proud of the traditions of Darlington Primary School and be prepared to be a worthy ambassador both in and out of school.
4. Be understanding and considerate towards others and guard against unfair treatment of students by fellow students.
5. Set an example, in dress, with always wearing of full school uniform.

6. Perform duties independently with minimal supervision.

### **Student Leadership Guidelines**

Student Leaders agree to:

1. Follow the Code of Conduct
2. Wear my school uniform with pride
3. Arrive to school and meetings on time
4. Assist in the playground, when needed
5. Carry out my duties without being asked
6. Assist staff when needed
7. Use initiative

### **Positions available**

- Head Boy and Head Girl
- Student Councillors (4 positions)
- Faction Captains (one girl and one boy for each Faction)

### **Selection Process**

Students may self-nominate or be nominated, with each nominee's agreement. Head Boy or Head Girl nominees must prepare a written statement for staff. All nominees will present to students in Years 3 to 5. Voting will involve staff and students (Years 3-5) using preferential voting.

|                |                                                                      |
|----------------|----------------------------------------------------------------------|
| Term 4 Week 7  | Call for nominations for Student Leaders                             |
| Term 4 Week 8  | Nominee names to Electoral Commission to construct the ballot papers |
|                | Student Speeches to students in Years 3 – 5                          |
|                | Student Speeches to students in Years 3 – 5 faction groups           |
|                | Written speech from Head Boy/Girl nominees to distribute to staff    |
| Term 4 Week 9  | Conduct Elections                                                    |
| Term 4 Week 10 | Announce election outcome at last assembly                           |

### **Student Personal Use Requirements**

Each year, the School Council approves the list of required items, known as 'booklists,' for students to participate in school programs. Details are distributed at the end of each school year for the following year. All items must be clearly labelled. Some items may be stored for later use, as explained by classroom teachers at the beginning of the year.

### **Student Services**

Our Student Services Team is supported by our School Psychologist, School Chaplain, School Community Nurse and Learning Support Coordinator.

### **School Psychologist**

The school has access to a Regional educational psychologist who helps assess and address student learning and behaviour concerns. Referrals are made through the

Learning Support Coordinator or Deputy Principal in consultation with the classroom teacher.

### **School Chaplain**

The School Chaplain, Tracey Buckley, supports students and families. She is available on alternate Tuesdays, every Thursday, and every Friday for pastoral care. Contact her via the office mailbox or by phone through the school number.

### **School Nurse**

The School Community Nurse visits periodically for tasks like eyesight and hearing screenings, mainly for Kindergarten and Pre-primary students. Families will be informed of any screenings. Contact your child's teacher with health concerns, as health issues can affect overall development. Confidentiality is always respected.

## **Students at Educational Risk**

The Department of Education acknowledges the challenges faced by students at educational risk, defined as those who may not achieve their potential in key learning outcomes. Darlington Primary School provides tailored educational programs with increased support and modified classwork to meet these students' needs. If you have concerns about your child's progress, please contact the class teacher.

### **Primary Enrichment and Challenge (PEAC)**

#### **Early Years Extension Program (EYEP)**

Enrichment opportunities are available through classroom extension and external programs.

For Years 5 and 6, PEAC students are selected using formal testing in Year 4. PEAC Centre programs, involving students from several schools, may last from a few days to a term and a half. Identified students will be invited to apply.

For EYEP (Years 1-4), students are selected based on school assessment and teacher nomination.



## **Supervision**

### **Before School**

Parents are advised that there is no formal supervision before 8:35am, so students should not arrive early. Those who do must sit quietly outside their classroom until their teacher arrives. Playing games or use sporting equipment is not permitted.

### **Recess and Lunch times**

Teachers supervise the playground during recess and lunch, wearing fluorescent vests. Students should seek help from duty teachers to resolve conflicts and report inappropriate behaviour. The school has a zero-tolerance policy on bullying.

At lunchtime, all students sit quietly for the first ten minutes to eat their lunch (seniors on the veranda outside rooms 1-5, and juniors in the soft fall play area).

### **After School**

Students must leave school promptly and head home as arranged. There is no supervision after 3:00 pm, except at the Loop on Amherst Avenue. Students still at the Loop after 3:20 pm will be taken to the office, and parents contacted. Please ensure timely pickup.

If unsure about pickup, students should go to the office. Sports team members must return only when a supervising adult is present.

## **Term Planner**

A school calendar and Term Planner is available on Compass and our website ([Calendar – Darlington Primary School](#)) at the start of each term. Please keep it for reference. Any changes will be communicated via Compass and our newsletter in Weeks 2, 6, and 10.

## **Transferring to another School**

When students are transferring to another school, please advise the office in advance so that their belongings can be collected, and library books returned.

## **Toys, Trading Cards, Electronic Devices and Valuables**

Students should not bring toys, electronic games, music devices, or other expensive items to school, except for special occasions like news sharing. These items will be stored by the teacher or in the child's bag and not accessed during breaks. We cannot accept responsibility for loss or damage.

## **Use of Equipment after School Hours**

Students must wait quietly in their designated pick-up areas and are not allowed to play on the adventure playground or climb trees after school. **Pre-school children should not use the equipment at any time.**

## **Visitors and Volunteers**

To ensure safety, all visitors must report to the office and wear identification. Parents volunteering during school hours must sign in and get a visitor's sticker.

Volunteers are welcome. All parent volunteers must sign a Parent and Child Volunteer Declaration Form, available from teachers or the office. Grandparents and others need a current Working with Children Check.

## **Water Bottles**

Students are encouraged to have a water bottle in the classroom year-round. Bottles should contain water only and can be refilled at refrigerated fountains in each block. Please label your drink bottles.



## **DARLINGTON PRIMARY SCHOOL**

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