

EDEN HILL

Only Our Best Is Good Enough

2027

Information Book

Respectful – Responsible – Safe and Caring – Learner

Information Book

Phone: 6455 0800
Email: edenhill.ps@education.wa.edu.au
Office Hours: Monday–Friday 8:00am–3:30pm

This book provides parents and caregivers with a range of information regarding the school operations. Specific information regarding your child's classroom is provided by the class teachers.

Further information about the school, P&C and School Board can be found at:
www.edenhillps.wa.edu.au

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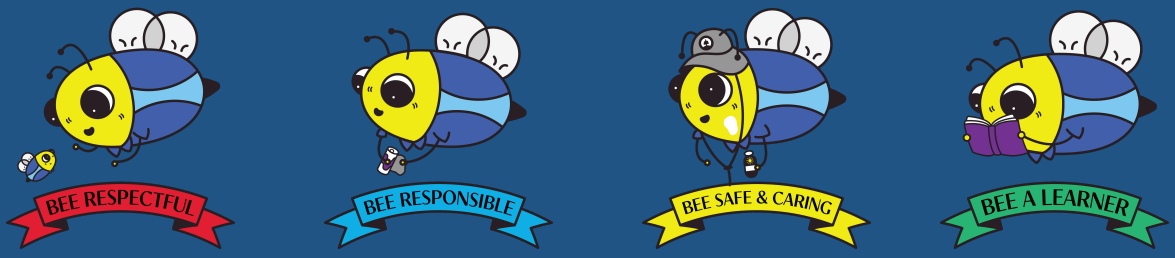
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Welcome to
Eden Hill Primary School

Eden Hill Primary School was established in 1915 and is 13km east of the city of Perth. At Eden Hill PS we are proud of the traditions that have developed over more than 100 years and the strong links we have with our families, local schools and community. While proud of our history, we also actively seek contemparory programs that will benefit our students and reflect the ethos of our school.





2027 School times

No children are to be on school grounds before 8:20am unless in an organised school activity.

Students dropped off before 8:30am need to be supervised by a parent/carer or wait on the bench outside their classroom.

Classroom doors open: 8:35am
First Siren: 8:50am
Recess: 10:50am – 11:20am (play first, then eat)
Lunch: 1.20pm – 1:55pm (play first, then eat)
Final Siren: 3:05pm

Children are required to be picked up by an adult, wait in Kiss & Drive or make their way home straight after the school finishing time.

Gate Times

Morning: gates open at 8:00am (for staff) and lock at 8:55am
Afternoon: gates open at 2:55pm and lock at 3:20pm

The following gates will be open for access at drop off and pick up times:

- Pedestrian gate on Marion Street (near the bike shed)
- Pedestrian gate on Ivanhoe Street (next to the crosswalk)
- Kindergarten gate
- Car Park Gates on Ivanhoe Street (Kiss and Drive)

Between 8:55am and 2:55pm: enter the school via the main entrance gate on Ivanhoe Street. Please use the intercom to notify the office.

2027 Term Dates

Term 1: Monday 1 February to Friday 9 April
Term 2: Tuesday 27 April to Friday 2 July
Term 3: Monday 19 July to Friday 24 September
Term 4: Monday 11 October to Thursday 16 December

School Development Days

Throughout the year there are a number of School Development Days. On these days staff meet to focus on long term planning, skills development and analysis of student and school performance data. **Students do not attend on these days.**

The school development days for 2027 are:
Term 1: Thursday 28 Jan and Friday 29 Jan
Term 2 : Tuesday 27 April
Term 3: Monday 19 July and Tuesday 20 July
Term 4: Friday 17 December

We will also have two full day closures for progress meetings and learning journeys on the following dates:
Term 2: tbc
Term 3: tbc

Before and After School

Kindy and Pre-primary

Before school:
Parents or carers must stay with their child until classroom doors open at **8:35am**. Once the doors open, children may go inside and begin morning activities. At **8:50am**, when lessons begin, all parents must leave unless they are rostered to help. Children should not play outside or use the playground before **8:30am**.

After school:
Children must be collected directly from their classroom by a parent or approved adult. Children will not be dismissed without an adult present. If someone different is collecting your child, please notify the school in advance. Children attending Eden Hill OSH will be collected and/or returned by an OSH staff member. Any child still onsite after **3:20pm** will be taken to the front office.

Year 1-6

Before school:
Children should not arrive at school before **8:20am**, unless attending a supervised school activity. If children arrive before **8:30am**, they are required to sit on the bench outside their classroom. Classroom doors open at **8:35am**, at which time children should go inside and prepare for the day. Once in class, children must remain there unless they have teacher permission to leave. Children who attend Sparx OSH walk to and from their classroom independently.

After school:
At the end of the day, children must leave the school grounds promptly by being collected by a parent/carer, using Kiss & Drive or walking/riding home. Children are not permitted to remain or play on school grounds after school. Any child still onsite after **3:20pm** will be taken to the front office.

Finances

Voluntary Contributions

Parents and carers are invited to make a **voluntary contribution of $60.00 per child**. While payment is not compulsory, these contributions play an important role in enhancing the quality of teaching and learning programs at the school. Voluntary contributions supplement funding received from other sources, including State and Federal Government funding.

Payments may be made through our booklist supplier **Campion**, or alternatively via cash, direct deposit, or EFTPOS at the front office.

Personal Use Items (Booklists)

Each student is issued with a booklist detailing required personal use items such as pencils, pens, and glue. Families may choose to purchase these items through our nominated supplier, **Campion**.

Extra Cost Options

The 2**027 Charges and Contributions** have been determined by the school and approved by the School Board. Payment will only be requested if your child is participating in a specific activity or event listed under these charges. All applicable charges must be paid prior to your child's participation.

Information regarding payment and consent will be provided for each activity. The school is committed to ensuring that no child misses out due to financial difficulty. If you require assistance with payment, please speak confidentially with a member of the front office team to discuss available options.

School Uniforms

Eden Hill Primary School has a school uniform and dress code approved by the School Board. This policy is reviewed periodically. School uniforms may be purchased through **Nell Gray at Uniform Concepts, Inglewood.**

Summer Uniform

- School polo shirt with Eden Hill PS logo
- Faction polo shirt with Eden Hill PS logo (sports days)
- Black shorts or black skirt/skort
- Reversible school bucket hat in faction colours

Winter Uniform

- School polo shirt with Eden Hill PS logo
- Faction polo shirt with Eden Hill PS logo (sports days)
- Black trackpants or black jazz-style pants
- Jacket or jumper with Eden Hill PS logo

Hats – As part of the school's SunSmart policy, students are required to wear the school's **wide-brimmed or bucket hat** while outdoors for play or sport **throughout the year**. Students without an appropriate hat will be required to remain in shaded veranda areas.

Footwear – For safety reasons, students must wear **closed-in shoes and socks** at all times. Thongs, boots, high-heeled shoes, ugg boots or slippers are not permitted.

Jewellery – For safety reasons, jewellery should not be worn. Exceptions include **stud or small sleeper earrings** and non-smart watches.

Hair – For health and safety reasons, students with **shoulder length or longer hair** are required to have their hair tied back.

School Operations

Supporting Student Success

Eden Hill Primary School is committed to providing an inclusive education where every student can access learning and participate fully in school life. Adjustments and supports are available to meet individual learning, behavioural, communication and wellbeing needs.

Parents are encouraged to discuss any concerns regarding their child's learning, wellbeing or development with their classroom teacher or a member of the leadership team.

Attendance

Regular attendance is essential for student learning and wellbeing. Students in **Pre-Primary to Year 6** are legally required to attend school every day unless they are unwell. Kindergarten attendance is not compulsory in Western Australia; however, once a child is enrolled, **regular attendance is important to support your child's learning and participation in the Kindergarten program.** As required by the Department of Education, the school monitors student attendance and follows up on all absences. If your child is absent, please provide a written explanation via **Compass, Connect, or the school website**.

Punctuality

Arriving at school on time is important to ensure students have a positive and settled start to the day. Late arrivals disrupt classroom learning and can affect your child's readiness for learning. Any student arriving after 8:50am must sign in at the school office. Students will be issued with a Welcome/Wanjoo card, which must be presented to the teacher before entering the classroom. Without this card, students will not be permitted to enter the class.

Signing in and out during the day

If a student needs to leave school during school hours, they must be **signed out at the school office by a parent or guardian** and signed back in upon return. During class time, teachers will only release students into the care of a parent or guardian who presents a **See You Later/Boorda Winjin card** issued by the office.

Visitors to School

All visitors to the school, including parents, carers and therapists, are required to report to the front office and sign in before entering classrooms or other areas of the school.

Parent Helpers and Volunteers

Parents and guardians who assist in classrooms, the canteen, or on excursions are required to complete a **Parent Volunteer Declaration Form** each year.

Parents attending **overnight camps** must hold a current **Working with Children Check (WWCC)**.

Grandparents or other family members who volunteer at the school are also required to hold a **current Working with Children Check**.

All parents and volunteers must **sign in and out** using the iPad located in the **school office** each time they are onsite.

School Records

It is essential that families notify the school promptly of any changes to:

- contact details
- emergency contacts
- medical conditions
- parenting or custody arrangements

Accurate and up-to-date information ensures the school can respond appropriately and contact the correct person in the event of an emergency.

Current email addresses are required to allow parents and carers access to **Connect**, which is used for school notifications, student reports, and other important communications.

Student Health

Health Care

It is essential that the school is informed of any **medical conditions or allergies** affecting your child. Where applicable, a number of forms must be completed **annually**. In most cases, these forms can be completed by parents or carers; however, some conditions may require information or authorisation from your child's medical practitioner. The school office can provide the required forms and further guidance.

Nut Aware Friendly School

Eden Hill Primary School is a **Nut Aware School**. Families are asked not to send nut products to school and to carefully check food labels when preparing lunchboxes. This includes items such as peanut butter and Nutella.

Medication

If your child requires medication to be administered during the school day, this must be discussed with a **Deputy Principa**l. Appropriate forms are required for both **short-term and long-term medication** and are available from the school office. Please note that **teachers do not administer medication** to students.

Sick Children

If your child becomes unwell while at school, parents or carers will be contacted and asked to collect them as soon as possible. School staff are unable to provide ongoing care or supervision for sick children.

Injured Children

If your child is injured while at school, **basic first aid** will be provided by trained staff. In the case of an injury requiring further attention, parents or carers will be contacted, or medical advice will be sought.

In an emergency situation, the school will contact your child's nominated doctor or call an ambulance. Any medical costs incurred are the responsibility of the parent or carer.

Communicable Diseases

If you believe your child has a **communicable disease** such as chickenpox, measles, mumps, rubella or whooping cough, please seek medical advice and notify the school as soon as possible. Further information regarding communicable diseases and exclusion periods is available at **www.public.health.wa.gov.au**

Crunch and Sip

Students are encouraged to drink water and eat a small serve of **fresh fruit or vegetables** during class time. As learning continues during this time, food items should be easy to eat, quick to consume, and not messy. Water must be supplied in a **leak-proof water bottle**.

Head Lice

Unfortunately, it is not possible for schools to remain completely head-lice free. Families play an important role in reducing the spread of head lice by **regularly checking their child's hair** and treating infestations when necessary.

School Nurse

The school does not have a nurse onsite on a regular basis. However, a school nurse visits to conduct **vision and hearing screening** for early childhood students and is also available to provide advice and make referrals when required.

For further information, please contact a **Deputy Principa**l.

School Psychologist

The school is supported by an **Educational Psychologist** who is onsite **two days per week**. The psychologist works primarily with school staff and teachers to support student learning and wellbeing.

If you feel your child may benefit from involvement with the school psychologist, please discuss this with a **Deputy Principal**.

Dental Services

A **Dental Therapy Service** is located at **Lockridge Primary School**. This service is operated by the Health Department and is not managed by the school.

The dental service provides **free dental care** to school-aged children in the local area. For enquiries or appointments, please contact the clinic directly on **9279 2440**.

Student & School Safety

Walking and Riding to School

Eden Hill Primary School is centrally located, and families are encouraged to support children to **walk or ride to school safely**. Parents and carers should discuss with their child the safest route to school and correct road-crossing procedures. A **crosswalk attendant** is located on Ivanhoe Street to assist students to cross safely. Students must use the designated pathways when entering the school grounds and should **not enter via car parks**.

Bicycles and Scooters

Students who ride bicycles or scooters to school are required to **secure them in the bike racks provided**. Bike racks are located behind fenced areas and are locked during the school day. Once on school grounds, students must **walk their bike or scooter at all times**. All children riding bikes or scooters are required to wear a **helmet that meets Australian safety standards**.

Car Parking around School Grounds

Parking is available on **Ivanhoe Street and Marion Street**.
A **Kiss and Drive** area operates in the Ivanhoe Street car park to support safe and efficient drop-off and pick-up. Parents and carers are **not permitted to park** in the Kiss and Drive zone during afternoon pick-up times.

Emergency Procedures

The school has procedures in place to respond to emergencies including lockdowns, evacuations and severe weather events. Students regularly participate in emergency drills to ensure they understand school safety procedures.

Digital Safety

Students are expected to use technology safely, responsibly and respectfully. The school teaches age-appropriate cyber safety and digital citizenship skills and works in partnership with families to support safe online behaviour.

Pets on School Grounds

Pets are **not permitted on school grounds** at any time. Dogs must be kept well clear of school entry gates to ensure safe and easy access for students, families and staff.

Car Parking around School Grounds

Parking is available on **Ivanhoe Street and Marion Street**.
A **Kiss and Drive** area operates in the Ivanhoe Street car park to support safe and efficient drop-off and pick-up. Parents and carers are **not permitted to park** in the Kiss and Drive zone during afternoon pick-up times.

Communication

Contacting staff

Clear and respectful communication between parents and teachers is essential to supporting your child's learning. School staff aim to respond to parent enquiries as promptly as possible, generally within **three school days**, unless the matter is urgent. To ensure concerns can be addressed thoroughly and without interrupting learning time, parents are encouraged to **make an appointment** to meet with their child's teacher. Emailing the school is the **preferred and most direct method** of communication.

Assemblies

School assemblies are held **fortnightly each term** and are hosted by classrooms or the school prefects. Assembly dates are published on the **term planner, The Buzz and Connect**. Assemblies are usually held on **Friday mornings at 9.00am**, at the start of the school day.

School website

The school website provides **up-to-date information** for parents and carers. Families are encouraged to check the website regularly to stay informed about school events, notices and important updates.
Website: https://edenhillps.wa.edu.au

Connect

Eden Hill Primary School uses **Connect**, the Department of Education's communication platform, to share information with families. Parents can access Connect via the mobile app or website using their individual **P-number**, which is provided when their child begins at the school.

Compass

Compass is the Department of Education's online parent portal used by the school.

Through Compass, parents and carers can:

- submit attendance notes
- communicate with their child's teacher
- provide consent for school events and activities

The **Compass School Manager app** can be downloaded from your device's app store.

The school will provide parents with a **temporary password**. On first login, you will be required to confirm your email address and mobile number and then create your own password.

The Buzz

The Buzz school newsletter is published three times per term (Weeks 3, 6 and 9).
The newsletter is available via the **school website** and **Connect**.

Mobile Phones

Students are **not permitted to use or carry mobile phones during school hours**. Any mobile phone brought to school must be **turned off and kept away for the entire day**.
Please note that the school **accepts no responsibility** for the loss or damage of mobile phones brought onto the school site.



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