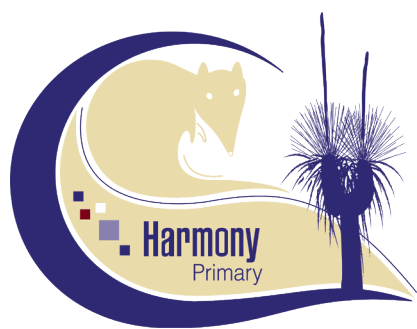




Harmony
Primary School
Independent
Public School

Parent Handbook



2026

RESPECT | RESILIENCE | RESPONSIBILITY

**Harmony Primary School****60 Aurora Drive, Atwell WA, 6164****Telephone:** 08 6174 6600**Email:** harmony.ps@education.wa.edu.au**Website:** www.harmonyps.wa.edu.au**Facebook:** www.facebook.com/HarmonyPrimarySchool**Dental Therapy Centre:** 08 9414 6243**Principal:** Mr Craig Anderson**Deputy Principal:** Mrs Jennifer Robinson**Deputy Principal:** Mrs Amy James**Manager Corporate Services:** Sarah Anderson**Welcome**

We extend a sincere welcome to everyone. One of our aims is to establish a close relationship with parents and the wider community to support each child in their education.

We invite you to make contact with the teachers and the administration staff to discuss matters regarding your child. Meetings can be arranged by telephoning 08 6174 6600 or emailing

Harmony.PS@education.wa.edu.au

School Board

The School Board consists of:

Principal - Craig Anderson, 8 parent representatives from which the Chairperson is selected, 1 community member and 4 staff members.

All positions are rotated biannually with half the positions becoming vacant on a 12 month basis. Nominations for positions on the School Board are advertised in March each year and are followed by an election process, if necessary.

The School Board meets each term. Members of the school community are able to attend these meetings, but not participate in the meeting. Anyone wishing to attend is asked to notify the Principal (Craig.Anderson@education.wa.edu.au)

Parents & Citizens' Association

The Parents & Citizens' Association (P&C) has a valuable role to play in the development of the school's resources and facilities. All parents are invited to attend the monthly P&C meetings and to take part in activities organised by the group.

There are sub-committees which deal with business relating to book club, uniforms, canteen and fundraising. Your interests, views and participation will be appreciated. Like us on Facebook "Harmony P&C" to stay up to date.

Intake Boundaries and Feeder Schools

Harmony Primary School is a local intake school. Our intake boundaries and map can be found on the school website www.harmonyps.wa.edu.au.

Should you move out of the local intake area, your enrolment may come under scrutiny if increased local intake enrolments put the school under pressure to cater for these students.



Enrolment

Enrolment forms are legal documents which are completed when a child is enrolled. It is compulsory to re-enrol from Kindy to Pre Primary. Families living in the school catchment area are entitled to enrol their children at this school. Proof of residence, birth certificate and ACIR immunisation statement (available from <https://my.gov.au>) must be sighted at time of enrolment. Please ensure that the school is kept informed of any change of telephone number, address, email address, parent's employment and emergency contact numbers.

Enrolment at a school in the compulsory primary years does not guarantee future enrolment at a specific secondary school including one in the vicinity of the primary school.

Term Dates for Students 2026

Term 1 – Monday 2nd February – Thursday 2nd April

Term 2 - Monday 20th April – Friday 3rd July

Term 3 - Monday 20th July – Friday 25th September

Term 4 – Monday 12th October – Thursday 17th December

Public Holidays

Labour Day	Monday 2nd March 2026
Good Friday	Friday 3rd April 2026
Easter Monday	Monday 6th April 2026
ANZAC Day	Monday 27th April 2026
Western Australia Day	Monday 1st June 2026
King's Birthday	Monday 28th September 2026

Professional Development Days

Staff participate in professional development one day per term. Students do not attend school on these days. Please check the School Calendar on Compass at the commencement of the school year for these dates.

School Hours

8:25am	Doors Open
8:40am	Start of school day
10.50am	Lunch Play
11.15am	Lunch Eating
11.25am	Lessons Resume
1.25pm	Recess
1.45pm	Lessons Resume
2.45pm	End of school

School gates open at 8.25am. Access to school grounds after 8.45am is via the gate left of the Administration Building only.

Late Arrivals/Early Finish

Students arriving after 8:40am must obtain a Late Pass from the Administration Office before going to class. All students leaving early need to be signed out from the Administration Office. Parents are not permitted to attend classrooms between 9am-2.30pm.

Absences

Parents will receive a text message when a student is absent and no reason has been supplied. Please click on the link within the text message to advise the reason for your child's absence. This link is only valid for 48 hrs and can not be accessed again after you have clicked on the link.

You can also provide a written explanation (this can be emailed to harmony.ps.admin@education.wa.edu.au) or phoned through to the Administration Office.

Prior approval should be sought from the Principal for any vacations during school term. Should you not seek approval the vacation will be marked as unauthorised. If a student is absent for 5 or more days consecutively (either for vacation or medical reasons) a written explanation is required.



Before and After School Care

A Before and After School Care Program (including vacation periods) is run by OSH Club on site at Harmony Primary School. This program is subject to all relevant childcare rebates offered by the Government. Further information is available by calling their Customer Service Team on 1300 395 735 or via their website at www.oshclub.com.au

Student Requirements

In Western Australia, government funds provide most resources used by students. However, personal items of stationery remain the responsibility of parents. Class requirement lists will be distributed near the end of each year. Parents are free to purchase the items on the list from wherever they choose, ready for the following year.

The school has arranged with Champion to offer a service for those who choose to have orders made up and delivered to home. A percentage of sales are donated back to the school for purchase of resources for use by the students.

Other costs are listed on the annual Contributions and Charges document, available from the Administration Office. The following year's Contributions and Charges will be communicated via Connect to parents/guardians clearly showing the anticipated charges that may be applied.

School Voluntary Contributions

School Voluntary Contributions are for children from Years K – 6. Funds are used for the purchase of textbooks, resource books and physical education equipment. These contributions are essential to enrich the opportunities available to your child in the school.

School Communication

Our main form of communication to you will be via Compass (information to follow) and email. Please ensure you advise the administration office of any changes to email addresses.

School Calendar

The school calendar is available on Connect to assist parents with planning for school activities.

Dress Code

The following list makes up the uniform requirements for Harmony Primary School. Please note: The State Government has mandated that any form of **denim is not appropriate** for wearing to Primary School. Also, any clothing with advertising logos, graphics or obscenities are actively discouraged.

Shirts:

Garnet, navy blue and pebble piped polo shirt.

Bottoms:

Navy blue bottoms, including shorts, cargo shorts, long pants, long cargo pants, leggings, track pants, skirts, skorts and tartan skirt (as supplied by uniform shop).

Tights/Stockings:

Navy Blue in colour can be worn under dresses, skirts, shorts or skorts.

Dress/Skirts:

Navy blue tartan school dress (as supplied by the Uniform Shop).

Tribe Shirts:

Tribe shirts (as supplied by the Uniform Shop) may be worn on Thursday's (or for special Tribe Carnivals or events).

Quokkas	Green
Possums	Yellow
Numbats	Blue
Bilbies	Red



Year 6 students are requested to purchase at least one leavers' shirt. These are a special-order item with an order placed annually. Leavers' shirts may be worn on excursions and when representing the school.

Jumpers/Jackets:

Zip jackets (including wet weather jackets) should be plain navy blue.
Hoodies are actively discouraged.

Hats:

The School's Student Health in Public Schools policy states students without hats are to remain in the shade when the UV Index is 3 or higher. Students are to wear a navy blue wide-brim hat. In addition, the Uniform Shop sells a reversible navy blue/tribe colour hat.

Shoes:

Students are required to wear closed in shoes or sandals with a back strap at all times. Students are expected to wear appropriate shoes for Physical Education and Art sessions.

Students working in the garden are encouraged to wear closed in shoes at all times. Teachers may, with parent consultation, exclude a student from activities in the garden for safety reasons.

Thongs are only permitted to be worn in consultation with the classroom teacher/administration.

Make Up:

Any make up worn at school should not be excessive in nature.
False nails should be avoided as they hinder a child's ability to complete classroom tasks efficiently.

Jewellery/Earrings/Body Piercing:

Necklaces are permitted; however, we encourage these to be worn under a child's shirt where possible. Students may have ears pierced and wear small stud earrings or sleepers.
Other body piercing and decorative jewellery are actively discouraged.

Hair:

Hair should be worn neat and off the face (shoulder length hair to be tied back).
Headbands, bows and ribbons can be worn but should not become a distraction to learning.

Students must be in full school uniform to participate in school excursions.

Please label all items.

Excursions:

Students who represent the school or attend an excursion will be required to wear their uniform as outlined by the teacher in charge when parents' consent to their child participating. This is a requirement of the Excursions Policy – Identification of Participants.

Changes to Dress Requirements:

Changes to the dress requirements will be kept to a minimum. All changes will be carried out in consultation with the School P & C Committee and the School Board.

Publishing Dress Code:

The Dress Code will be linked to the school's website.

Uniform Shop

The Uniform Shop is run by volunteers from the P&C Association. School uniforms can be ordered the following ways:

- Uniform Shop (please check at the commencement of the school year for current opening times)
- Online via www.flexischools.com.au. Uniforms can be collected from either the Uniform Shop or the Administration Office.

Please contact uniforms@harmoniypandc.org.au if you have any questions.

Sunscreen

We encourage students to apply sunscreen before coming to school.



Lost Property

We have lost property bins located at the entry of the staff room. Parents are asked to check the boxes regularly. At the end of each term unclaimed articles will be taken to the Uniform Shop to re-sell. We encourage all student property to be labelled so it can be returned.

Health and Well-being

Good health and well-being is vital to student progress. Children's health and well-being needs are supported by a team of qualified professionals. This includes:

- A Registered Nurse attached to the Department of Health making periodic visits to the school to conduct health checks.
- A School Psychologist provides a range of services to children, parents and teachers. Parents should contact the Classroom Teacher to discuss access to the School Psych. A teacher wishing to refer a child will contact parents for approval before doing so.
- Dental Clinic is onsite. Please call the Dental Clinic directly on 9414 6243 to confirm opening times.
- The school has a Chaplain on site several days a week for parents and children to access. Please speak to your child's classroom teacher for a referral.

Communicable Diseases

It is possible that at some time during your child's education they may contract one of the common diseases of childhood. Parents are asked to note the exclusion periods for particular diseases, as the danger of spreading the infection is prominent. Students should stay at home in the early stages of illness as they are likely to be more infectious and transmit the virus/bacteria to others, via coughing, sneezing and contaminating surfaces that others touch. For some diseases exclusion period details are provided by the WA Department of Health (please see the following). [Control of Communicable Diseases Manual \(health.wa.gov.au\)](http://health.wa.gov.au)

Immunisation

The Department of Education requires parents to advise the school as a student's immunisation status is updated. A copy of your child's immunisation records (ACIR statement issued by Medicare Australia) should be provided to the administration office.

Accidents/Medical

Should your child be ill or injured, they will receive care and attention either in class or in the administration office. Parents will be advised of any significant injuries. In an extreme emergency, the school will seek outside medical assistance, whilst also informing parents.

Health Care Authorisation Plans need to be completed for medical/health conditions.

Medication

If your child requires medication whilst at school, the parent/guardian/carer must contact the administration office to complete all necessary documentation regarding their child's health plan or medical needs. Written authority must be provided as legally we are unable to administer any medication without it.

Medications must be brought to the administration office for safe storage. **(Students are NOT to keep medications of any kind in their school bags, desks, etc.)**

Canteen

Our Canteen is run by the P&C Association. The Canteen adheres to The WA Health Traffic Light System. Lunch and afternoon recess can be ordered online at www.flexischools.com.au. Please do not send your child to school with large amounts of money.

Please contact canteen@harmoniypandc.org.au if you have any questions.

Nuts

Harmony Primary School is a "Nut Friendly" school. We ask that you please refrain from sending any products containing nuts or traces of nuts to school.



Crunch 'n' Sip

Please provide a piece of fruit/vegetable for your child to eat during activity time. Please cut fruit/vegetable up if your child prefers it. Your child will also need a water bottle.

Lunch

Please send along a healthy lunch that will sustain your child until afternoon recess. We promote healthy eating throughout the school and encourage parents to send alternatives to unhealthy snacks.

All children are seated to eat for 10 minutes following play.

Birthday Cakes and Treats

As part of our school's Food and Drink Policy food treats will not be distributed for children's birthdays, this includes by parents before the school day commences. Teachers will celebrate and make the individual child's birthday special.

Insurance Cover and School Children

To avoid any misunderstandings with regard to school children and insurance cover, your attention is drawn to the following:

- a) The Department of Education does not insure children against injury at school or on an excursion, camp, visit, etc. This is considered to be the responsibility of the parent.
- b) The Department of Education has public liability insurance that covers their liability in cases of accidents caused through defects in school buildings, equipment or playgrounds, or through negligence on the part of an employee of the Department.
- c) Children travelling by bus or private transport whilst on school excursions, camps swimming etc are covered by normal vehicle third party insurance cover.

Communication system

Parents will be given their own secure login to Compass at the commencement of the school year.

When you log on, you will be able to see information specific to your own child/ren such as:

- Week by week attendance information
- Notifications put up by the teacher
- Assessment results
- Group discussions
- Work completed in class
- Student reports
- Permission forms

Excursions/Incursions

Most teachers use excursions/incursions to support their teaching programs. These require funding by parents and every care is taken to keep the costs to a minimum. Costs will not exceed those documented on the Contributions and Charges Sheet. Children must wear full school uniform when participating in an excursion. Excursion/Incursion forms will generally sent out via Compass. Please note we do not accept cash payments.

In-term Swimming

Each year children in PP – Year 6 are offered swimming lessons held during a school term. No tuition fees are charged for these lessons although bus transport and pool admission charges must be met by parents. These lessons are part of the school curriculum.

Physical Education

Physical fitness is undertaken on a regular basis by all students. It is important that all children are suitably attired (school uniform) and a hat must be worn. **If a child cannot participate (usually on medical grounds), then the classroom teacher should be notified.** Movement and games skills are taught throughout the school. Interschool sport takes place throughout the year. Interschool cross country and athletics carnivals supplement the tribe athletics carnival.



Tribes

Children are placed in tribes for the year's activities and remain in the same tribe during their time at Harmony Primary School. We endeavour to place all family members within the same tribe.

Specialised Programs

LOTE (Language Other than English)

A LOTE program is offered to students in Years 3 - 6. For Harmony Primary School this is Japanese.

Music/Art

A music and art program is offered to students from Years 1 - 6.

Science/Physical Education

A science and physical education program is offered to students from Years 1 – 6.

Resource Centre

Harmony Primary School has a fully automated library, which is staffed by a Library Officer. We have a large collection of books catering for students and staff.

Library opening times are displayed on the library door.

When borrowing, students are required to use a library bag. Loans are made for a period of seven days and may be renewed upon presentation of the book/s.

If books are lost or damaged, parents are asked to pay for the cost of the book. Should the book be located and returned in good condition, a credit will be applied to your child's account.

Student Reports

A summative report on student's progress will be made at the end of each semester for Years K - 6. Assessment of student's work is carried out throughout the year and does not rely on formal testing for levels. Tests form one part of the total assessment program.

Parent/Teacher Interviews

All parents are invited to attend a 10 minute interview with their child's classroom teacher towards the end of first term. This interview is an opportunity to discuss children's progress in English & Mathematics as well as their attitude, behaviour and effort in class. These interviews are an opportunity to establish positive connections between home and school that will continue throughout the year.

Further Parent/Teacher interviews to discuss your child's progress are available on request. Please contact the teacher directly.

Parents will appreciate that unscheduled visits by parents to talk to staff before daily lessons can hinder preparation by teachers. To help provide the best learning conditions for all children please remember interviews and discussion are by appointment only.

An "Open Night" will be held in Term 3 to further inform parents of student's progress.

Telephone Calls

Except for serious and urgent matters, personal telephone messages cannot be accepted for or relayed to students. Students will not be permitted use of the school telephone **unless for urgent circumstances**.

Money, Mobile Phones, Toys and Valuables

Students must not leave money or valuables in their bags, desks, etc. Students are encouraged to not bring valuables to school as we cannot guarantee total safety for such articles.

Students are discouraged from bringing mobile phones to school, however if required, families need to complete a Student Mobile Phone/Smart Watch contract and hand it in to the administration office. Phones will be held by the classroom teacher for the day.

While it is understandable that students may wish to bring toys for show and tell, to ensure they do not get lost or broken, we would rather they were kept at home.



Parking

Please use the Kiss & Drive facility located off Windchime Terrace or the carpark off Affinity Way.

The staff carpark (off Windchime Terrace) and Administration/Community Centre carpark (off Aurora Drive) are NOT to be used by parents.

There are 200 bike racks/bays provided. Children are encouraged to ride, walk or scooter to school. Scooters and bikes are not to be ridden/used around the school site.

Policies

School policies can be viewed online via the school website www.harmonyps.wa.edu.au.

School Premises/Vandalism

Students should only be on the school grounds after hours if they are under the direct supervision of a teacher or another adult that has been given approval to use the school.

Any incidents of vandalism may be reported directly to:

Education Security: 9264 4632, 1800 177 777 or Police: 13 14 44.

Dogs on School Grounds

If you bring your dog to school we request you follow the guidelines below:

- Please ensure they are on a lead at all times and kept away from sandpits
- Dogs are not to go into classrooms or be at the entrance to a classroom
- Dogs must be supervised at all times
- Dogs are not to enter the Kindy Undercover Area or Assembly Undercover Area
- For hygiene reasons, please ensure you clean up after your dog

Smoking on School Premises

You are requested to refrain from smoking while visiting the school. All government premises are now officially smoke free.

Transferring to Another School

Parents are asked to notify the school at least **one week prior to departure** when students are likely to transfer, so that departmental obligations are met. Student records will be transferred for students moving to another government school. **Please ensure that any resources belonging to the school are left at the school before leaving.**

School Values

- RESPECT – At Harmony Primary we show respect to ourselves, others and the environment
- RESILIENCE – At Harmony Primary we show resilience by overcoming challenges with enthusiasm
- RESPONSIBILITY – At Harmony Primary we are responsible for our learning, our actions and our belongings

Harmony Primary School Rules

- Speak and act respectfully
- Keep your hands and feet to yourself
- Follow instructions the first time
- Walk on brick paving
- Walk bikes, skateboards and scooters within the school grounds
- Stay within the school grounds unless given permission to leave
- No hat, no sun if UV rating higher than 3
- Sit while eating and drinking
- Ball games to be played in designated areas
- Follow the reuse, recycle, reduce procedures



KINDY INFORMATION

Kindy children cannot be left alone outside the classrooms at the commencement of the school day. All children need to be walked into the classroom for handover to the staff.

Kindy Session Times

Kindy students attend school each week, alternating between three days one week and two days the other week.

Kindy Eucalyptus:

Monday, Tuesday, Wednesday – Odd week

Monday, Tuesday – Even week

Kindy Banksia:

Monday, Tuesday, Wednesday – Even week

Monday, Tuesday – Even week

Kindy Wattle:

Thursday, Friday – Odd week

Wednesday, Thursday, Friday – Even week

Please note: Week 1 of each term is odd, week 2 of each term is even, week 3 of each term is odd, week 4 of each term is even etc.

What to bring to Kindy at the beginning of the year:

Please bring all items listed on the Kindy Booklist on the first day.

Every day:

- A healthy recess snack packed separately
- A piece of fruit or vegetables for crunch 'n' sip
- Drink bottle filled with water
- A healthy lunch packed separately
- Hat (our school has a Sun Protection Policy which states 'when the UV Index is 3 or higher, staff and students are required to wear a Sun Smart hat')
- The children have a lot to bring including lunch box, library bag, spare clothes, drink bottle plus somewhere to put their work. Please ensure their bag is large enough for students to independently pack their belongings. It can be frustrating for the child if there isn't enough room for all these items
- A spare set of clothes labelled with child's name. Accidents sometimes happen at Kindy even if they rarely happen at home and it is less distressing for the child if they have dry clothes to put on. **Please ensure all belongings are clearly labelled with your child's full name.**

Communication

Notes will be sent home via Connect. We have a board outside the class for daily information. Please check it each day to ensure you are kept up to date.

Toys and Games

Please do not allow toys to come to Kindy unless there has been a specific request from the teacher. Toys are often expensive and have great sentimental value, we would hate to see them lost or damaged.

Delivery and Collection

Children need to be dropped off and collected from Kindy by an adult. **Children must not be left unaccompanied prior to session times.**

If your child is to be collected by someone else, please let the classroom teacher or the administration office know as soon as possible via email or phone. If there is someone collecting your child regularly (such as after school care, grandparents, or a family friend) then please advise the classroom teacher and administration office in writing.

When collecting your child, please wait outside the door until we release your child to you. This way we can maintain supervision of other students. If collecting your child before the end of the day please sign them out at the administration office before collecting them from class.



Morning Routine

Please do not allow your child/ren to play on any playground equipment prior to school commencing. Classroom doors open at 8.25am. Encourage your child to take responsibility for putting their belongings in their designated spots. We encourage parents to stay for the first 10 minutes and spend time doing a puzzle, practice name writing, reading a story or doing a table activity until the bells ring to signal the start of the day at 8.40am. During this time children are not to play with the blocks, construction or home corner as these will be used during the day.

Please do not be concerned about tears as this is common and usually only lasts a few minutes.

What Will My Child Learn at Kindy?

At Harmony Kindy we believe children develop and learn at different rates and in different ways. We provide a program that encourages children to develop through opportunities to explore, experiment, discover, improvise, innovate, create, question, discuss and construct as set out in the Early Years Learning Framework and Kindy Curriculum guidelines. Above all, our aim is to encourage a lifelong love of learning for each and every child.

Inside our Kindy classrooms you will see a lot of conversation and play, the two most important vehicles for learning. Through play, children construct and develop new skills, knowledge and ideas whilst also providing an opportunity to encourage imagination and development of gross motor and fine motor skills, literacy and numeracy skills and social skills.

We aim to develop:

- A positive self-image – to know that he/she is a wonderful special person
- Independence and Responsibility – taking charge of their belongings and doing things for themselves without adult assistance
- Expression – the ability to express themselves through speech, music, drama and art
- Communication skills – the ability to effectively communicate with their peers and adults
- Respect – to respect property, ideas and feelings of other people
- Curiosity – to build on their natural curiosity so they continue to be excited and interested in the world around them
- Fine motor and gross motor skills
- Beginning literacy and numeracy skills essential to future learning

Crunch 'n' Sip

Please provide a piece of fruit/vegetable for your child to eat. We stop for a 10-minute break in the morning session. Please cut fruit/vegetable up if your child prefers it. Your child will also need a water bottle.

Lunch

Please send a healthy lunch that will sustain your child through the day. We promote healthy eating throughout the school and encourage parents to send alternatives to unhealthy snacks. A healthy lunchbox could include: a sandwich, piece of fruit, cut up carrots/celery, cheese or yoghurt.

Recess

Please provide healthy snacks such as a piece of fruit, vegetable, yoghurt or cheese.



Email: enquiries@harmoniypandc.org.au

P&C Facebook page: <https://www.facebook.com/harmoniypandc>



Flexischools app download:



www.flexischools.com.au

Download the app to order uniforms, canteen lunch and recess orders and fundraising.

Please join the Kindy Parent Facebook Group

Uniform Shop:

Every second Wednesday (odd weeks, during school terms): 2:15-3:15pm
(Follow the P&C Facebook page for opening hours updates)

Meetings:

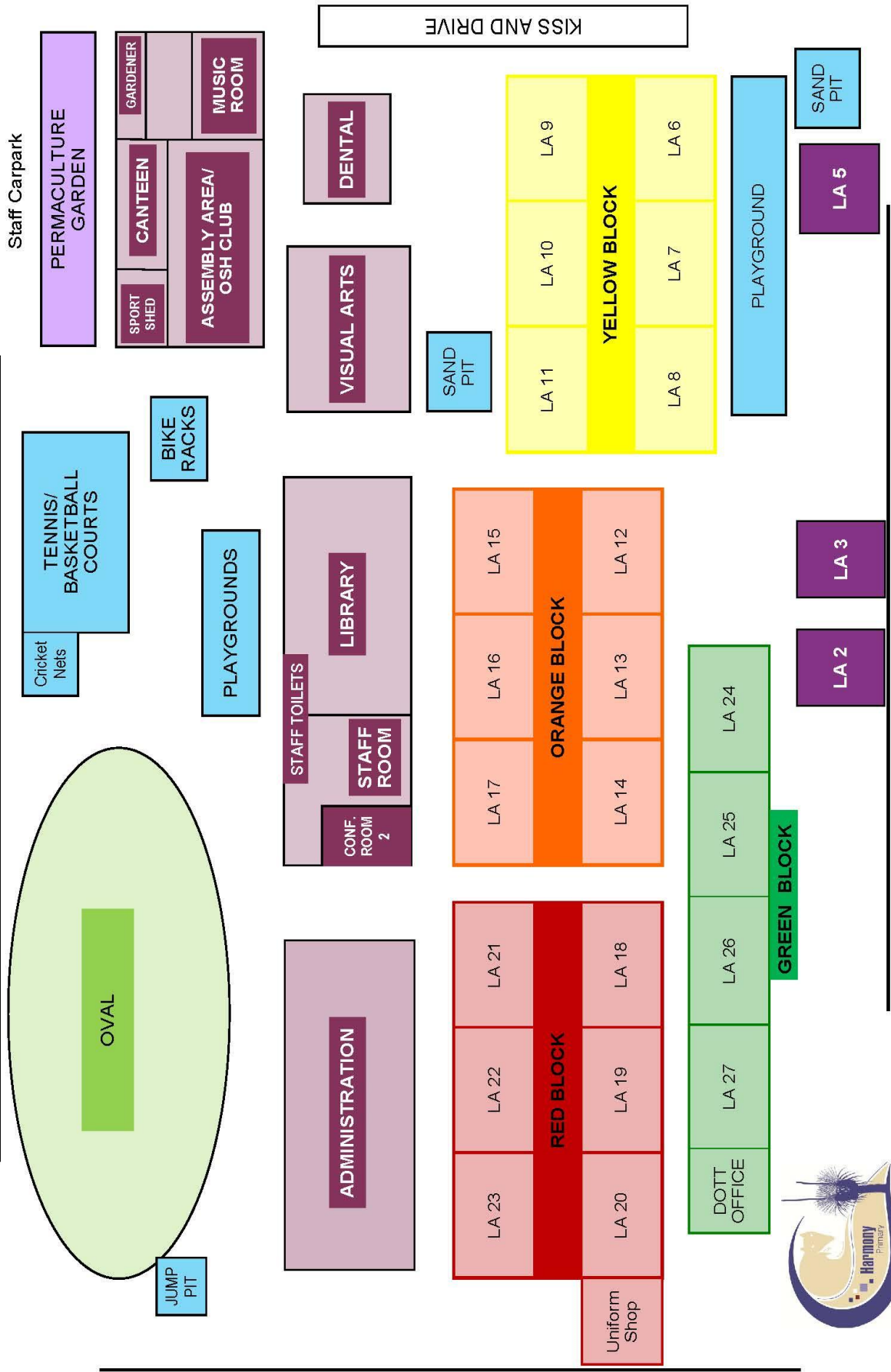
To be announced on our Facebook page and groups early 2026 – we'd love to see you there!

HARMONY AVENUE

WINDCHIME TERRACE

AURORA DRIVE

AFFINITY WAY





Harmony Primary School

Aurora Drive
ATWELL WA 6164

Telephone: (08) 6174 6600

Email: Harmony.PS@education.wa.edu.au

Website: www.harmonyps.wa.edu.au

www.facebook.com/HarmonyPrimarySchool