

# Castletown Primary School



## *Parent Handbook*



**WELCOME!**



43 Easton Road, Castletown WA 6450

(08)9076 2800

Castletown.PS@education.wa.edu.au  
[www.castletownprimaryschool.wa.edu.au](http://www.castletownprimaryschool.wa.edu.au)



Ngalel taunn-gak karditch Wudjari Nyungar bridya boodja ngalorl kumbaal yey.  
Ngalak jinang bolong ngabin ba boodja, wudarn, ba warl. Dit guling ngalel naan  
kuttitich bolong demman ba deman york koora koora dwordak ba moorditjabiny.

We respectfully acknowledge the traditional custodians of the land on which we  
stand, the Wudjari Nyungar people, and we recognise their continuing  
connection to land, sea and skies.

We pay our respects to elders past and present.



WELCOME

*A School  
Moving  
Forward*

Castletown Primary School is an Independent Public School that caters for children from Kindergarten to Year 6. The school is located on Nyungar land in the coastal town of Esperance and is part of Western Australia's stunning South East coastal region. Our school staff are committed to building positive relationships, with the motivation to pursue excellence. Our dedicated and professional teachers maintain an environment which supports each child every day to achieve their personal best. This booklet is designed to give important operational information about our school. Please keep and make reference to this booklet throughout the year. Items included are arranged in alphabetical order for ease of reference, with a section at the front for details on our Kindergarten and Pre-primary programs.

## OUR VISION

*To create a passionate learning community that inspires, challenges, and supports all students to succeed, and empowers them to be resilient and respectful.*



## WE BELIEVE

- Every child has the right to a safe and inclusive learning environment regardless of socioeconomic status, cultural diversity, physical, intellectual or emotional development.
- In developing the whole child – socially, emotionally, academically, creatively, physically and mentally healthy.
- Positive teacher-student relationships, high expectations and excellent classroom practice are essential for student success.
- High quality, evidence-based teaching practice is a crucial factor in increasing outcomes for our students.
- A culture of active and open communication between staff, students and parents supports student engagement and achievement.
- Pastoral care of all school community members is essential to create a safe and inclusive learning environment.

*Inspire  
Educate  
Succeed*



# Term Dates 2025

## Term 1

Wednesday 5th February – Friday 11th April

*Term Break*

Saturday 12th April – Sunday 27th April

## Term 2

Monday 28th April – Friday 4th July

*Term Break*

Saturday 5th July – Sunday 20th July

## Term 3

Monday 21st July – Friday 26th September

*Term Break*

Saturday 27th September – Sunday 12th October

## Term 4

Monday 13th October – Thursday 18th December

## School Development Days

Monday 3rd February

Tuesday 4th February

Monday 28th April

Monday 25th August

Friday 17th October

Friday 19th December

## Public Holidays

Labour Day - Monday 3rd March

Good Friday - Friday 18th April

Easter Monday - Monday 21st April

ANZAC Day - Friday 25th April

Western Australia Day - Monday 2nd June

King's Birthday - Monday 29th September

## Times

8.10 – 8.25	Students supervised in the Undercover Area
8.25	Doors Open for students
8.25 – 8.40	Students preparing for the day – no outside play during this time. Teachers in classes with students - supervising
8.40	First siren
8.40 – 8.50	Class Administration Time - AM Roll Marking
8.50 – 9.50	Period 1
9.50 – 10.50	Period 2
10.50 – 11.15	RECESS
11.15 – 12.15	Period 3
12.15 – 1.15	Period 4
1.15 – 1.25	LUNCH – Eating time ( WS on the Quad)
1.25 – 1.48	LUNCH – Playing time
1.48 – 1.50	Drink/ Toilet Get ready for class
1.50 – 2.50	Period 5
2.50	End of Day Siren
3.15	Final Bus

## Contact

School Office - 9076 2800

School Address - 43 Easton Road,  
Esperance, WA, 6450

School Email -  
[castletown.ps@education.wa.edu.au](mailto:castletown.ps@education.wa.edu.au)

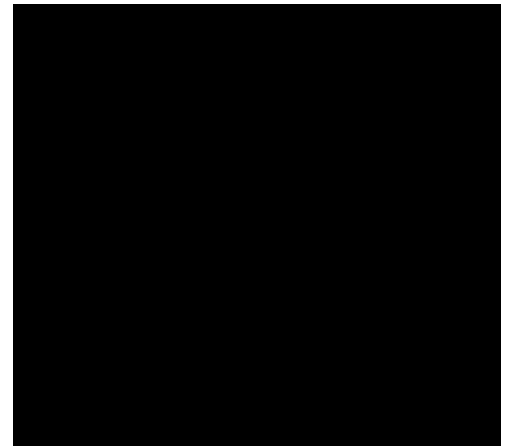
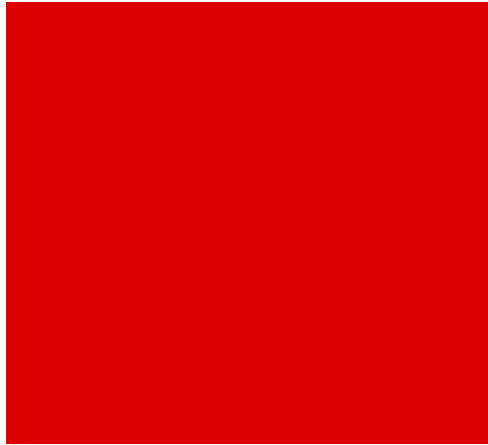
School Website -  
[www.castletownprimaryschool.wa.edu.au](http://www.castletownprimaryschool.wa.edu.au)

**Dates, Times and Contact**

# Our School Administration Team

Principal: David Vooght-Simpson  
K/PP Deputy Principal: Susie Watt  
Yr 1 - 4 Deputy Principal: Julie Fetherston  
YR 5/6 Deputy Principal: David McLaren

Manager Corporate Services: Janine Doney  
School Officer: Lorna Davidson  
School Officer: Alice Tucker  
School Officer: Terri Coates  
School Officer/Library Officer: Sally Castledine  
School Officer/ICT support: Nareena Rickerby



# 2025 Staff

Kindy Teachers: Amanda Pratt, Robyn Popham

PP Teachers: Jenna Gow, Susie Watt, PP/1: Michelle Holthouse, Jemma Gallop

Year 1 Teachers: Eliza Paterson

Year 1/2 Teacher: Amy Abbott

Year 2 Teacher: Nicola Rose

Year 2/3 Teachers: Dominique Woosnam, Brooke Fomiatti,

Year 3 Teachers: Jena Ralston, Tori Wiszniewska, Vanna Dellaca

Year 4 Teachers: Kayla Biddulph, Claudia Novatscou

Year 5 Teacher: Kim Kidd

Year 5/6 Teachers: Larissa Bower, Jo Pelly, Alan Chamberlain

Amy Burton, Megan Johnston

Art/Drama: Rae Maguire

Kindy - Kara Auricht

PE: Damien Pansini

HASS: Taryn Linden

Science/Technologies: Max Thornton

Indonesian: Helen Florisson

Education Assistants 2025

Dawn Barlow, Kath Bock, Louise Coleman, Leila Brensell,

Trudy Desmond, Wendy Hansen, Sonya Hennessy, Yvonne Gordon, Karen

Greenfield, Cathy Johnson, Kath Kiel, Sabrina Kyle, Lissa Mack, Tracey Mallins,

Amanda Maloney, Jolie Meredith, Sharon Moir, Kylie Natrass, Madeline Symes,

Karen Tonkin

Kath Trotman, Maria Zurro, Finn Vooght-Simpson

Aboriginal Islander Education Officer: Sharon Moir

Learning Support Co-ordinator: Michelle O'Sullivan,

Kate Toop

School Chaplain: Jake Meadley

School Psychologists: Joey Truncali,

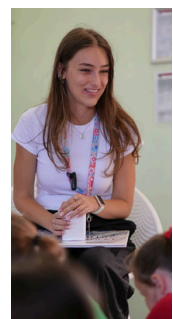
Kathryn Somerville

Bus Warden: Kylie Natrass

Gardener/Handyman: Paul Pratt

Cleaner in Charge: Louise Hulm

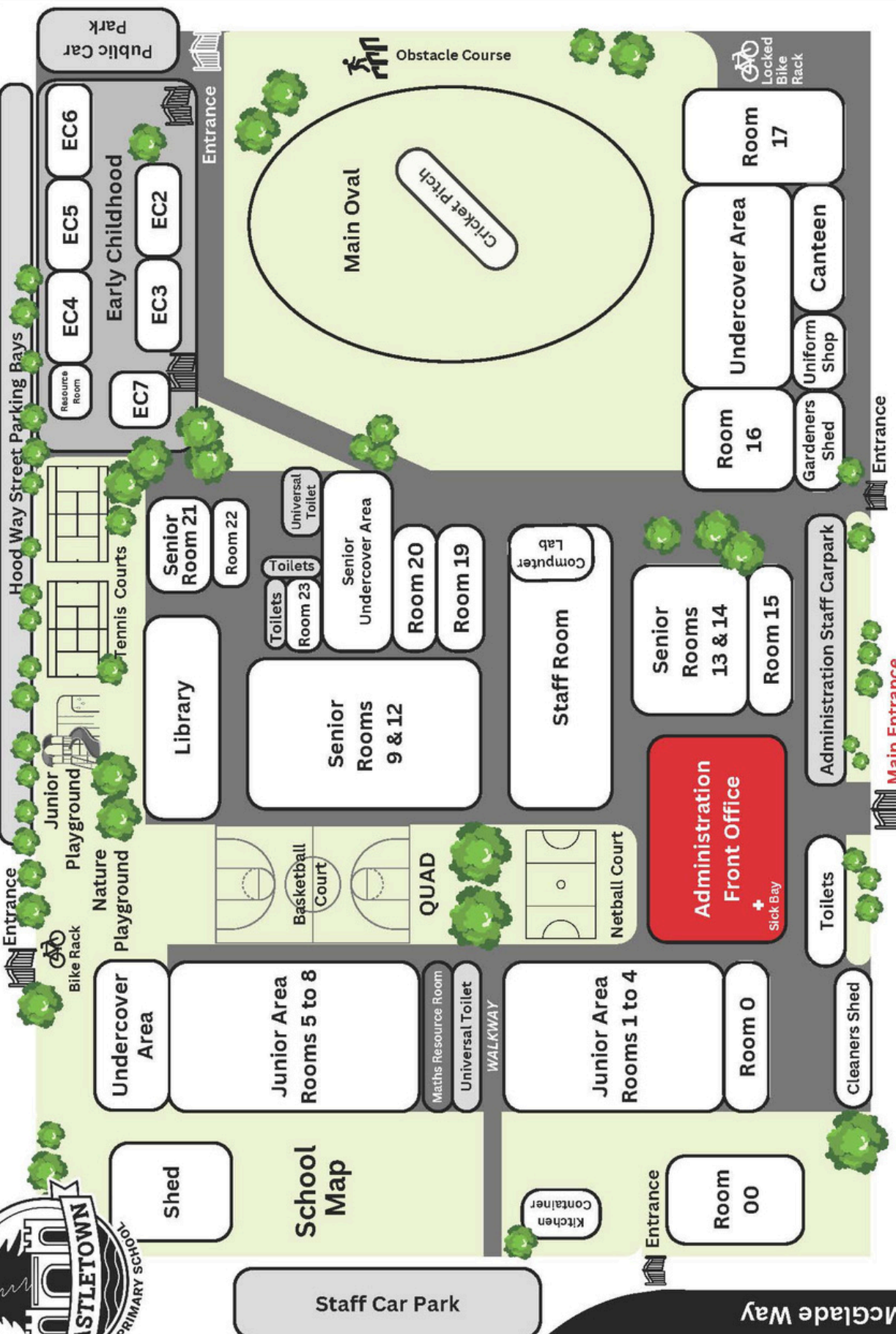
Cleaners: Kim Breach, Lisinda Thyse



# SCHOOL MAP

Remark Drive

Hood Way



Main Entrance

Easton Road

McGlade Way



School Map

Staff Car Park

Administration Front Office  
+ Sick Bay

Main Oval

Obstacle Course

Cricket Pitch

Junior Area Rooms 5 to 8

Junior Area Rooms 1 to 4

Senior Rooms 9 & 12

Senior Rooms 13 & 14

Library

Staff Room

Room 16

Undercover Area

Room 17

EC7

EC2

EC3

EC4

EC5

EC6

Resource Room

Public Car Park

Entrance

Entrance

Entrance

Entrance

Entrance

Entrance

Entrance

Entrance

Entrance

Entrance

Entrance

Entrance

Entrance



# Communication with the School

## Informing an Absence

Regular attendance is important and maximises the opportunities for student learning.

Any absences from the school must be explained by one of the following:

- Compass Manager App ([App Store](#), [Google Play](#))
- Via email at: [Castletown.PS@education.wa.edu.au](mailto:Castletown.PS@education.wa.edu.au)
- Phone the school ASAP on 9076 2800
- Via the Online Absentee Form on our website
- Written and dated note sent in via your child

Under Department of Education policy, absences during the term time for an extended holiday (i.e. more than three days) must be approved by the Principal beforehand, and should only be taken due to unavoidable circumstances. A Holiday Request form can be obtained from the school office.

## Query or Concern About Your Child

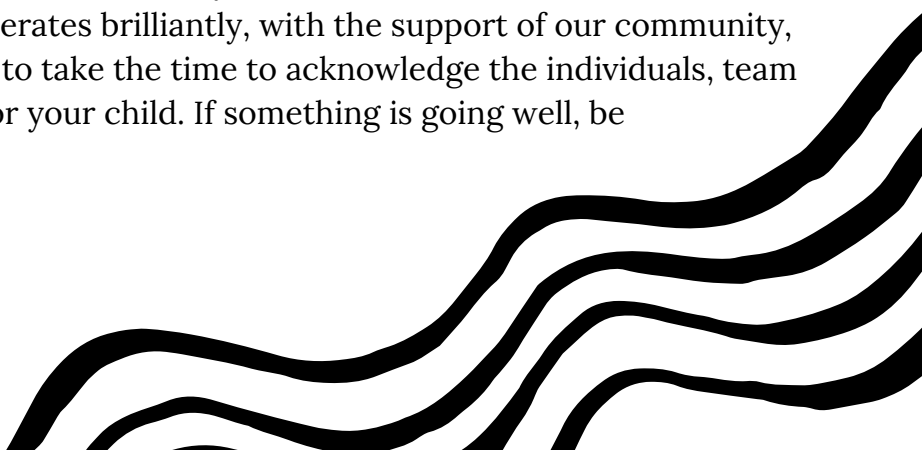
At Castletown, we ask that you start at the source of your concern, raise the issue respectfully with the classroom teacher so they have the opportunity to promptly respond to and resolve the issue. Only if your concern remains unresolved, should you request an appointment with a Deputy Principal. Deputy Principals will determine which matters need the intervention of the Principal.

## Concern not Resolved - What Next?

If your concern is not resolved after your conversation with the staff member, put it in writing. Please formalise your concern in writing addressed to the Principal. Written complaints received will be acknowledged within 1-2 school days. All written complaints will receive a written response, which will be sent within a maximum of 10 school days. We are generally much faster than these timeframes, but some issues require more involved investigation.

## Compliments

We appreciate that we are not perfect, and there may be occasional issues that arise, however, the majority of the time, the school operates brilliantly, with the support of our community, fantastic staff and students. It is great to take the time to acknowledge the individuals, team and school that make the difference for your child. If something is going well, be sure to let us and everyone know!



# Behaviour

## Positive Behaviour Approach

At Castletown Primary School, our aim is to "catch them being good" and our staff are continually looking to acknowledge and praise students who are following our 5 Behaviour Expectations.

## Behaviour Expectations

Castletown Primary School has identified 5 Behaviour Expectations for students in and out of the classroom. These are:

- Be a Learner
- Be Respectful
- Be Resilient
- Be Friendly
- Be Responsible

 <b>SCHOOL WIDE POSITIVE BEHAVIOURS</b>	<b>CLASSROOM</b>	<b>PLAY AREAS</b>	<b>COMMUNITY</b>
 <b>Be a Learner</b>	I use Attentive Listening I follow the classroom rules I use my manners and speak kindly	I learn from my mistakes I think about what I can do next time I admit if I have done something wrong	I participate in all school activities I try my best and persevere I am in charge of my choices
 <b>Be Respectful</b>	I look after my classroom equipment I keep my hands and feet to myself I am honest about my actions	I use all equipment safely I care for my school environment I return all equipment that I use	I treat others how I would like to be treated I represent my school in a positive manner I keep my hands and feet to myself
 <b>Be Resilient</b>	I have a go at all activities I try my best and don't give up I am in charge of my choices	I bounce back when things don't go my way I follow the rules of games I work with others to solve problems	I travel safely to and from school I make safe and healthy choices I follow the CPS expectations in the community
 <b>Be Friendly</b>	I share and take turns I help others I am a positive group member	I let people join in I speak positively to others I look after others	I greet others I welcome new students to the school I make visitors welcome
 <b>Be Responsible</b>	I listen to feedback I look for ways to improve my learning I make safe and healthy choices	I share space and take turns I speak to duty teachers when I need help I keep my hands and feet to myself	I think before I act I contribute to the community I set a good example for others

Students who demonstrate the 5 Behaviour Expectations may earn themselves CastlePoints. This points can be redeemed for:

- Classroom based rewards
- School-wide Reward experiences/events

Students who have earned points may be entered into the school-wide raffle system and win a spin of the prize wheel at a school assembly. The "Fly the Pie" prize is a highly sought after prize where students nominate a staff member to 'pie'.

# Behaviour

## Behaviour Tracker

At Castletown Primary School all classes have a Choices check-in Behaviour tracker.

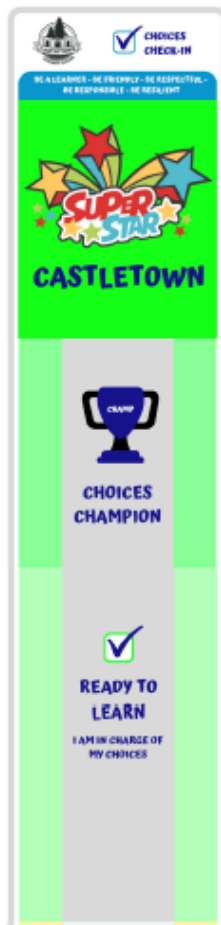
This provides a visual guide to students as to how their behaviour is tracking.

If a student consistently makes a poor behaviour choice they will be asked to "Check their Choices". This is usually enough of a reminder to bring them back to a ready to learn mode.

If the behaviour continues or escalates a student will be encouraged to "Change their choice". For some students this may involve a circuit breaker where they will be encouraged to have a drink, take a few moments in a "chill" spot, or go for a quick run around the quad. This circuit breaker will often assist the student to return to a ready to learn mode.

If the behaviour continues, it reaches the "Fix It" stage which will usually require an action for the student to take part in - time away, buddy class, reflection meeting.

In instances of refusal to follow the behaviour process, or a major behaviour, admin assistance will be sought. Parents will be notified in these situations.



## Behaviour Support

At times, some students require additional support with their behaviour.

In these circumstances, teachers will develop a Behaviour Support Plan for a student, sometimes in consultation with admin, Learning Support Coordinator, School Psychologist and/or other Behaviour Support professionals. These plans will be shared with the parent and monitored for success.

## Serious Behaviour

Serious behaviour circumstances will usually involve some form of admin intervention which can include:

- Withdrawal from class
- Withdrawal from recess/lunch breaks
- Suspension

## Promoting Positive Behaviour Policy

To see more information about our Promoting Positive Behaviour Policy and/or some of the awesome programs being used to promote this, see our [school website](#).



### *EARLY YEARS PHILOSOPHY*

At Castletown Primary School we believe in an inclusive, holistic approach to education.

Children will be inspired, engaged, and challenged by the content which will be differentiated to cover varied abilities, interests and learning styles.

This is achieved by providing a balanced education of explicit teaching, structured and unstructured play opportunities.

Our aim is to build positive and successful partnerships through respectful open communication within the school and wider community.

At Castletown Primary School we strive to “catch them being good” as a foundation for success through a positive and safe learning environment.

# EARLY CHILDHOOD @ CASTLETOWN

Our Kindergarten program is based on developing oral language and social skills through play and guided activities.

Our Pre-primary program balances play with more structured teaching and learning. Children have the opportunity to learn through discovery in as many ways as possible, and the right to grow and develop with a positive self-image.

Children are encouraged to settle any differences verbally and are guided into having positive social interaction with peers and adults, whilst respecting everyone’s feelings and rights.

Children are entitled to good physical care and intellectual stimulation, in a safe, clean, happy environment with careful supervision.

Each child will progress at their own pace.

Children will be encouraged to have pride in who they are, and in what they achieve.

# Early Childhood Information

## Birthdays

You are welcome to send a birthday cake to school with your child. Small cupcakes are preferable. Please do not send food that contains peanut products. The school will advise if there are other foods or products that are a risk to students in our Early Childhood classes. We appreciate your co-operation in being aware of these products and avoiding them being present at school.

## Clothing

Please supply your child with a spare change of clothing in case of accidents. Please name all items. Each child needs a school bag that they can open with ease and is big enough to take home their masterpieces.

## Emergencies

If your child becomes ill or suffers an accident, the parent/guardian will be contacted immediately. Please notify the school office and/or teacher of any change of address or phone number.

## Fruit / Snack Time

Students have their own snacks including fruit for morning tea. Cheese, sultanas, fruit, dry biscuits, plain popcorn, etc, are some suggestions for snack time. Please send one piece of fruit and one other healthy snack each day. Please avoid chips and similar items and please do not send food that contains peanut products as we have several students who experience severe anaphylactic reactions to peanuts.

## Immunisation Records

A copy of your 4 year-olds' up to date immunisation record will be requested upon enrolment and an updated version should be provided to the office when vaccination has occurred.

## Parent Roster

Parent contact is an important element in Kindergarten and Pre-primary. Your interest greatly encourages your child. A roster chart will be developed by class teachers to facilitate parent assistance and involvement that is suited to the needs of the children and the classroom. We see your role as valuable, in being able to spend time with your child in their classroom.

## Pick-up Times

It is Department of Education policy that your child must be supervised by an adult until opening time, and picked up by an adult at the conclusion of the school day. Please do not leave your child in the yard alone and do not allow your child to play on the equipment before or after school. Please ensure prompt pickup as late pickups distress children at this age. Even five minutes alone can seem an eternity to an anxious child. If your child is being picked up by another adult please notify us as soon as possible.

## Religion

Please advise the teacher if your family does not celebrate special occasions such as birthdays, Christmas, etc.

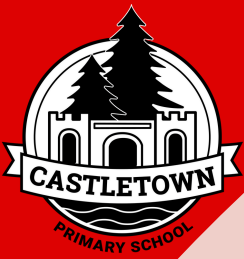
## Slip, Slop, Slap

Please apply sunscreen to your child before leaving home. Our policy is "NO SCHOOL HAT, NO PLAY" for all students. The wearing of a broad-brimmed hat is compulsory.

## Personal Items List

In Kindy and Pre-primary we recommend that personal items are labelled with your child's name. Please note, pencils, zooms and glue-sticks are often combined for communal use. Tissue boxes/Paper towels etc do not need to be labelled.





# A-Z of General Information (All Years)

## **Absences**

Regular attendance is a critical factor in the success of your child at school. Attendance for all students from Pre-primary to Year 6 is compulsory. In Kindergarten, although not compulsory, we strongly encourage regular attendance. The school follows up all unexplained absences, including in Kindergarten.

Under the School Education Act, if a holiday involves an absence of more than two days in school time, a request for permission must be made to the school's principal. We have a form for these requests which is available on request or our website. This can be completed, scanned and emailed back to the school at [castletown.ps@education.wa.edu.au](mailto:castletown.ps@education.wa.edu.au).

## **Absentee Notification**

If something unforeseen happens to your child on the way to school, you would most likely not become aware of anything being wrong until after home time. The school would presume that the child was away because of illness. In order to prevent this misunderstanding, the school uses an SMS notification system for student attendance. This system will send a text message for any unexplained absence. This generally occurs at 10.00am each school day but may be delayed due to technical difficulties. If your child will not be at school please advise us by telephone, email or complete the absentee form on our website prior to 9.00am. You can phone the school on 9076 2800.

## **Accident or Illness**

Minor accidents are treated at school. In cases of more serious accidents or illness, we will contact you at once. Please ensure that we have up-to-date contact information. It is important for the school to have at least two emergency contact numbers in case you are not contactable. Children who are obviously ill before school should not attend.

## **Arrival**

Students are welcome at school from 8.25am and parents are asked to ensure students do not arrive prior to this. If students arrive prior to 8.25am they must be supervised by their parents. All unsupervised students will be directed to go to the undercover area where our bus students are supervised by a school staff member. Parents of any student who is regularly coming very early to school will be notified and asked to keep their child at home until the appropriate time. Students will be released from the undercover area at 8.25am to go to classrooms to prepare for the day. School commences promptly at 8.40am. Students arriving after 8.40am are deemed to be late and must call in to the front office to receive a late slip.

## **Assemblies**

School assemblies are held in the undercover area and are held in weeks 3, 6, and 9 on a Friday, starting at 2.00pm. Assemblies are advertised in our school newsletter. The assemblies are run by different classes in rotation and generally include a class item, announcements and the presentation of merit certificates. Parents and friends are welcome to attend.



### **Athletics Sports Carnival**

The Athletics Sports Carnival (Years 1-6) is held over 2 days in Term 1. The first day is for the 1000m run, jumps and throws, with students coming out to take part in the events. The second day is a full day event with sprints, relays, competitive games and tabloid fun events. Parent help is always welcome. Kindy and Pre-primary students have their own Sports Carnivals.

### **Bikes & Scooters**

Students riding bikes and scooters to school are required by law to wear bike helmets. Bikes, scooters and skates are not to be ridden on the school pathways or anywhere in the school grounds. No responsibility will be taken for bicycles left behind after school. It is highly recommended that children under the age of 10 do not ride bikes unless supervised by an adult. A locked enclosure is provided near our oval entrance gate but locks and chains are recommended to secure bikes to the racks.

### **Breakfast Club**

The school runs a Breakfast Club five days a week from 8.00 - 8.35am in Room 19.

### **Bus Students**

Many of our students are bus students - either using the town bus services or the school bus service. Town Bus students are encouraged to apply for a Smart Rider card. These can be ordered through our School Office or directly online at <https://www.monitorwa.com.au/smartrider/>. School Bus Service students often arrive early in the morning and are supervised in our undercover area with a staff member.

### **Bus Students (continued)**

After school, they meet here again and are supervised until their bus arrives. There is a bus warden who collects our Early Childhood Students from their classroom and takes them over to the undercover area after school.

### **Canteen**

The P&C run a Canteen for the school on Monday, Tuesday, Thursday, and Friday, offering recess and lunch food options. The Canteen follows the 'traffic light model' of food provision, with foods mainly from the green category of food. Parents are encouraged to use [Quickcliq](#) to order the food. A copy of the canteen menu is available on our website [here](#). Our Canteen Manager is always appreciative of parent help in the canteen. You can contact our canteen manager at this email address [castletowncanteen@outlook.com](mailto:castletowncanteen@outlook.com).

## **Communication**

### **Telephone**

9076 2800

### **Email**

Castletown.PS@education.wa.edu.au

### **Facebook**

<https://www.facebook.com/castletownprimaryschoolesperance/>

### **Website**

[www.castletownprimaryschool.wa.edu.au](http://www.castletownprimaryschool.wa.edu.au)

### **Compass App**

Provides quick access to the online absence form, school documents, excursion consents.

### **Seesaw**

Seesaw is used by teachers to inform parents of upcoming events, general classroom information and showcase student work. The school also uses it for whole school, or year level messages. We encourage all parents to have the Seesaw app for communication.

### **Interviews**

Parents may request an interview with their class teacher to discuss the progress of their child or any concerns they may have.

### **Chaplain**

The school employs a Youthcare chaplain to provide additional emotional support to students. If a parent would like their child to meet with the chaplain, please contact your child's teacher.

### **Children's Belongings**

Parents are requested to see that all clothing and belongings are marked clearly with the child's full name. It is impossible to trace unnamed lost property. Teachers will assist children in caring for and looking after belongings but ultimately it is the child's responsibility to take care of their own things.

### **Collecting Children from School**

Ensure your child knows how to get home if you are not collecting them from school. If at any time you are unexpectedly caught out and cannot meet your child, please make alternative arrangements and notify either the office or the teacher. We will do our best to get messages through but this is not guaranteed after 12.30pm. This avoids a tearful end to the day. Kindergarten and Pre-primary students must be collected by a parent or known nominated responsible adult.

### **Custody**

Please inform the school office of any access restrictions or Family Court orders in place and provide copies of all relevant documents. The school can only act upon legally enforceable orders.

### **Dental Therapy Centre**

Students are able to access the Dental Therapy Centre at Esperance Primary School which provides a free on-going dental service for children attending school from Pre-primary onwards. The aim of the service is to improve the oral health of children through education and instruction about teeth, gums and good dietary habits. Treatment provided may include permanent or temporary fillings, fluoride treatment, fissure sealants, x-rays, extractions and cleaning of teeth. Any specialist treatment required is not covered by this service; in these instances, referrals will be issued.

### **Dogs, etc.**

Parents are asked to make an effort to avoid family pets following children to school where they tend to become nuisances and a danger. The school will have no hesitation in calling the Esperance ranger in the case of persistent offenders. Parents must NOT bring dogs to school when picking up their children, whether on a leash or not.

### **Duty**

There are always sufficient teachers on duty in all areas of the playground and oval, before school, and during recess and lunch breaks, to adequately attend to playground issues. Students should, in the first instance, refer to a duty teacher if issues arise that cannot be resolved.





### **Emergency Contact Information**

In the event of a child becoming ill or being injured at school, the emergency contact name and phone number as entered on the Enrolment Form will be used – if the parent/carer/guardian cannot be contacted.

**It is very important that the school be advised if any of these details change.**

Please ensure that the following details are kept up to date on your child's Enrolment Form:

1. Your address and phone number
2. The name, address and telephone number of a contact person in case you are unavailable
3. The name, address and telephone number of your doctor
4. Any allergies such as bee stings, which affect your child, and any medication required
5. Emergency care plan for students with known medical conditions that require interventions, such as Asthma

### **Excursions/Incursions**

Some educational excursions and incursions will be arranged for each class. Written advice is sent to parents for every excursion. It is desirable that all class members participate in planned excursions and incursions which are part of the teaching program.

Our preferred payment method for excursions/incursions is electronically into the school bank account using your child's name as a reference.

Bank Details

BSB 066040

Account 19907857

EFTPOS is available in the front office for payments from Cheque, Savings or Credit accounts. You can also pay over the phone with Credit Cards only. If paying in cash, the exact amount is to be sent in a sealed envelope as we don't carry a float. In the event of financial difficulty, please contact the office and a payment plan can be organised.

### **Exemption from Physical Education and Sport**

Children are expected to take part in these lessons. Children will be exempt only if a note or medical certificate is forwarded to the class teacher.

### **Factions**

All children are placed into a faction on enrolment at the school. These factions are Kupa (Water/Blue), Maar (Air/Gold), Boodja (Earth/Green) and Kaarl (Fire/Red). Family members are kept in the same faction.





### **Hat Policy - No School Hat, No Play**

The school has a policy that children are to wear a broad-brimmed hat when doing physical education and when outside at play. The wearing of the hat is compulsory, all year round. Please ensure your child's name is marked on their hat. School hats are available to purchase from the uniform shop for \$15 each.

### **Headlice**

Though not dangerous, headlice are a common problem for children between the ages of 3 and 11 and have nothing to do with personal hygiene or cleanliness and do not carry disease. Headlice can crawl onto your scalp when your head touches the head of someone with headlice and, although rare, they can be transferred through a hairbrush or hat. It is highly recommended that students with long hair have their hair tied up and that students don't share hats. If headlice is detected on your child, parents may be contacted to come and collect and treat with a safe and effective treatment. Once treated, a child can return to school. Please note, the treatment needs to be repeated each week for up to 3 weeks and should include bedding as well. Classes will be notified if a student has been identified with headlice.

### **Help in the Classroom**

We welcome assistance in the classroom. Please note, all volunteers other than parents are required to obtain a Working with Children Check and present the current clearance or card to the school administration. All parents need to complete a [Volunteer Declaration Form](#).

### **Homework**

Homework at Castletown will be offered to all students but is not compulsory. Homework will only be used to reinforce basic facts/skills and classroom work. Teachers will inform parents of homework guidelines at the beginning of the year in their classroom policy.

## Infectious Diseases

The following diseases require exclusion from school:

**Chicken Pox** - Exclude from school. Re-admit when sufficiently recovered. Some remaining scabs do not justify continued exclusion.

**Conjunctivitis** - Exclude until discharge from the eyes has ceased.

**Measles** - Exclude from school. Re-admit on medical certificate. Parents are asked to notify the school immediately if a diagnosis is confirmed by their family doctor. Unimmunised contacts should be excluded until 14 days after the first day of appearance of the rash in the last case identified in the school, unless contact was immunised within 72 hours of first exposure. Contacts should be advised to see their doctor immediately.

**Rubella (German Measles)** - Exclude from school. Re-admit on recovery or until at least days after onset of rash. Contacts do not need to be excluded but should be advised to see their doctor.

**Mumps** - Exclude for at least 9 days after onset of symptoms. Contacts should be advised to see their doctor.

**Hand, Foot and Mouth Disease** - Exclude until all blisters are crusted.

**Impetigo (School Sores)** - Exclude until effective treatment has been instituted.

**Hepatitis A** - Exclude from school. Re-admit on medical certificate of recovery but not before seven days after onset of illness.

**Hepatitis B** - Exclusion is not necessary. Contacts should be advised to see their doctor.

**Hepatitis C** - Exclusion is not necessary.

**Ring Worm** - Exclude until appropriate treatment has commenced.

**Scabies** - Exclude from school until the day after treatment has commenced. Family contacts will probably be infested and should be treated.

**Glandular Fever** - Exclude until child is well.

## Infectious Diseases (continued)

**Herpes Simplex (Cold Sores)** - Young children unable to comply with good oral hygiene practices should be excluded while lesions are uncovered or weeping. Lesions should be covered by a dressing, where possible.

**Diarrhoea** - Exclude from school for 24 hours after diarrhoea as ceased.

If in doubt consult your doctor. Parents will be asked to collect their children if they are suspected of having an infectious disease. Always notify the school immediately after a diagnosis is confirmed by a doctor.

## Instrumental Music School Services

At the end of Year 4, students will learn about the IMSS music program on offer at the school and complete a questionnaire that helps determine who will be offered a place in the program in Year 5. Instrumental Teachers are usually from the High School and students come out of class for their instrumental lessons (30mins).

In Year 5, students learning any instrument other than Guitar are able to hire an instrument (\$110) to learn with but usually have to provide their own instrument for Year 6.

Instruments currently on offer include Guitar, Woodwind (Flute and Clarinet) and Brass Instruments (Trumpet, Trombone, Euphonium).

A Parent Information Night is held at Esperance Senior High School in Term 4 that offers further information.

*Inspire - Educate - Succeed*



### **Interschool Sports Carnival**

The Interschool Athletics Sports Carnival (Years 3-6) is held in Term 1 and is hosted by each of the schools (Esperance, Nulsen, and Our Lady Star of the Sea) every 4 years. Other Interschool Carnival events occur throughout the year including tennis (Year 4), Have-a-go Day (Year 6) and the Winter Sports Carnival (Year 6).

### **Lost Property**

All clothing items found are put on a 'lost property' trolley outside Room 19, and children and parents are welcome to look through it at any time if items have been lost. Items not claimed at the end of each term may be given to charity or sold second-hand. Please make sure that all clothing is clearly marked with your child's name. Named property is announced in our morning announcements for students to collect from the school office.

### **Medical Needs Register**

If your child suffers from a serious or life threatening condition e.g. Peanut allergy, diabetes, epilepsy, you are required to complete a Health Care Plan for your child and provide medication if it is required. The information is confidential and is only used to ensure your child receives the appropriate medical attention should the need arise. Only staff have access to this information.

### **Medication**

Some students require medication at school on a regular basis. If this is the case, you must complete the appropriate Health Care Plan which can be obtained from the front office. Based on information given, processes will be established for safe storage, recording and administration of the medication. Parents need to ensure that medication forwarded to the school has not exceeded the expiry date and is in its original packaging and at the correct dosage. This is the parent or guardian's responsibility. If your child requires short-term medication (e.g. antibiotics), this can be administered at school after the completion of the Administering Medication Form.

### **Mobile Phones and Personal Devices**

At all Public Schools in WA, students are not permitted to have or use mobile phones or personal electronic devices, including smart watches, whilst at school. Devices must remain switched off and handed to the class teacher for storage. Students found in possession of mobile phones during the school day will have the device confiscated, to be collected by parents. Further information is available on our Mobile Phone Policy.

### **Money, Valuables and Toys**

All money should be sent to school in a secure manner, preferably in a sealed envelope, labelled with the student's name, amount and purpose of money. For ease of handling, the correct amount should be enclosed. If it is necessary for a child to have a sum of money at the school, the child should place it in the care of the class teacher for security. Valuables and toys are not to be brought to school, as the school cannot accept responsibility for these.

### **Numero**

In Term 3, the Esperance Heat of the Interschool Numero Challenge is held. Leading up to this, selected students from Years 4-6 train together to learn the different parts of the competition. The winning team from this heat earn a place in the Interschool Numero Challenge and travel to Perth to compete.

## Parking

There is ample parking around the school but parents are reminded to park in designated places only, as shire fines will be issued for incorrect parking. The staff parking area is not to be used for picking up or setting down children before or after school. This is Department of Education Policy and is in the interest of safety. Parents are asked not to park on the school lawns, in the gardens, on the footpaths, or in disabled or loading bays. There is a large number of cars around the school, especially after school, and indiscriminate parking creates a safety hazard for the children.



## **Parents & Citizens Association**

The Parents & Citizens Association meet regularly throughout the year in the admin meeting room. Office bearers are elected at the Annual General Meeting which is held in the first term of each year. At this meeting, the various committees are formed. Regular meetings take place once a term on a Monday. Dates and times are on the term planner. The [P&C Facebook page](#) is the best site to get updates on canteen specials, uniform shop order information, and special events or activities such as Book-club ordering, Book Fairs, Colour Fun Runs and market stalls for upcoming Fathers' Day or Mothers' Day.

The P&C can be contacted via email at [castletownPandC@gmail.com](mailto:castletownPandC@gmail.com). Everyone is welcome!

## **Stationery Essentials Lists**

Parents are expected to provide items required for the personal use of students such as pens, pencils, rulers, erasers, coloured pencils, felt pens, calculators, workbooks, etc. The stationery essentials list with these requirements is sent home in Term 4 each year and parents can choose to purchase supplies from any supplier. The school has purchased necessary books for each student and a family statement reminder is regularly sent home.

## **PEAC**

The PEAC Program provides part-time extension and enrichment for exceptionally able students in Years 5 and 6. PEAC offers a range of courses that provide identified students with work that is intellectually challenging. These courses are held at different schools throughout the school year. All students in Year 4 will have the opportunity to be assessed for suitability for the PEAC Program.

## **Peanut and Allergy Aware School**

Could all parents please pack nut free food in children's lunch boxes. We have students attending school who have peanut allergies which means severe reactions can occur if they are in contact with peanut products. Thank you in anticipation of your support.

## **Reading and Library Books**

We are lucky at Castletown to have a well-equipped library. All children are expected to have a library bag. Library bags protect library books when the children take them out. A library bag and careful handling of library and reading books by children will help to extend their useful life.

## **Reporting to Parents**

Every year, formal reporting will occur at the end of Semesters 1 and 2. Reports are emailed to the parents/guardians recorded in our school records – please ensure that you keep the school updated with your latest email address. Please download and save the reports as the link within the email is only valid for a period of 6 weeks. Formal reports (including mid semester reports) detail your child's progress and achievement in key learning areas, indications of his/her attitude, behaviour and efforts, as well as detailed comments and an opportunity to request parent interviews. Parents are encouraged to contact class teachers throughout the year to discuss your child's progress.

## **School Board**

The purpose of our School Board is to provide opportunity for parents and the wider community to take part in the shaping and monitoring of the school's objectives, and general policy directions. Parents and community members form the majority of the Board. The whole parent population will be advised when nominations are invited to fill Board vacancies. The Board meets once per term and other times as deemed necessary. There is an open meeting in Term 4 that all parents are welcome to attend.

## **School Grounds and Property**

It is Government policy that school facilities/resources are made available for use by the community. Written applications must be submitted for use of school grounds and property and must be approved by the Principal. Anyone seeing anything untoward or people acting suspiciously on school property are asked to telephone School Security on 9264 4771 or School Watch on 1800 177 777.

## School Uniform

Our school dress and presentation requirements are tangible evidence of the high standards expected of and achieved by the Castletown Primary School community.

The School Board supports the wearing of the school uniform and believes that the school dress code is important as it:

- Promotes and displays pride in the school and community
- Fosters respect for school and self
- Creates equality
- Addresses health and safety issues

Acceptance of your enrolment at Castletown is taken as agreement to abide by our dress code.

Castletown Primary School Uniforms are available from our P&C school uniform shop and can be ordered through Quickcliq. The uniform shop can be emailed at [uniform.cps@outlook.com](mailto:uniform.cps@outlook.com).

## Castletown Dress Code

### Shirts

- Red school polo shirt with logo or approved Year 6 leavers' shirt
- Faction polo shirt (red, blue, gold or green) for wear on Fridays and designated events only



### Jackets/Jumpers

- Red sports jacket with school logo
- Red sports lined jacket with school logo
- Red zip front jumper with school logo
- Approved leavers' jumper



### Pants/Skirts/Shorts

- Black shorts, pants, skorts or track pants
- Tartan skirt
- Leggings and tights may be worn, but a skirt, skorts or dress must be worn over the top



### Hats

A wide-brimmed hat is compulsory for outdoor play and physical education, all year round. The Castletown Primary School hat is available to purchase from the uniform shop for \$15.

### Footwear

- Sturdy and preferably enclosed footwear must be worn at all times
- Appropriate footwear is required for sport



### Accessories

Students are encouraged to wear hair accessories, scarves, skivvies (under school uniform) consistent with the school colours of red and black.

The following do not meet our Dress Code and must not be worn to school:

- Any item of denim clothing
- Make-up/jewellery (sleepers and studs are permissible)
- Torn, ripped or dirty clothing
- Thongs or flimsy footwear
- Coloured hair
- Loose long hair—all hair shoulder length is to be tied back, for all students



### **School Photos**

Our school photos are taken by MSP Photography, usually in Term 3. Parents are sent home a special shootkey which allows them to purchase a photo package of their child if they wish. Sibling photos can also be arranged. A graduation photo is taken and a copy of this is gifted to the students at their Graduation.

### **School Psychology Service**

The School Psychology Service provides a range of support to teachers and students. We may request parent permission to refer students to the School Psychology Service. This will allow access to assessment and support in the areas of speech, language, emotional regulation, fine and gross motor skills, sensory processing, learning or behaviour. Referral details will always be discussed with parents prior to this process being initiated. Access to the Psychologist is triaged based on the highest need and there is often a waitlist. If a parent believes their child needs more immediate access to a psychologist (eg. for counselling), it is recommended that parents seek an outside agency.

### **Special Religious Education**

Youthcare Volunteers run an opt-in lunchtime program for Year 1-6 students called Everyday Matters. A permission form to participate is required.

### **Students With Special Needs and Learning Difficulties**

Castletown Primary School strives to provide an inclusive and successful school experience for all students. Children with academic learning difficulties may require additional support to develop language, literacy and numeracy skills. Both of these groups of students may require documented plans developed specifically to address their needs. They may also benefit from regular individual or small group programs outside the regular classroom, run by teachers or Education Assistants. Some students may have a diagnosis that requires some additional supports and needs. Certain diagnoses allow the school to apply for additional funding to support the student to achieve success. This funding can go towards supporting an Education Assistant in the classroom and to provide the teacher time for planning Individual Education Plans for the student. Our Learning Support Coordinator is available to provide support and best practice strategies to assist the teacher and student in and out of the classroom. If your child receives a diagnosis, it is important to let the school know so that we can support your child. If you have concerns regarding your child, you are encouraged to discuss these with your child's teacher who can assist in determining next steps. This will often lead to a Barriers to Learning Checklist being completed and the involvement of your child's Phase of Learning Deputy. Referrals to Child Development Services (Speech, Hearing, Occupational Therapist), letters of support to GPs and Paediatricians and referral to the School Psychologist Service may then also occur.





### **Swimming (In-Term)**

The school organises a series of swimming lessons for children from Pre-primary to Year 6. There is a cost to parents made up of a charge for pool entrance and bus fare.

### **Swimming Carnival**

At the end of the Senior Swimming Lessons, a Year 4-6 Swimming Carnival is held at the Bay of Isles Leisure Centre. The carnival includes freestyle, breaststroke and backstroke races and fun events for each year level. Parent help is always welcome at the Swimming Carnival.

### **Visitors to the School Grounds**

All visitors, including parents, are legally obliged to contact the front office upon entering the school. Parents/visitors are required to sign in upon arrival at school (during normal school hours) and sign out upon leaving. If parents/guardians are withdrawing a child from class for any reason, they must report to the front office to sign the child out.

### **Voluntary Contributions**

These contributions are invested into the education programs we offer to our students. In order to enrich the opportunities available to your child, the school charges each student or family a voluntary charge, this is paid into the school account and is subject to Government Audit.

The 2025 Voluntary Contributions and Charges are as follows:

Kindergarten – Year 6      \$60 per student

Upon enrolment, please refer to the contributions and charges information forms.

Any parent who is experiencing difficulty paying contributions and charges should contact the Principal as soon as possible to discuss the matter.

Your financial support will be greatly appreciated and we are hopeful for an excellent response from all families in 2025.



## Year 6 at Castletown

The final year of primary school is an exciting year for these students as they prepare to transition to High School.

At the end of Year 5, students will vote and select a Leavers' Shirt and Jacket and will be able to order these ready for the start of Year 6.

Student Councillors and Faction Captains are voted on by Year 4-6 students and all staff, after a written application and verbal presentation, Student Leaders are presented at the end-of-year assemblies.

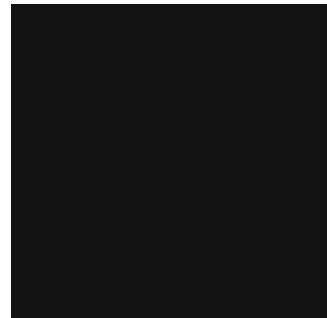
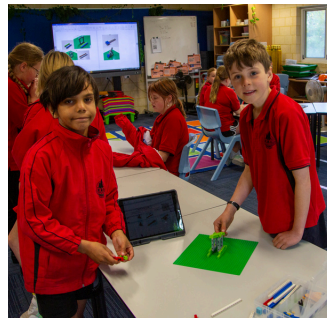
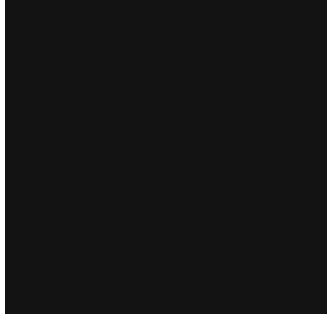
There is a week-long school camp, currently going to Camp Quaranup. The timing of this varies, according to availability, but has usually been in Term 3.

The students have a transition to their respective high schools in Term 4, where they learn how to navigate to the school and experience some of the opportunities on offer. The students have a graduation assembly on the Monday in the final week of Term 4, followed by a dinner with their parents on the Tuesday night.

A special Graduation Book is also compiled, with photos throughout their final year, and presented to the students. The final week has a number of activities to help the students celebrate their final week of Primary School. Parents are provided with the opportunity to fundraise for camp and graduation to reduce the costs of these events.



*Inspire - Educate - Succeed*



# CONTACT US



(08) 9076 2800



[Castletown.PS@education.wa.edu.au](mailto:Castletown.PS@education.wa.edu.au)



43 Easton Road, Castletown WA 6450



[www.castletownprimaryschool.wa.edu.au](http://www.castletownprimaryschool.wa.edu.au)