

Dear Parents and Carers,

As principal of Mount Lockyer Primary School, I am happy to welcome you to our fantastic school. Mount Lockyer Primary School is a Level 5 Independent Public School with 600 students Pre-Primary to Year 6.

At Mount Lockyer Primary School, our dedicated staff and community share an unwavering commitment to unlocking the full potential of every student. In our inclusive learning environment, we celebrate the rich diversity of our students, ensuring that each child feels valued and supported. We believe in the transformative power of strong partnerships between the school and home, recognizing that this collaboration is integral to the success of every student in our care.

Our collaborative spirit is the foundation of whole-school improvement, fostering accountability among all staff for sustained advancements in student learning. We take pride in delivering a dynamic learning program aligned to the Principles of Teaching, Learning, and Assessment from the Western Australian Curriculum.

Working together ensures school improvement is sustainable and there is continuity in student learning. We pride ourselves on providing an inclusive learning environment that caters for the diversity of the students in our care. We believe developing strong partnerships between the school and home is integral to the success of the students who attend this school.

Mount Lockyer Primary School is a school that strives for excellence with the belief that all students can achieve when provided with the right opportunities. Together we can, and will, achieve this vision.

Ross Tamlin

Principal

Our Vision

Develop adaptable learners, nurture wellbeing, and empower future leaders to contribute positively to society.

Our Purpose

To provide every child with access to high quality evidence-based instruction and enable each student to achieve growth year after year.

Our Values

At Mount Lockyer Primary School,

- **CARE** forms the foundation of our supportive community, where every individual is valued.
- **COMPASSION** guides our interactions, fostering empathy and understanding.
- **EXCELLENCE** drives us to achieve our best academically, ethically, and personally, empowering us to make a positive impact on ourselves, others, and our world.

2026 DATES

Term Dates for Students

Term 1	Start	Monday 2 nd February
	Finish	Thursday 2 nd April
Term 2	Start	Tuesday 21 st April
	Finish	Friday 3 rd July
Term 3	Start	Monday 20 th July
	Finish	Friday 25 th September
Term 4	Start	Monday 12 th October
	Finish	Thursday 17 th December

SCHOOL DEVELOPMENT DAYS

Term 1: Thursday 29th and Friday 30th January

Term 2: Monday 20th April

Term 3: Friday 14th August

Term 4: Friday 6th November (Albany Agricultural Show)

SCHOOL SIREN TIMES

The school day is broken into three blocks:

Block 1:	8.50am — 10.45am
Recess:	10.45am — 11.10am
Block 2:	11.15am — 12.55pm
Lunch:	12.50pm — 1.25pm
Block 3:	1.25pm — 3.05pm

Specialist programs are offered in the following Learning Areas:

Health	Music	Language Yr 3- 6 (Noongar)	Library
Science	Phys Ed	HaSS 1- Yr 3	

ASSEMBLIES

CLASS ASSEMBLIES – Wednesday (odd weeks, commencing week 3, at 2.25pm)

Each fortnight a class or two classes will host the assembly and present an item.

Mini Assemblies

Each Learning Team holds their own Mini Assembly, where there may be a short presentation about a 'value' and behaviour/rule reminder. High Standards of Work Certificates presented, and any other brief messages or presentations are delivered. Parents do not attend these assemblies.

CHILDREN LEAVING GROUNDS

Between 8.50am and 3.05pm children are not permitted to leave the school grounds without parental consent. All students must be signed out at the office.

EARLY CLOSE - STAFF MEETINGS

Five Staff Meetings are held each term. Students are dismissed at **2.25pm** every second Wednesday for this purpose.

SPORT / PHYSICAL EDUCATION

Sport commences Week Three of Term 1. Nathan Small is in charge of the program:

Senior Sport: Year 4—6 participate in the sporting program from 2.15pm each Thursday. All students are expected to wear their faction T-Shirt and dress in appropriate gear, this includes a hat to participate in the sports program.

Junior Sport: Year 1 - 3 is on Friday afternoon 2.25– 3.05.

Sam Burke organises the roster for rotations.

During the year we participate in several carnivals:

Term 1	Swimming Carnival
Term 2	Cross Country
Term 4	Faction Athletics Sports Carnival PP-6
	Interschool Athletics Sports Carnival 1-6



Lockyer Leapers

Sponsored by the National Heart Foundation they have performed throughout the district promoting the importance and benefits of fitness through skipping.

SCHOOL CHOIR

Jenny Jones conducts the school choir, which is open to Year 5 and 6 students interested and willing to perform as part of a team. The choir has the opportunity to perform in school on many occasions and at special events around Albany.

NEWSLETTER

In order to be more sustainable, we no longer print the newsletter. All newsletters will be sent out via email and posted onto our school Facebook page, every three weeks, 3, 6, and 9 of each term.

www.facebook.com/MountLockyerPS

TECHNOLOGY

All students must have a signed updated Code of Conduct to be able to access the internet and use technology at school. Students' personal social media (SnapChat etc.) are not to be accessed on school computers.

USE OF MOBILE PHONES / WEARABLE COMMUNICATION DEVICES

- Students' mobile phones are to be switched off during school time and handed to the class teacher or office upon arrival in the morning.
- Students are not permitted to use mobile phones for any purpose on school grounds.
- Mobile phones are not permitted to be taken to school camps, excursions or other functions unless permission is granted by the school Principal.
- Mount Lockyer Primary School acknowledges that mobile phones may be used as a safety measure out of school hours.

Parents are reminded that in cases of emergency, the school office remains the most appropriate point of contact during the school day. Student access to the internet at school is always under the supervision of a teacher, and students can phone home should the rare need arise, using a school office phone.

Using Apple/Android watches to connect to the internet or message others or make phone calls at school, by students is not permitted.

SEESAW

'Seesaw' is a digital platform that children use to showcase what they are learning and doing at school to share with their families. Students "show what they know" using photos, videos, drawings, text, PD and upload their work to their Seesaw portfolio. Families are then able to see their child's work in real-time using a computer or the free Seesaw app on a smartphone or tablet. Family members can then like or comment on their child's work, providing valuable feedback.

Please do not use the SeeSaw for time sensitive messages, such as pick up arrangements. Please contact the school via the front office.

The app also allows easy communication with your child's teacher through the messaging feature. Students love Seesaw as it allows them to use a range of engaging online tools to share their work with meaningful audiences. For more information, please visit the following link <https://web.seesaw.me/parents>

VISITORS TO THE SCHOOL

Everyone who comes into the school must come through reception and sign in. On leaving the premises you must also sign out. This is a security precaution and Department of Education policy.

ENROLMENT CARDS

Parents need to keep contact details up to date. Please inform office staff of any contact details when they change. Also of importance are emergency contact numbers in the event we cannot reach parents and or guardians.



STUDENT BOOKLISTS AND SCHOOL FEES

P-6 have a booklist published annually listing essential equipment. School fees help fund various programs in the school. It would be appreciated if these could be paid at the beginning of the school year.

INTERVIEWS

We welcome these and encourage parents to meet regularly with their child/ren's class teacher in order to keep informed of their progress. If you have any issues, concerns or matters you wish to discuss with the Principal or Deputy Principals please do not hesitate to come in, we have an open door policy and there will always be someone available for you to speak with. You may also contact the teacher or the school office staff for an appointment time.

ABSENCES

If your child has been absent, an explanation must be given to the school. An absent message sent through Compass where parents can reply to, a seesaw message, written note or phone call. All unauthorised absences will be followed up.

SCHOOL PSYCHOLOGIST

Our School Psychologist, maintains an office at this school Monday, Tuesday, Wednesday, and Thursday. Further contact may be made through the school office 9842 0100.

DENTAL CLINIC

Yakamia School is our Dental Clinic base. This information is forwarded to parents in Term 1.

MEDICAL

Children who are unwell are not to be sent to school. Staying home allows time for the child to recuperate and limits the spread of infection to others.

Due to the nature of infections and viruses we ask all students to remain vigilant with their hygiene levels, e.g. washing hands thoroughly and covering nose and mouth if coughing or sneezing.

If your child has medication to be administered during the school day please meet with the Deputy Principal Mel Hwang or office staff to confirm time and dosage and to complete the necessary paperwork, a record will be kept. **All medication must be given to the school in sealed blister packs.**

If your child has a medical condition it is imperative that you let the school know what it is and the procedures and processes in place to manage the condition. All children with a medical condition requiring intervention or specific care are detailed in a booklet, one per staff member and clearly displayed in the medical room.

Students who are anaphylactic and asthmatic must have their own Epipen and Ventolin puffer.

BEHAVIOUR MANAGEMENT

The Principal, Deputy Principals and the Student Support Centre Staff, Raelene Fletcher and Nancy Dewar, lead Behaviour Management in the school, however, the behaviour of all students is also the responsibility of all staff.

There are clear processes and procedures for dealing with student behaviour. All teachers have established a buddy class system at the beginning of the year. This system ensures strategies have been put in place to address behaviour prior to resorting to class exits. The key to this approach is that the child is given a choice at each step to follow directions or face increased consequences.

Students making GOOD CHOICES (GREEN) are acknowledged for their efforts. For students making POOR CHOICES (RED) the following consequences may apply:

ADMIN SUPPORT required to intervene with student behaviour.

Each class has a card that can sent to the admin area as part of the Student Behaviour Management steps. An admin staff member may then escort the student to the Student Support Centre. Where appropriate parent/carer may be contacted and requested they attend as soon as possible. Until the parent/carer arrives at school, the child will remain in the Student Support Centre. School staff and the parent/carer will support the child to self-regulate, or the child may be suspended and sent home with the parent/carer.

SUSPENSION

Students will be immediately suspended for verbal abuse of staff and/or violence towards staff or students.

RE-ENTRY FOLLOWING SUSPENSION

Students returning from suspension must be accompanied by an adult and, at the discretion of the school admin team, the students may attend the Student Support Centre, where an Individual Behaviour Management Plan may be developed and implemented, before returning to class.

IN SCHOOL SUSPENSION

For incidents that happen out of the classroom, we sometimes use in-school suspension. This is where the student is in the SCC for the whole day. There are situations where we will use in-school suspension for a student for whom being suspended and kept home is counter-productive.

PLAYGROUND WITHDRAWAL

Students who are withdrawn from the playground are to attend the Student Support Centre at the designated break.

SCHOOL UNIFORM

It is a requirement of the Department of Education that all students in Government schools wear school uniform.

The P&C operates the Uniform Shop. You can buy all your children's uniform requirements from here; the shop operates Friday mornings 8.30am-9.30am. Uniforms can also be ordered online through the **spriggyschools** app.

The Mount Lockyer School Uniform Consists of-

- | | |
|-----------------------------|-------------------------------------|
| • Maroon Windcheater/Jacket | Maroon Polo Shirt |
| • Maroon Track Pants | Maroon Skirt/Skort |
| • Maroon Shorts | School Hat - Bucket or Wide Brimmed |
| • Faction T-Shirt | |

"No Hat No Play" Is in operation in the school all year, the wearing of hats during all outdoor activities throughout the year is required. Caps are not part of the school uniform.

Footwear should meet health and safety requirements, such as: joggers/sandshoes, school style boots/shoes with plain coloured socks.

Jewellery should be kept to a minimum, and ensure it is safe, and make-up is not acceptable for primary school students.

Hair should be neat and presentable at all times and long hair should be tied back for boys and girls.

Students not wearing school uniform will be given appropriate clothing to wear for the day.

CANTEEN

The Canteen is operated by a committee formed from the P&C. There is a paid manageress who is responsible for the daily operations. It is open Monday to Friday.

A price list is available to parents. The menu has been developed in accordance with the Government's Red, Amber, Green policy.

Ordering Lunches

Online Ordering via Spriggyschool app – the P&C has this up and running, making for an efficient and easy way for parents to order their child/ren's lunch online. Recess cannot be ordered online.

Our standard way of ordering lunch with order forms and baskets is still available in each class for students. Write order on the front of the order bag, place money in bag, then in basket a student representative will take orders to the canteen at 9.00am.

VALUABLE ITEMS

Valuable items, toys etc. should not be brought to school. The staff and school take no responsibility for loss or theft of personal items.

P&C ASSOCIATION

The P&C is a group of parents and citizens in an association with the following objectives:

1. To promote the interests and the moral, physical, social and education welfare of the children of Mount Lockyer Primary School.
2. To endeavour to bring about co-operation between parents/guardians, the teachers, wider community and the children to foster community interest in education matters.

The P&C plays an important part in the life of the School. It can only be as effective and as strong as the number of members it has. We urge all parents to attend the P&C Meetings which are held monthly as per Newsletter advice.

SCHOOL BOARD

The School Board is responsible for endorsing all policies, school plans and annual reports.

It comprises elected persons from Staff and Community.

The School Board meets twice a term, after school.

Parents and Staff who have issues they wish the School Board to discuss must put them in writing and give them to their representative.

A representative's term on the School Board is for 3 years at the end of which they can renominate.

SCHOOL ANNUAL REPORT

A family copy will be available from the school office at the end of Term 1.



MOUNT LOCKYER PRIMARY SCHOOL

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Email: mountlockyer.ps@education.wa.edu.au

Facebook: www.facebook.com/MountLockyerPS

Principal: Ross Tamlin

Deputy Principals: Narelle McLean, Mel Hwang, Lennon Swann

Manager of Corporate Services: Karen Ashton