



PARENT INFORMATION BOOKLET

Poynter Primary School

*'excite, engage and educate
to achieve'*



We respectfully acknowledge the
Whadjuk people, whose land on
which we meet, learn and grow.

WELCOME TO POYNTER

Kaya

It is a privilege to lead a proud Independent Public School and vibrant learning community. Our mission is to provide high quality learning opportunities for students to fulfil their academic, creative, social and physical potential. We do this through engaging students in rich, diverse and challenging curricula, empowering them to become active global citizens.

Poynter continues to strengthen its reputation as a high achieving school. We offer a range of programs to cater for excellence, including our Higher Order Thinking Skills (HOTS) specialist program, strong instrumental music, Visual Arts, French and Physical Education programs. Poynter won it's eighth consecutive Interschool Athletics Carnival in 2023. Our Tournament of the Minds STEM team won the international title in Melbourne in 2023.

The 'Poynter Way' underpins everything we do; at the heart are successful students. We have a strong early childhood program which is aligned to the Early Years Learning Framework and our pedagogy is affirmed against the Quality Teaching Strategy with all staff employing High Impact Teaching strategies.

Our group of outstanding educators are wonderful role models in developing character in young people. We value the dignity and worth of each individual. Our caring staff show a genuine interest in each individual's development, encouraging them to strive for personal excellence. We are committed to being culturally responsive and inclusive. Poynter's culture is friendly, supportive and disciplined, with an emphasis on our values of resilience, confidence, organisation, respect, persistence and compassion.

Relationships are core at Poynter. We have a strong, enthusiastic and invested school community who eagerly support the work of the school to ensure we are and continue to be a school of excellence. Our school's success relies heavily on the support of parents who make up the School Board and our P&C Association. Both groups work tirelessly to help our school and listen to school community opinions on how we are going.

Our Business Plan 2024-2026 outlines our direction in broad terms, describing key focus areas of development which are intended to have maximum impact on overall school performance.

More information, not contained in this booklet is available on our website: <https://poynterps.wa.edu.au/>.

Lisa Wade
Principal



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Acknowledgement of country

We play and learn on Wadjuk Noongar land.

We walk on this country hand in hand.

We respect the Elders for their knowledge and care

Of the Kookaburras, water and land we all share.



SCHOOL INFORMATION

Lisa Wade
Principal

Alison Guhl
Associate Principal

Sarah Kyle
Associate Principal

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 39 Poynter Dr
Duncraig
WA 6023



Elliott



Strickland



Charlesworth



Hawkes

OUR SCHOOL HOUSES

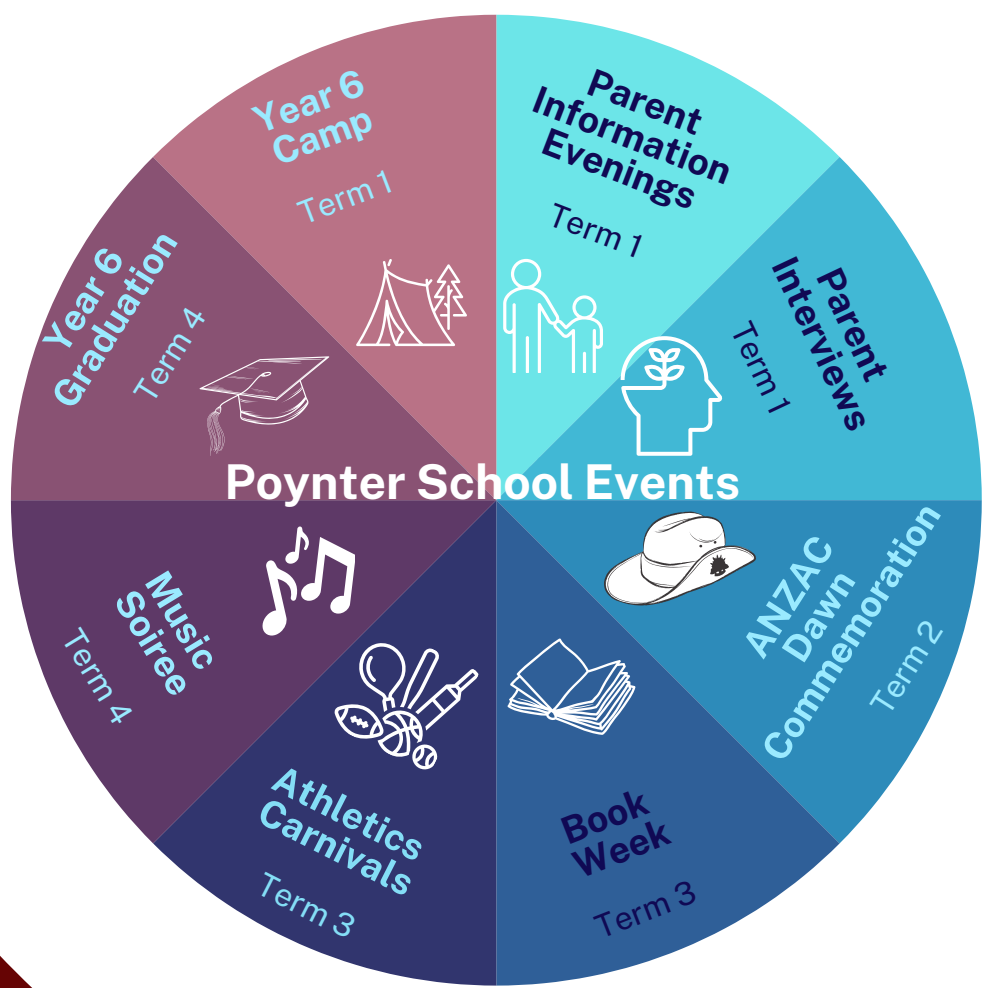
Our School Day

- 8:30am**
Classrooms open
- 8:50am**
School day begins
- 11:00-11:20am**
Recess
- 1:20-2:00pm**
Lunch
- 3:00pm**
School day finishes



SCHOOL DATES 2026

Term 1	Term 2	Term 3	Term 4
Mon 2 Feb - Thu 2 April	Mon 20 April - Fri 3 July	Tues 21 July - Fri 25 September	Mon 12 October - Thu 17 December
Holiday Break Fri 3 April - Sun 19 April	Holiday Break Sat 4 July - Sun 19 July	Holiday Break Sat 26 Sept - Sun 11 Oct	Holiday Break begins Fri 18 December



School Development Days 2026

Students do not attend

Fri 29 May (Carine Network)

Mon 20 July

Fri 13 November

Calendar

Our website calendar is updated fortnightly.

OUR STAFF



Administration

Lisa Wade (Principal)
 Alison Guhl (Ass. Principal)
 Sarah Kyle (Ass. Principal)
 Dagmar Allen (MCS)
 Kirby Thomas (School Officer)
 Debra Bartuccio (School Officer)



Karri Block

Mel Wyatt
 Kate Webster
 Layla Castle
 Lauren James
 Bec Mosel
 Kathleen Arthur



Tuart Block

Danielle Pratt
 Wendy Bray
 Joanne Shepherd
 Nickie Parramore
 Tiffani Italiano
 Alannah Terry
 Jen Bartlett
 Brea Rickson



Jarrah Block

Sarah Newbery
 Michael Ring
 Christiana Nicholson
 Alison Rasmussen
 Natalie Perera
 Terrie Mumme



Wandoo Block

Lucas Pereira
 Julie Langford
 Anamica Cobai
 Daniel Walldorf



Specialists

Jacinta Tremayne
 Gareth James
 Wendy Bray
 Kit Graciet
 Ali Guhl
 Sarah Kyle
 Jodie Reid



Ancillary Staff

Stephanie Alvaro (School Psych.)
 Brian Good (Head Cleaner)
 Tracy Hunt (EA)
 Alison Lewis (EA)
 Paula Pearson (EA)
 Julie Fletcher (EA)
 Jodie Harper (EA)
 Pam Birnie (EA)
 Chloe Sweet (EA)
 Ka Man Maschmeyer (EA)
 Dot Wright (EA)
 Jodie Hughes Jones (EA)
 Nat Findlay (EA)
 Connie Allen (EA)

TBA
 Chaplain
 Library Officer



OUR CURRICULUM



The Pre-primary to Year 10 Western Australian Curriculum provides a coherent and comprehensive set of prescribed content and achievement standards which we use to plan student learning programs, assess student progress and report to parents. The Western Australian Curriculum remains broadly consistent with the Australian Curriculum but has been contextualised to make it more suitable for Western Australian students and teachers. For more information, visit the School Curriculum and Standards Authority of Western Australia at <https://www.scsa.wa.edu.au/>




Successful Students

Successful students are at the core of our planning and review cycle with all other components connected to, and focused on, standards of student achievement both academic and non-academic. School operations are those processes and procedures that enable the standards of student achievement to improve. There are five areas of focus for effective school operations. At Poynter, we endeavour to achieve excellence in all five priority areas.

Our Beliefs

Poynter's beliefs align with the Department of Educations' *Teaching for Impact* beliefs;

<p>Effective teachers believe they can unlock the learning potential of every student</p> 	<p>Effective teachers believe they have the responsibility to evaluate the impact of their practice and seek to improve</p> 	<p>Effective teachers believe in inclusion and value student diversity</p> 	
<p>Effective teachers believe student wellbeing and engagement are essential to student achievement</p> 	<p>Effective teachers believe they share the responsibility for student success with schools, families and the broader community</p> 	<p>Effective teachers believe in equity and reconciliation</p> 	<p>Effective teachers believe in preparing students to become their own teachers and successful life-long learners</p> 



Learning Support

For any student requiring academic, social or emotional support.

Cultural Responsiveness

Reconciliation Action Plan and Aboriginal Cultural Standards Framework: Poynter staff are committed to culturally responsive practice.

EYLF

A guide to supporting and nurturing children's learning from birth to 5 years, including the transition to school.

QTS

Quality Teaching Strategy. High Impact Teaching and the aspects of school culture which support improved teaching practices.

HOTS

Higher Order Thinking Skills are embedded in classroom practice and supplemented by a specialist HOTS program for Yr 1-6 identified as Gifted and Talented.

PLCs

Professional Learning Communities; teachers have a commitment to collaborative practices and meet weekly in phases of learning for student centred and data driven conversations.



STUDENT SERVICES

The Department of Education is committed to the delivery of an inclusive education system that ensures all children have access to a high-quality education that meets individual needs. Diversity among students and their families is recognised and welcomed. Different types of support and individual programs are offered to make sure all children can participate in education and achieve their individual needs.

Pastoral Care

Poynter staff are committed to the wellbeing of each student and our pastoral care is achieved through promoting a positive school environment that supports the physical, social, intellectual and emotional development of every student. Pastoral care is embedded at Poynter and achieved through:

- the provision of safe, inclusive and caring learning environments
- strong partnerships between the school, parents and community
- comprehensive and inclusive approaches to learning
- supportive and coordinated organisational structures and effective networks of care

Pastoral care is shared and is the responsibility of everyone.

School Chaplain



Poynter has a long standing relationship with Youthcare Australia, who provide us with a chaplaincy service as part of our wrap-around approach to pastoral care. Chaplains are required to be non-judgemental, non-denominational, non-coercive and support all students regardless of the student's issues or world view. Our chaplain is trusted, caring and an affirming presence in our school. Miss Eden runs programs to support students to build resilience, self-esteem, manage peer relationships, and grief and loss.

School Psychologist

Poynter engages the services of a School Psychologist through the Department of Education. Referrals to the School Psychologist are made by teachers and administration, in consultation with parents. A collaborative problem solving approach is used in monitoring and improving student performance when concerns are identified. The School Psychologist provides a range of services from discussion about issues of concern, to isometric testing. Close contact is maintained with parents in all circumstances.



School Nurse



The WA Health Department allocates a registered nurse to all schools. When your child is in kindergarten they will undergo a health appraisal which includes hearing, vision, height, weight and gait check. The nurse will contact parents directly should any issues be identified or further intervention is required.



SAFETY AND BEHAVIOUR

'Connect and Respect'

The Department of Education has a suite of resources to assist school communities in setting shared and respectful expectations to enable us to continue to work together in the best interests of our children.

This includes when and how to contact the school, what you can expect from us and the behaviours that interfere with teaching and learning. These resources and guidelines will assist us to continue to build upon our culture of connection and engagement, and we will implement them to support our staff to deliver quality education at our school.

Behaviour Management

Behaviour management is an important part of providing a conducive learning environment for all. Our Behaviour Management Policy is based on developing student responsibilities, encouraging respect and creating good conditions for effective teaching and learning. It aims to be the foundation for a safe, happy and productive school. All students and staff have the right to an environment free from bullying and intimidation and to feel safe and happy at school. Further details regarding our Behaviour Management Policy can be found on our website.

In recent years, a directive was published by the Minister for Education on school violence, 'Let's Make a Stand Together'. The development of a Good Standing Policy is a mandatory requirement for all public schools in response to the increasing incidents of violence in schools. At Poynter we believe learning is enhanced in a welcoming, inclusive, collaborative, safe and caring environment. Good Standing emphasises the importance of taking responsibility for negative choices students may make and which may ultimately have an impact on their safety and/or learning and the safety and/or learning of others.

Good Standing supports and works in conjunction with the Behaviour Management Policy.

Evacuation and Lockdown Drills

For the safety of all those within the school buildings and boundaries, it is a Departmental requirement that both these drills be practised annually. Please follow all procedures if visiting the school during any drills.

What we can all expect:



mutual respect



good behaviour



open communication



respect for each other's time

We will not tolerate:



offensive, insulting or aggressive language



malicious or judgemental gossip



using social media disrespectfully



any form of violence

Keys to Success

Our keys form our values at Poynter and are embedded in everyday language across the school.

Poynter Way certificates are awarded at assemblies and linked to these keys.



OUR UNIFORM



jacket



polo t shirt



rain jacket



skirt



shorts



maroon long pants



dress



Year 6 graduation polo



hat



hat (medical students)



House polos



Uniforms can be purchased at <https://www.nellgray.com.au> or instore at 5/7 Delage Street Joondalup.
Please clearly label all of your child's belongings. Lost property is located in the Jarrah Block Activity Room. Please refer to our Uniform Policy for further information.

GETTING YOUR CHILD TO AND FROM SCHOOL

Walk, Ride or Scoot



We recommend, where possible, families walk, ride or scoot to school. We have a number of bike racks for students to securely store their bikes and scooters.

Parking

Please use the parking bays on Griffell Way and overflow parking at the back of the oval (Lionel Court). Please be respectful of neighbours and do not drive across or park on verges or driveways.



Kiss and Drive



Please use Kiss and Drive to drop off and pick up students who can independently get themselves in and out of the car, with their belongings and safely do up their seat belts. This area can get quite congested so please ensure you progress forward in the queue and remain in your car.

Students arriving prior to 8:30am

Students do not need to be at school prior to 8:15am unless they have a school commitment, eg. music or sport. If arriving before 8:30am, students must wait on the grassed area between the Admin office and the front gate. Students will be dismissed from this area at 8:30am when classrooms open.



Signing your child in or out



If your child arrives after the bell at 8:50am, they will need to come past the office to collect a late pass before going to class. When collecting a child from school before 3:00pm, please sign them out in the office first. You will receive a sign out pass, to be taken to your child's teacher.

COMMUNICATION



Compass

You will need to download the Compass app to record your child's absences. You may also receive notifications or emails from the school through Compass.



Connect

Connect is used as the primary source of communication between our school and home. Please ensure you have downloaded the app prior to your child starting kindergarten. You will gain full access to Connect at the commencement of the school year.



Assemblies

Each PP-Yr 6 class hosts an assembly throughout the school year. Poynter Way certificates are awarded for students demonstrating one of our 6 Keys to Success.



Student Achievement Reports

Student Achievement Reports are a formal record of your child's achievement and progress. They are distributed via Connect at the conclusion of Semester 1 and 2.



Newsletter

The school newsletter is produced three times a term and published through Sway (a link is sent via Connect). The newsletter contains important updates and promotes student achievements.



Parent Information Evenings

Poynter hosts Parent Information Evenings (PIE) for all classes across the school within the first few weeks of Term 1. These sessions allow teachers to formally introduce themselves and provide class specific information.



Facebook

Our school's Facebook page allows our community to keep up to date with activities through a medium preferred by many. Please feel free to give our school a follow.



Email

Please use email as your first point of contact to discuss your child's progress, achievements or any concerns you may have with their teacher. A time can then be made, if necessary, to meet in person.



ATTENDANCE

Once enrolled in kindergarten, it is important that children develop regular attendance habits. Going to kindergarten, Pre-primary and Year 1 each day gives children the best start to school. If your child attends school regularly in the early years, they are more likely to continue this in the future. Teachers plan programs sequentially, so when children don't attend school regularly, they miss out on important information, learning and skills. Children who are regularly absent risk missing out on the basic building blocks in core learning areas. If your child is absent from school, please notify the school via text 0437 311 380 or email poynter.ps@education.wa.edu.au. If your child is absent from school without parental notification, you will receive a text message to ascertain the reason. If possible, please make medical/dental appointments outside of school hours. If going on holidays during the school term, please email the Principal, lisa.wade@education.wa.edu.au. These absences will be marked as unauthorised.



ILLNESS

Please keep your child away from school and see your doctor if your child has:

- a fever of 38°C or above
- vomiting or diarrhoea (within the last 48 hours)
- severe cold or flu symptoms
- rashes of unknown origin
- a persistent cough



MEDICATION

Sometimes children need to have prescribed medications during the day and, whilst it is preferable for parents to administer them, we are able to do so when given adequate information and a completed and signed Administration of Medication Form beforehand. The medication must be clearly labelled with the child's name and provided in packaging from the pharmacy or the manufacturer. Please give completed forms and medication to the front office.



ALLERGIES

If your child has an allergy you must alert administration upon enrolment and advise the class teacher. An allergy action plan which has been developed by your doctor, along with your child's medication, including a labelled auto injector if prescribed, must be provided to the school. We ask parents not to send foods containing nuts, sesame seeds or shellfish to school to prevent other children being put at serious health risk.



IMMUNISATIONS

Children enrolling in kindergarten must be up to date with all the scheduled immunisations for their age to be able to attend school. You are required to show your child's Australian Immunisation Register (AIR) Immunisation History Statement as proof of immunisation. From pre-primary onwards, if an outbreak of an infectious disease occurs at the school, parents of children who do not have an up to date immunisation status will be asked to keep them at home, until the danger has passed. You can check your child's immunisation status online: www.medicareaustralia.gov.au/public/onlineservices/ If your child has contracted a communicable disease such as chicken pox or measles, the school should be notified as soon as possible after the diagnosis has been confirmed.



DENTAL CLINIC

This free service operates at Marmion Primary School, 7 Cliverton Court, Marmion, 9447 1275. The centre is supervised by a dental officer from the Department of Health and is staffed by specially trained dental therapists. Children are taught proper care of teeth and gums and treatments are carried out at the centre.

"A great positive culture underpinning a strong learning environment"
- NSOS parent quote



CLASS PLACEMENTS

We create our class structure based upon the professional judgements of staff, with the aim of creating the best learning environment for each student. Teachers take many factors into consideration when forming lists. We ask parents to respect teacher judgement and diligence. Please refer to our Class Placement Policy on our website for further information.



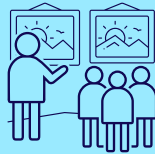
CANTEEN

The school does not have an onsite canteen facility; however, lunch orders can be made online Mondays, Wednesdays and Fridays through Locavora. Distribution of lunch orders is run by the parent community. <https://schools.locavora.com.au/>



PHONES AND SMART WATCHES

Mobile phones should remain at home. Students with a genuine reason for bringing a mobile phone to school must leave their phone at the front office for the duration of the day, this is now a State Government policy. During school hours smart watches are only to be used for telling the time and not for other apps or messaging capabilities.



INCURSIONS AND EXCURSIONS

Parent information regarding incursions and excursions will be communicated via Connect with at least two weeks notice. Permission and payment for incursions and excursions are made via Qkr.



PAYMENTS

Charges and Contributions for 2024 outlines a schedule of payments, in accordance with Department of Education policy. Activity charges for planned events will be requested as each activity is held, with our preferred payment method via Qkr. Please ensure you have downloaded the Qkr app and linked your account to your child and our school. An information sheet on how to do this is available on our website; poynterps.wa.edu.au. There is an option to pay Voluntary Contributions directly through your child's booklist before the school year commences.



MEDIA PERMISSIONS

When completing enrolment paperwork you will be asked for media consent for the school and Department of Education to use your child's photo. Only students with media permission will have their image shared on Connect, our newsletter, school website, Facebook and media publications.



BOOKLISTS

A Personal Use Requirements List (booklist) is sent home with each child towards the end of each year or when enrolling new students. All stationery items and requirements are detailed on the list. It may be necessary to replace some items throughout the year. Please order your child's supplies as soon as possible to avoid delays.



MONEY AT SCHOOL

Students are not required to have money at school, with the exception of special events and fundraisers. Staff take no responsibility for student money whilst at school.



FAMILY LAW

We must follow the Department of Education's 'Family Court Orders in Schools' policy. Parents have a responsibility to advise the school immediately if any change to family circumstances occur, which have the potential to impact on the relationship between the school and the parents and/or students. If court orders are obtained by one or both parents, a copy of the orders should be provided to the school as soon as possible.

"This school makes me feel welcome, safe and makes me want to learn lots of new things"

- NSOS student quote



SCHOOL BOARD

We are an Independent Public School who sets our own strategic directions, have authority for day-to-day decision making and are in an ideal position to make decisions that best cater for our students. Parents and community members have an important and enhanced role in this initiative through the School Board. The School Board meets Mondays of Week 7, 6:30- 8:30pm, each term. Details of our current Board members are available on the school website. Opportunity to nominate for a position on the School Board will be in Term 1 2024.



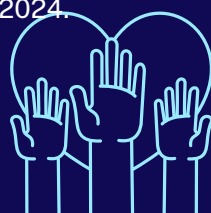
P&C

The Parents and Citizens' Association (P&C) at our school is involved in making decisions about the school and how it spends the funds it raises. At Poynter we are very fortunate to have a highly involved P&C who works closely with the school to plan fundraising and social events and assists in purchasing resources, supplementing programs and initiatives and beautifying our school grounds. All are welcome and encouraged to join our P&C. If you are able to attend, either in person or via Zoom, meetings are held in Week 3 and 8 of each term, Tuesdays at 6:30pm.



OSH CLUB

We have an OSH Club on site, offering before school, after school and vacation care to our students. Further information can be found at <https://www.oshclub.com.au/wa/poynter-primary-school/>



VOLUNTEERS

Children love to see their parents and carers at their school, whether helping out in the classroom, a school event or being involved in other ways. Research shows that students perform better at school when their parents or carers take an active interest in their school work. If you have special skills or hobbies you would like to share, let us know so you can help to enrich our program. Parent volunteers must complete the Parent and Child Volunteer Declaration Form annually, prior to commencing volunteer work. Please refer to the list below for what constitutes volunteer roles.

Volunteering includes, for example:

- helping with reading or attending a day excursion
- presenting an award at an assembly
- on lunch duty or assisting at a sports carnival
- conducting P&C duties.

Volunteering does not include, for example:

- picking up and dropping off your child
- watching an event, like a school assembly
- attending a parent and teacher interview
- visiting the uniform shop.

OSHClub 

*"It is a strong supportive community.
There is a great deal of school pride"*
- NSOS parent quote