



Nollamara Primary School

# Parent Handbook

# Principals Welcome

Welcome to Nollamara Primary and Intensive English School. It is with immense joy and pride as Principal that I extend to you a warm welcome to our vibrant school community.

Nollamara PS opened in 1956 and has a rich history educating our community. Our school is not merely a place of education; it is a place where young hearts and minds take their first steps towards a lifetime of learning. Education is the key to unlocking the limitless potential within each and every one of us. Our 'REACH' values of Respect, Excellence, Acceptance, Compassion and Honesty, guide us on this journey. Our dedicated teachers, supportive staff and engaged parents all play pivotal roles in nurturing this potential. Being culturally inclusive, we empower our students to progress and feel proud of their achievements.

Our Parents and Citizens group work together to plan activities that support the school and promote parent and community involvement. The School Board take an active role working with the school community to achieve the best outcomes for our students. Our school community thrives within a culture of respect, empathy and collaboration. Let us continue to work together to create an environment where every voice is heard and every individual is valued. Let kindness, empathy and inclusivity be our guiding principles in all we do.

Thank you for entrusting us with the privilege of educating and nurturing your children. Together as a united and supportive community we can accomplish great things.

With warm regards and boundless enthusiasm,

Terese Morse  
Principal



# School Essentials

Address: 101 Harrison Street, Nollamara WA 6061  
Telephone: (08) 94131550  
Email Address: [Nollamara.ps@education.wa.edu.au](mailto:Nollamara.ps@education.wa.edu.au)  
Website: [www.nollamaraps.wa.edu.au](http://www.nollamaraps.wa.edu.au)  
Office Hours: 7:30am to 3:30pm

## 2026 Term Dates

Term 1: Monday 2 February to Thursday 2 April  
Term 2: Monday 20 April to Friday 3 July  
Term 3: Monday 20 July to Friday 25 September  
Term 4: Monday 12 October to Thursday 17 December

## School Development Days (Students do not attend on these days)

Term 1: Thursday 29 January & Friday 30 January  
Term 2: Friday 29 May  
Term 3: Friday 21 August  
Term 4: Monday 12 October & Friday 18 December

## Public Holidays

Term 1: Labour Day - Monday 2 March  
Term 1: Good Friday - Friday 3 April  
Term 2: Anzac Day - Monday 27 April  
Term 2: WA Day - Monday 1 June

## School Hours

### Start/Finish Times

8:00am - Gates Open  
8:30am - Warning Bell - School starts in 15 mins  
8:45am - School Starts  
2:50pm - School Finishes

## Break Times

Recess - 10:45am - 11:10am  
Lunch - 1:10pm - 1:50pm

## Enrolments

All enrolments are processed by the School's Administration Office. To enrol at Nollamara Primary School, there are a number of eligibility requirements. Additional information and application can be found on the school website. To apply, please complete this application and attach the below documents:

- Birth Certificate
- Proof of address with a recent utility bill (water, gas or electricity). We also accept shire rates or current rental agreement.
- Recent Immunisation History Statement which can be accessed through your Medicare/MyGov login.
- Any documentation for any medical condition/s that your child may have so we can ensure we have all the correct procedures in place to assist your child.
- Students who are not Australian Citizens must present their visa grant notice at the time of enrolment.
- If applicable, Family Court orders for custody arrangements.

A member of the administration team will then make contact to discuss the next stage of enrolment.

## Kindergarten Enrolments

Children can start Kindergarten when turning four years old by the 30 June of the year they attend, if they are up to date with their immunisations. Applications for enrolment in Kindergarten are accepted according to the following criteria:

1. Children living in the intake area of the school and who have a sibling enrolled at the school.
2. Children who live in the intake area of the school but will do not have a sibling at the school.
3. Children who live outside the intake area of the school and who will have a sibling at the school.
4. Children who live outside the intake area of the school and won't have a sibling at the school.

Kindergarten is non-compulsory schooling, and the enrolment process completed for Kindergarten only covers that year \*\*All Kindergarten students must repeat the enrolment process for Pre-Primary\*\*

Parents have the duty of care for their children before and after school. We ask that students not to be dropped to school until 8am when the gates open, unless they are there for an organised activity outside of this time.

Students who arrive after 8:50am are deemed to be late and must enter through the office and receive a late slip. All gates are locked at 9:00am so all visitors are required to enter through the front office.

After school, it is expected that all students go straight home and not play on the equipment in the school grounds. At the end of the day, school gates are locked 20 minutes after the final siren. Any students who are not collected on time are sent to the office (Kindy and Pre Primary) and to the front of the school (Year 1 - 6). Please ensure your child is collected at 2:50pm when the bell goes.

## Compass

Nollamara Primary School will be using Compass as the main platform for communication. Compass allows parents to access up to date information about the school and your child's progress. Compass includes many features such as:

- Monitor your child's attendance and enter reasons for their absence or lateness
- Communicate with your child's teachers and update your contact details
- View the school calendar
- Download and view your child's academic reports
- Provide consent and permission for events



## Voluntary Contributions and Charges

The Voluntary Contributions fee for Nollamara Primary School in 2026 is \$60.00 per child, for the school year. Whilst contributions are voluntary, this contribution goes towards the cost of materials, services and facilities used by K-6 in the educational programs.

## School Payments

There are various methods that can be used at our school. We accept EFTPOS, credit card, direct deposits and cash. Credit card payments can be made through the front office via our EFTPOS machines.

Direct Deposit

BSB: 066-137

Account: 00900023

Account Name: Nollamara Primary School

Description: Use student's full name and event e.g. Swimming/School Fees

## Attendance

The School Education Act 1999 requires children of compulsory age to attend school (all students from Pre Primary). When a child is unable to attend, legislation requires written notification providing a reasonable cause for the absence which will be approved by the Principal.

Class doors open at 8.30am. Attending school every day is important. Western Australian law stipulates that all school-aged children must go to and attend school every day. Developing the habit of going to school every day is vitally important so your child does not miss out on important ideas and skills they need for future learning.

If you are planning a family holiday we do recommend that you make arrangements for during school holidays. However, if your plans involve your family going away on holidays during the school term please discuss your travel plans with the principal beforehand so that together, we may come up with a plan to ensure your child doesn't miss out on valuable educational lessons. The principal needs to sign the form authorising the leave.

## Absence Notification

The School uses SMS notification for student attendance. This system will send a message for any unexplained absence by 9:15am each school day. Please click on the link and provide a reason for your child's absence. Alternatively, If your child will not be at school, please use the Compass App to advise.

## Late arrivals

When a student arrives after 8.50am, they need to come through the front office to collect a late note for their teacher. Attendance at school is recorded twice daily.

## Leaving School Early

Students are not permitted to leave the school grounds at any time unless there is a note from the parents to the principal or classroom teacher. Parents, carers or an authorised person wishing to collect students during school hours needs to report to the administration office where they will be issued with a leave pass. This will ensure that appropriate adults are collecting children from the school. If parents require a friend to collect any child on their behalf, a signed note to this effect is required or please telephone the school.

## Uniforms

Nollamara Primary has a school uniform of red and green. All uniform items are available to purchase through Tudor Uniforms. Parents can order online by visiting Tudors website and creating an account. Alternatively, you can visit their showroom at 1/75 Excellence Drive Wangara. Opening hours are Monday – Friday 8am – 4:30pm. Samples of what is available below.

## Garments



School Polo



Kindy Tees



Fleece Zip Jacket



Trackpant - Cuff



Gibson Shorts



Harlin Skort



School Hat



Faction Polo Yellow - KARDA



Faction Polo Royal - MAARLI



Faction Polo Red - WAITJ



Faction Polo Green - YONGA

## UNIFORM SHOP OPENING HOURS

### Tudor School Uniforms

1/75 Excellence Drive, Wangara  
Monday to Friday 8:00am - 4:30pm  
Phone 9408 2666

### Online Shop

[tudorschooluniforms.com.au](http://tudorschooluniforms.com.au)

Simply register your email, create password, choose Nollamara Primary School and start shopping.

## Intensive English Centre

Nollamara Primary has a specialist Intensive English Centre on site. This program provides intensive language support for students newly arrived in the country on humanitarian (refugee) visas, migrants and those born in Australia enrolling in the school with a language other than English.

The Intensive English Centre at Nollamara Primary is one of eight Department endorsed centres in the metropolitan area

- Eligible Year 1 to Year 6, students including newly arrived migrant and humanitarian entrants who are new to learning English.
- Others include Year 1 students who may have been born in Australia, enrolling from a culturally and linguistically diverse background and have limited English knowledge and skills. These students are referred from our local schools.
- Students are entitled to one or two years of Intensive English education depending on their visa sub class number and their language and learning needs.
- Highly trained, experienced and dedicated staff understand and develop the social, emotional and educational needs of culturally and linguistically diverse students.
- The Western Australian Curriculum is used to teach both the language and content of key learning areas in the program.
- The EAL/D Progress Map is used to monitor, assess and report language achievement as well as many other tools.
- Parents are encouraged to be 'partners' in their child's learning and meetings are held regularly at the school.
- Ethnic Education Assistants who are fluent in a range of languages, assist with communication between the school, students, and parents.
- Interpreters are available to communicate with families.
- Students are enrolled in small class sizes of approximately 16 children , however this may vary at different times in the year.
- Students enrolled in the program are eligible for one of three buses, which provide a door-to-door pick up and drop off service for students living outside the suburb of Nollamara, providing they live inside the Nollamara IEC intake area. A bus warden and driver supports the students and seat belts are fitted on every bus.

## Homework

Homework at Nollamara Primary is designed to supplement, through revision, classroom learning outcomes and to foster parent involvement in their child's education. Early childhood teachers seek parental support with extra home reading (for pleasure). Middle primary teachers usually request support in routine areas such as English (spelling, pleasure reading), minor project work and tables. Upper primary teachers may ask for more formal work such as research projects. The school's homework policy has been developed in consultation with teachers and parents and has been endorsed by the School Council.

## 200 Days of Reading Program

Our 200 days of Reading Program encourages students to read everyday at home to build strong reading habits, improve reading skills and foster a love for reading. Students track their daily reading in a log, with milestones and rewards throughout the year to celebrate consistency and effort.

## Reporting

Students' reports go home to parents in July and December. Parents are invited to meet teachers to discuss individual reports. Interpreters are available to support these meetings and can be booked through the front office.

## Swimming Lessons

Swimming and water safety is an important part of life in Australia. In-term swimming classes are conducted each year for classes PP – Year 6. All students are encouraged to attend all lessons. Please contact the Principal if special circumstances prevent participation.

## Student Services

A school psychologist is part of the school staff that assists with learning and behavioural strategies. Most referrals are made by teaching staff with parents' consent prior to involvement. Parents with concerns please see your child's teacher. Our school psychologist is Ms Holly Wentworth.

## Community Support Worker

The social and emotional well-being and mental health of the children at Nollamara Primary forms an integral part of our curriculum. Students participate in a range of activities that are designed to help students develop social skills and resiliency. These programs are further supported by our Community Support Worker Jody Rynski.

## Breakfast Club

Breakfast Club program operates every day in the undercover area from 8.00am-8.35am.

## Custody Matters

Please provide in writing to the principal, a copy of any authorised custody and/or access restrictions for the child. Our role is to support such arrangements.

### Kindy and Pre Primary Drop off and Pick Up

Children in Kindergarten and Pre Primary are required to be taken to their classroom in the morning and picked up from the classroom in the afternoon by their parent, caregiver or nominated adult. Please contact the school or teacher if someone other than those on the list will be collecting your child.

### School Assemblies

Assemblies are held throughout the year and take place in the undercover area. Details and dates will be published on the Compass parent calendar and in the Term Planner and via our website.

### Booklists

A booklist outlining what a child will need to come to school with can be found on our website or from the front office. These items can be purchased at Campion or local shops. Your child / children will be required to have the listed items for each school day so it may be necessary to replace some items (pencils, glue etc) during the year. Supplies can be purchased through the suggested supplier or a supplier of your own choice.

### Canteen

Orders can be placed for students online or in person in the morning.

The Nest provides a wide range of nutritious hot food, cold food, snacks and drink options that follow the School Traffic Light System. All items on the school lunch menu are nut-free.

Online ordering is via the Flexischools App, you can download the App from the links below.



### Immunisation

It is a government requirement for all students to be immunised before they can attend school, including kindergarten. The school requires a copy of immunisation records (ACIR) which is accessible through MyGov. The record must be with 2 months for acceptance at enrolment.

### After School Care- TheirCare

TheirCare operate a before and after school care program on school site out of the undercover area for children aged 4 years and above. The hours of operation are 6.30 am to 9.00 am for before school care and 3.00 pm to 6.00 pm for after school care. If you would be interested in this service, please contact the TheirCare OSHC Team on 0459 863 218 or visit their website at [theircare.com.au](http://theircare.com.au) .

### Accidents, illness and medication

Minor injuries or illness during the day are normally attended to at school. In more serious cases, every effort is made to contact a parent to arrange for the child to be collected from school. In extreme emergencies, the child may be taken directly to a doctor or hospital while contact with the parent is being established. Please ensure your emergency contact numbers are kept up to date. Note: A child who is sick is better off at home. If a child becomes sick at school, all efforts will be made to communicate with parents / carers. A courtesy call will be made to inform you if your child has been injured at school.

### Factions

Students will be allocated a faction on enrolment. Our factions are Karda (Yellow), Waitj (Red), Yonga (Green), Maali (Blue). Students in Years 1-6 can wear their faction shirts on a Friday and on special sporting events.

### Excursion and Incursions

Written permission is required for all excursions and failure to consent to these events will prevent the child from participating. All communications for events held at the school will be sent to you via the Compass app where you can consent.

### Library

Nollamara Primary has an extensive library. A wide range of books and resources are available for both students and staff. Students from Kindergarten – Year 6 will have access to the library during allocated school hours which will be posted on the library entrance.

Students usually attend library sessions with their teacher, however, there are different activities planned in the library each lunchtime for students to enjoy. Some of these include reading for pleasure, listening to stories read in English and other language and playing board games with their friends. Books and resources may be borrowed for up to seven days and may be renewed after that time. We encourage students to care for the books they borrow and use fabric bags to protect them.

### External Services - On school site

Dzongkha Classes - Tuesday and Friday's - 3pm - 5 pm

Arabic Classes - Saturdays

## Parent Involvement

All parents are supported by the school and encouraged to take an active part in their child's learning. Nollamara Primary takes pride in its flexible and engaging programs, and its multicultural environment. Parents are encouraged to become involved in the many activities happening at the school. An active involvement in school life is important because parents play a vital part in the total education of their children. Parents are welcome to join in the following: Parent's and Citizen's Association, School Council, in the classroom, events including excursions, sports carnivals, assemblies etc.

## Birthday Celebrations

Your child's special day is important to us, and we want to help them celebrate. We suggest a birthday bucket from the school canteen. Please contact the canteen to order. Due to the increasing number of students who have Allergies / Anaphylaxis, we ask that no cakes or lollies be brought to school for birthday's or school lunches.

## Mobile Phones

We ask that students hand their mobile phones in at the front office, switched off and collect at the end of the day. Staff are also requested not to use their phones during instruction time.

## Personal Items

Students should not bring personal items such as jewellery, toys, games etc to school. Teachers cannot accept responsibility for loss or damage to this property.

## Parking

Parents dropping off or picking up children by car should use Harrison Street and Mayfair Street. For student safety, parents must not drive into or park in school grounds. Please observe all signs, and do not park in the bus bays on Mayfair or Harrison Streets, or on the verges.

## Road Safety and Bicycles

Please cross Nollamara Avenue at the designated manned safety crossing.

In conjunction with the Department of Education, this school supports the fact that children should not ride the bicycles/scooters to school without being accompanied by a responsible adult, until reaching the age of nine. We strongly urge students to lock their bicycle to the bike rack provided. Students need to wear a helmet for safety reasons and as required by law.

## School Website

Our School Website contains all the information that you will need to know including Term planners and Newsletters. You can find this at <https://www.nollamaraps.wa.edu.au/>

## Facebook

Our school has a public Facebook page [www.facebook.com/share/1DHG5NH6K3/?mibextid=wwXlfr](https://www.facebook.com/share/1DHG5NH6K3/?mibextid=wwXlfr) You will find Term planners, Newsletters as well as handy documents.

## P&C Association

The P&C Association is the forum for parents and citizens in schools who have an interest in their children's education. A P&C comprises of parents and carers of children attending a school.

We gather monthly to discuss what is going on in our school and in our children's education and have the forum to share our opinions. We bring ideas together that will not only enhance our children's experience at school but in certain circumstances raise money that we can then put back into the school. We watch these ideas come into fruition.

To do this, we need the hands of more parents. Anyone is welcome to join us at our monthly meetings. We also need help to run the events we hold. If you can help you can stop in at the front office and give the ladies your details or call 08 9413 1550.

## School Board

The Nollamara Primary School Board is made up of staff, parents, and community members who meet once each term.

The Board plays a vital role in connecting the school with our wider community, helping to ensure meaningful engagement between parents, staff, students, and local residents. It also fulfils key governance functions, including endorsing the School Plan for the year, noting the annual budget, and reviewing the final draft of the School Annual Report.

Overall, the Nollamara Primary School Board works collaboratively with the school to strengthen its capacity to meet the educational needs of all students. Its main responsibility lies in school governance shaping, guiding, and monitoring the school's objectives, priorities, and overall direction.







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