



TUART FOREST
PRIMARY SCHOOL

We are friendly, responsible learners in a safe and caring environment.

Information Booklet 2024

Seek. Learn. Discover.



Principal's Welcome

At Tuart Forest Primary School, it is our passion to ensure that every child has an outstanding education resulting in a high literacy and numeracy competency. Our mission, **Building Strong Foundations for Every Student, Every Day** signifies our determination for all students to be successful. As a school that prides itself on meeting the needs of every child, we aim to achieve the twin goals of excellence and equity. We provide opportunities that extend and challenge every child to achieve the highest possible standards and their personal best.

The critical importance of the early years of a child's life to their future educational success is well known. At Tuart Forest Primary School, we want every child to have the best start to school, and to master the foundation literacy and numeracy skills, as well as the personal and social capabilities, required for later years of schooling.

At Tuart Forest Primary we are innovators in public school education. Our dedicated staff strive for high standards in teaching and learning and enthusiastically share good teaching practices, ideas and resources. We seek out professional learning that will maintain excellence and a high degree of expertise in our teaching areas. Our committed staff form a collaborative, proactive team and bring a range of skills that benefit all students. This dedication, and a focus on workforce diversity, has helped improve the opportunities for our staff and students.

As student's progress through school, it is important to ensure they develop essential skills, knowledge and understandings in a range of disciplines. We want parents, families and communities to support their children's learning at home and in school, and to value education as a powerful driver for future success and fulfilment.

When they graduate from school, we want our students to be confident about taking their places in the world, and to be active citizens who contribute to society in many different ways.

Carolyn Williams, Principal



Seek. Learn. Discover.

Tuart Forest Primary School

TUART FOREST PRIMARY SCHOOL CONTACT DETAILS

Address: Crystal Bend Dalyellup 6230

Mail: PO Box 281 Bunbury 6231

Phone: 9791 0350

Absentee 0438 936 010 (SMS only)

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

Web: www.tuartforestps.wa.edu.au

School Profile

Constructed in 2012 and opened in 2013, Tuart Forest Primary School delivers high quality education programs to students from Kindergarten to Year 6. The purpose built \$14 million dollar facility provides students with a great learning environment. Being an Independent Public School, Tuart Forest Primary has selected staff that are committed to ongoing professional development and the provision of contemporary programs that are designed to inspire, intrigue and engage learners.

In addition to quality instruction provided in the classroom, Tuart Forest will develop specialist programs to enhance skills and challenge students in the areas of Physical Education, Music, Information Technology, Science and AUSLAN as a language other than English. A longer term goal is to provide instruction to students in the field of STEMS (Science Technology Engineering Mathematics) – this will link with the intention of Dalyellup College to provide specialist tuition in Engineering, specifically Robotics, for secondary students.

The school is expected to grow rapidly and will add transportable classrooms in the coming years. Provision was made in our planning for the school to identify designated spaces for the placement of transportable classrooms.

2024 Term Dates

Semester 1	Term 1	Wednesday 31 January to Thursday 28 March
	Term 2	Monday 15 April – Friday 28 June
Semester 2	Term 3	Monday 15 July – Friday 20 September
	Term 4	Monday 7 October – Thursday 12 December

2024 School Development Days (students do not attend on these days)

Term 1	Monday 29 January – Tuesday 30 January
Term 2	Friday 31 May
Term 3	Friday 23 August
Term 4	Monday 7 October Friday 13 December

2024 Public Holidays

Labour Day	Monday 4 March
Good Friday	Friday 29 March
Easter Monday	Monday 1 April
ANZAC Day	Thursday 25 April
Western Australia Day	Monday 3 June
King's Birthday	Monday 23 September

School Times

School arrival	8:25am
Lessons commence	8:35am
Recess	10:30am – 10:50am
Lunch	1:10pm – 1:25pm
End of school day	2:40pm



Enrolment

An enrolment form must be completed and signed by a parent or guardian before a child can be enrolled at our school. For children enrolling for the first time, a birth certificate must be produced, as well as a copy of their immunisation record. The school must have a photocopy of any custody or court orders relating to the child to attach to the school records. Information regarding health conditions, contact phone numbers and emergency contact persons needs to be provided and updated when necessary.

Boundaries

Tuart Forest Primary's clearly defined school boundary has been gazetted by the WA government. A copy of which is within this booklet.

Parking and Drop off Arrangements

Parking has been provided on Crystal Bend in front of the school administration building (this is one way to avoid congestion) and on Ferndale Avenue beside the playing fields. Staff parking has been allocated in the car park behind the undercover area, this is off the roundabout on Crystal Bend, parents can also use this car park for pick up and drop off.

Parents are able to access road-side parking. These spaces are best used by parents not coming into school but rather just dropping their children off.

Attendance

All absences are required by law to be explained. Please contact the front office if your child will be absent. Each day at approximately 10am an SMS is sent automatically to parents if students are absent without a prior explanation. Please respond with a text message or phone call to the front office.

Please contact the front office if you plan on taking holidays during the school term. Regular attendance is a critical factor in your child's success 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 unexplained absences, including absenteeism in Kindergarten.

Please note that all instances when vacations occur with the school term are classified as unauthorised absences.

All students arriving late to school are required to sign in at the front office and collect a late card before going to class. This card must be handed to the classroom teacher. Students arriving after the siren are marked as late.

Medication

If your child requires medication to be administered whilst at school, please contact the school office. You will be required to sign an authorisation form. All medication, other than asthma ventolin is kept in the medical room in the front office.

Student Behaviour

School Wide Positive Behaviour Support underpin the expectations of the behaviour of staff and students. Being friendly and responsible in a safe and caring environment forms the basis of our beliefs. From this statement it is expected that a structured and orderly program will provide everyone with the best opportunity to be successful learners.

Court Orders and Custody Arrangements

Please inform us of any custody arrangements which involve your family. Copies of Family Court orders must be sighted by the Principal prior to any specific arrangements being affected.

Fees and Charges

Tuart Forest Primary School is requesting a voluntary contribution of \$33.00 per student for Kindergarten, \$43.00 per student for Pre Primary and Year 1 to Year 6 \$60.00 per student. These contributions in conjunction with State and Commonwealth Government funding will maximise the quality of educational programs delivered.

Extra cost school-based activities which address broad learning outcomes and for which there is a cost – e.g. excursions, camps, carnivals, etc. A maximum cost for these has been listed, and parents only pay if students take part. These costs will be collected throughout the year as the activities arise.

Personal items which the students need to own – stationery, calculators etc. which can be purchased from any supplier.

For your convenience, payments to the school may be made by using the Qkr App, EFTPOS or by credit card over the telephone. Account details can be provided at your request for direct debit.



Assemblies

Assemblies are held three times per term. Merit Certificates and student performances/presentations will be held at these times. We encourage all parents to attend.

Communication

Communication at Tuart Forest Primary School comes in various forms.

Seesaw – Tuart Forest PS uses the Seesaw as a way of communicating information to all parents/caregivers. The app is available free from your smartphone app store. Just search Tuart Forest PS. Please ensure you say yes to receive push notifications.

Term Planner – The term planner provides parents with a calendar of planned events. These are updated via our website and Seesaw as changes and additions occur.

School SMS-Absentee notifications will be sent out via our school SMS: 0438 936 010

Communication with the classroom teacher

Student Transfers

If your family is leaving the school, it is important to advise the school office and class teacher. Upon leaving, children will take their personal belongings with them. School records are forwarded when SNPS receives a transfer note from the new school.

Information Communication and Technology (ICT)

Learning programs at Tuart Forest Primary School are enhanced by the integration of technology in the classroom.

Students have access to Chromebooks (Year 3-6) and iPads in K-3 (1-:3)

Students regularly access the internet as source of information or to engage with online learning activities. An Internet Policy and User Contract is in place to ensure safe and appropriate use of technology and that all students are adequately protected.

Students, parents and caregivers also have a responsibility to agree to and abide by the guidelines set out by the school to access ICT resources and as such parents and students are required to complete and submit an Internet User Agreement.

Chaplain Support

Our school is fortunate enough to host a school Chaplain 2 days per week. Our Chaplain provides social, emotional, mental support to students/families and staff. Their support helps students achieve their potential. Both academically and in their social and family life.

Visitors and Volunteers

All visitors and volunteers are required to sign in (and out upon departure) at the office. Visitors and volunteers who will be working with or near students must produce a Working with Children card. Parents of students attending Tuart Forest Primary School are not required to have a Working with Children card.

Nut Allergies

A number of children at Tuart Forest Primary School suffer severe reactions to peanut products. Parents are asked to help us provide a safe environment for these children by not sending nut products to school.

Outside School Hours Care

We are proud to partner with OshClub to provide outside of school hours care. To find out more about the program visit

[High-Quality Outside School Hours Care Provider | OSHClub](#)

Canteen Arrangements

Canteen orders are provided every Monday and Friday by Newton Moore Senior High School. Orders are made online.

Download the My School connect app and also bookmark the web page in your browser. <https://myschoolconnect.com.au>.

Dental Therapy Unit

Tuart Forest Primary contains a Dental Therapy unit. To contact the dental office please call 9795 1768



Celebrations

Many individuals, families and communities celebrate achievements, milestones, religious events and other significant occasions. These can range from children's birthday, Christmas, Ramadan and ANZAC day. We would ask parents to be sensitive to the complexities of a class environment when wishing to share a celebration. Below are class protocols which will avoid actions which, unintentionally, may offend, cause illness or negatively affect the positive learning environment of the class.

In class Any in-class celebration needs to be inclusive of all students and cannot disrupt the learning program.

Teacher permission Seek permission from the teacher before going ahead with your celebration. The teacher will advise the most suitable time. The teacher will also provide suggestions to ensure everybody enjoys the celebration. Teachers have an array of strategies which will allow involvement by all students.

School Uniform Shop

Uniforms can be purchased from the uniform shop on Tuesday, Wednesday and Thursday mornings from 8:00am – 9:00am in the Library. EFTPOS facilities are available or alternatively you may order online via our Qkr app. Download the Qkr app to register.

Children are requested to wear our school uniform, including a school hat. A "no hat – play in the shade" policy for Terms 1 and 4. Students must wear a broad-brimmed hat (caps are not permitted). We encourage closed in shoes for safety reasons.

Factions

Our school is divided into four factions. We believe our factions embody the school's beliefs of passion, collaboration, leadership, accountability, integrity, diversity and quality.

Our Year 6 Leaders fundraise each term and donate those funds to the following charities.

Faction	Faction Person	Fundraising beneficiary
Hollows	Dr Fred Hollows	The Fred Hollows Foundation
Wood	Dr Fiona Wood	Fiona Wood Foundation
Stanley	Dr Fiona Stanley	Telethon Institute
Teo	Dr Charlie Teo	Charlie Teo Foundation

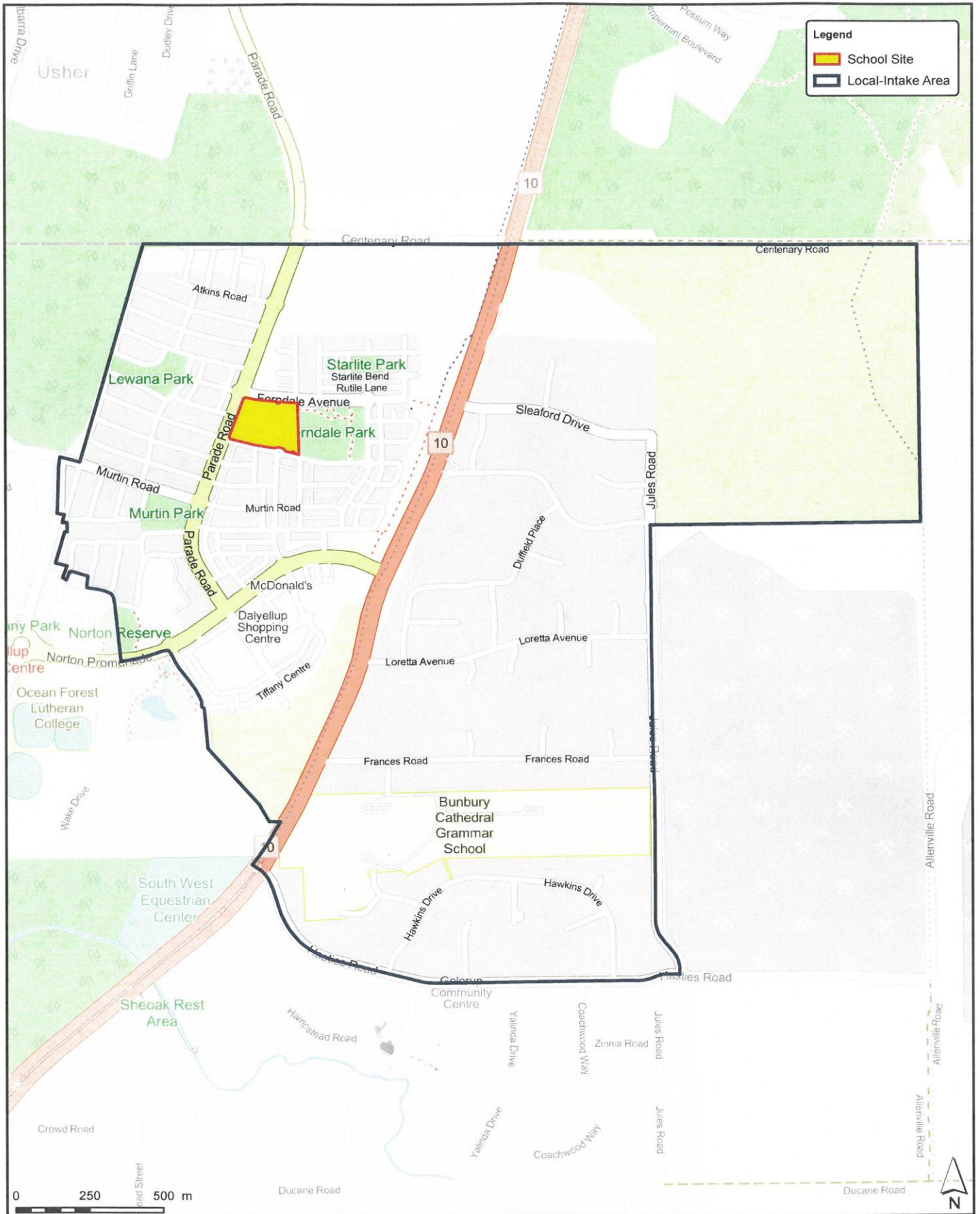
Parents & Citizens Association

P & C Meetings are held on a Monday night twice per term. Please contact the school office for more details. All parents and friends are welcome to attend and become involved. Membership of the P & C Association is \$1.00 per person.

School Board

School Board meetings are held in week 3 and week 7 of each Term.

School Board Members	
Chairperson	Michael Nelson
School Representative	Juanita McDermott
School Representative	Andrew Bilsby
School Representative	Erica Perkins
Parent Representative (P & C)	Jo Robinson
Parent Representative	Lisa O'Neill
Parent Representative	Sharna Gallagher-Baird
Parent Representative	Lorrae Barr
Parent Representative	Cris Carvahlo



Legend

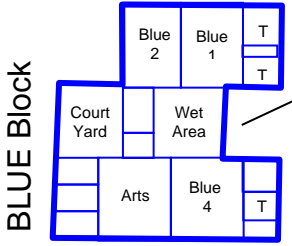
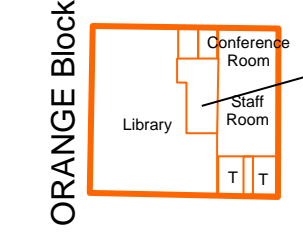
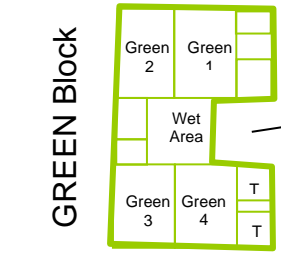
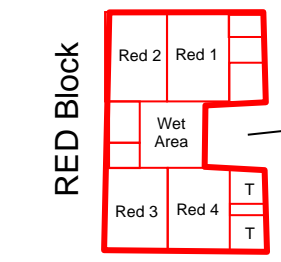
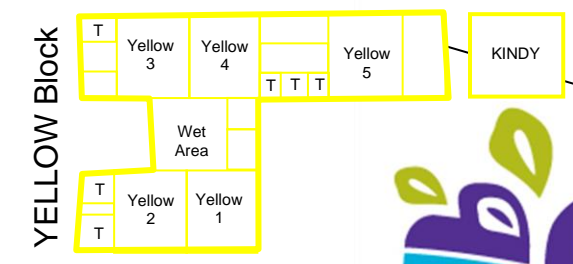
- School Site
- Local-Intake Area

This map is based on a written description of the local-intake area (LIA) for the school as published in the WA Government Gazette. Although the map closely represents the LIA description, for some houses near the boundary (especially on street corners), it may be necessary to refer to the written description. The street address of a residence is used to determine whether that dwelling is inside a particular LIA. The LIA description can be found in the School Profile System on the Department of Education website. While local-intake areas for most schools do not change from year to year, changes are made to local-intake areas as required. Such changes are published in the "WA Government Gazette" (usually in a December issue) and subsequently this map will be updated. For any enquiries contact Department of Education.

Version 2.1
 Map created 26/04/2022 by Strategic Asset Planning Branch, Department of Education WA
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TUART FOREST PRIMARY SCHOOL
 SCHOOL CODE - 5831
 Local-Intake Area boundary published April 2022





Email: tuartforest.ps@education.wa.edu.au
Ph: 9791 0350

When visiting
Tuart Forest
Primary School

Please sign in
and out through
the reception

