



Every Student Matters.
Every Moment Counts.

2026
Pre-Primary – Year 6
Information Booklet

A M E S S A G E F R O M T H E P R I N C I P A L

Welcome to Craigie Heights Independent Public School.

We are delighted to welcome you and your family to our school community. Craigie Heights is a vibrant, inclusive and high-performing Independent Public School that takes great pride in providing quality education within a supportive and caring environment. Our school is defined by dedicated staff, engaged families, and enthusiastic students who demonstrate our values of being Respectful, Responsible, Safe and Achievers in everything they do.

At Craigie Heights, we believe that every child has the capacity to learn, grow and succeed. Our approach is grounded in evidence-based teaching and a strong commitment to the Positive Behaviour Support (PBS) framework, which underpins our whole-school culture. Through the Craigie Code, we explicitly teach, model and celebrate positive behaviours that promote a safe and welcoming learning environment where every student feels valued and supported.

Our staff work collaboratively to design purposeful and challenging learning experiences that foster curiosity, creativity and resilience. We aim to nurture the academic, social, emotional and physical development of every student, ensuring that each child is known, cared for and inspired to achieve their best.

We recognise that education is a shared responsibility between school and home. When teachers, parents and carers work together in partnership, students flourish. We value open communication and encourage families to engage with the school through regular conversations, events and opportunities to participate in school life.

This handbook has been developed to help families understand how Craigie Heights operates and how learning is organised to ensure that every student matters and every moment counts. If you would like to know more, please do not hesitate to contact your child's teacher or our friendly office staff, who will be happy to assist you.

OUR VISION AND ETHOS

OUR VISION

Developed by the whole school community, the vision and beliefs for Craigie Heights Primary School are reflected in every aspect of the management and operation of the school.

“To create a respectful community where every student is engaged, feels a sense of belonging, and excels through resilience and achievement.”

This is achieved through developing a culture of:

Successful Students

Craigie Heights Primary School provides a school environment that is safe and supportive to foster confident, resilient and caring students. Our culture of high expectations and continuous improvement underpins our confidence to take a risk and try new things.

Quality Teaching

The quality of teaching, above all else, is the most important factor in student academic success. We will provide quality teaching programs, underpinned by evidence-based practices, to maximise student achievement. We will work within our sphere of influence to positively affect student outcomes through ownership of our teaching impact.

Connect Community

At Craigie Heights we see relationships as the core to our success as a connected community. We will continue to foster and develop relationships with staff, students and their families, and wider community organisations, to enhance learning experiences and support growth in student outcomes. We value inclusion, equity, and reconciliation.

OUR BELIEFS

At Craigie Heights Primary School:

- Relationships are respectful, positive, and culturally responsive.
- Quality teaching is collaborative, evidence-based and data driven.
- Learning is differentiated, engaging and contemporary.
- Student progress and achievement is monitored using evidence-based measures.
- Leadership is distributed, supportive and strategically driven.
- Resources are prioritised to enhance and support learning.

C O N T A C T U S

For enquiries please first contact the School Office. The school office is open between the hours of 7.30am and 3.30pm Monday to Friday during the school term.

Postal Address

Craigie Heights Primary School
47 Spinaway Street
CRAIGIE WA 6025

Phone (08) 6206 2200
Absentee Notification: via Compass

Email Address: CraigieHeights.PS@education.wa.edu.au

Website: <http://www.craigieheightsps.wa.edu.au/>

SCHOOL HOURS

Classrooms open at 8:25am

8:40am	Start of school day
9:15am	Period 1
10:10am	Period 2
11:05am	Morning Recess (play)
11:25am	Lunch – eating time
11:40am	Period 3
12:35pm	Period 4
1:30pm	Afternoon Recess (snack and play)
1:50pm	Period 5
2:45pm	End of school day

ATTENDANCE

Kindergarten students attend 5 days a fortnight between 8.40 am and 2.45 pm.

PP-Year 6 students attend school 5 days a week, from 8:40am to 2.45 pm.

ARRIVAL

Please ensure your child arrives on time each morning. Classroom doors will open at 8:25am. School begins at 8:40am. It is important to arrive before 8:40am so your child may settle into their day smoothly. **Students arriving after 8:40am will need to collect a Late Note from the front office.**

Children are restricted from playing on playground equipment prior to and after school for safety reasons. We ask parents to co-operate to see that children arrive at school **before 8:40am**, however we do not encourage children to arrive too early in the mornings. Children should not arrive prior to 8:15am. Any child arriving prior to 8.25am must sit outside Kambarang Block, under staff supervision. Children may not enter the classroom unless their teacher is present and gives permission.

I M P O R T A N T D A T E S

IMPORTANT DATES FOR BEGINNING OF THE SCHOOL YEAR

Tuesday 27th January 2026

School Office Opens

Monday 2nd February 2026

First Day for Students

Semester 1

Term 1 Monday 2nd February – Thursday 2nd April

Term 2 Monday 20th April – Friday 3th July

Semester 2

Term 3 Monday 20th July – Friday 25th September

Term 4 Monday 12th October – Thursday 17th December

Pupil Free Days

Term 2: Friday 29th May

Term 3: Monday 3rd August

Term 4: Friday 6th November and Friday 18th December

Public Holidays

Monday 26th January

Australia Day Holiday

Monday 2nd March

Labour Day

Friday 3rd April

Good Friday

Monday 27th April

ANZAC Day Public Holiday

Monday 1st June

WA Day

Monday 28th September

King's Birthday

Friday 25th December

Christmas Day

Monday 28th December

Boxing Day



H O W T O E N R O L

RESIDENT IN THE LOCAL INTAKE AREA

The School Education Act 1999 guarantees a place for every child in the compulsory years of schooling (Years PP-6) in their local school. Craigie Heights Primary School is designated as a Local Intake School. The school has places for students in Years PP-6 who currently reside within the boundaries of our **local intake area** as has been determined by the Department of Education.

Parents of children not residing within the local intake are invited to complete an Application for Enrolment for consideration by the Principal. Eligibility for entry will be dependent upon positions available within the school.

Additional information defining our school's boundaries may be obtained through the school office.

ENROLMENT DOCUMENTS REQUIRED

A **birth certificate, immunisation record** (must be a printed version from Medicare) and **proof of address** must accompany the Application for Enrolment. Students will be placed in the year of study corresponding to their age group.

SPECIAL NEEDS

Parents of students with special needs are asked to contact the school to discuss these needs when the Application for Enrolment has been approved, to ensure that the most appropriate program is in place to meet the child's needs.

OVERSEAS STUDENTS

Students who were born overseas must hold the appropriate visa before applying at the school. For overseas students who are in Australia using an entry visa it is necessary that the office sight the **passport and visa** of the **parent** (primary visa holder) and **student** at the time of Application for Enrolment. The dependants of and holders of some specific visa categories require a tuition payment to be made.

PRIORITY FOR ENROLMENT IN KINDERGARTEN

1. Children living in the intake area of the school and have a sibling enrolled at the school for the following year.
2. Children who live in the intake area of the school but do not have a sibling enrolled at the school for the following year.
3. Children who live outside the intake area of the school and have a sibling enrolled at the school for the following year.
4. Children who live outside the intake area of the school but do not have a sibling enrolled at the school for the following year.

Note: If there is more than one child in any of the above categories, priority will be given to children living closest to the school, measured in a straight line from place of residence to the school.

INFORMATION FOR PARENTS

ASSEMBLIES

Assemblies are held every three weeks, on a Thursday morning from 8:40am-9:40am. The dates of assemblies are published in the newsletter and online term planner. During each assembly one class will be spotlighted. This class will present reports, displays, plays or musical items. Honour Certificates are awarded to various children for their efforts or contributions in class. Parents of award winning students will be notified in advance to allow them to ensure they are present. All parents and friends are welcome to attend.

ATTENDANCE

Regular attendance at school is required. The Department of Education and Training requires schools to encourage children to attend on a frequent basis. Parents need to notify the school when their child does not attend. This can be done via Compass. Parents who wish to take their children out of school early need to report to the office before collecting their child and attain a Student Release Slip to give to the classroom teacher.

CURRICULUM AREAS

At Craigie Heights, we place a strong emphasis on the key curriculum areas of Literacy, Numeracy, Science and Humanities and Social Sciences. We use high impact teaching strategies to ensure student progress in all learning areas. Our programs have been carefully chosen and designed to provide your child with the opportunity to study a comprehensive range of subjects including Music, AUSLAN, Physical Education and the Visual Arts. Your child may be eligible to learn a musical instrument and participate in the choir as well as playing interschool sport and taking part in various arts activities. Our highly skilled teachers will engage your child in learning programmes that are adjusted to suit their learning needs. They will provide appropriate intervention strategies for those requiring additional help as well as challenging and stimulating programmes for academically talented students.

CUSTODY ISSUES

Where custody issues pertain to your child, please notify the school office and provide relevant documentation.

DOGS ON SCHOOL PREMISES

In the interest of student health and safety, dogs either unrestrained or on a leash must **not** be brought onto the school grounds **without prior approval of the principal**. Where dogs consistently create a menace, the problem is referred to the Council Ranger.

EMERGENCY EVACUATION PLAN

The school has an emergency evacuation plan. Evacuation drills are practised to ensure that should an emergency arise both staff and students are familiar with the required procedure. Should an emergency arise parents, teachers and students will come under the direction of the Principal or the authority in charge.

I N F O R M A T I O N F O R P A R E N T S

ENROLMENT INFORMATION

It is vital that contact information be kept up to date. If you have any changes to phone numbers, address, place of employment, emergency contact details or custody orders please inform office staff immediately.

FOOD ALLERGIES

A growing issue for many schools is the rise of severe food allergies in children. Craigie Heights is an Allergy Friendly School. To support us and our school community in keeping our children safe, we request you please consider providing nut free snacks and lunches for children and reinforce with your child that food must not be shared.

IN TERM SWIMMING

During the year children from Pre-Primary to Year 6 will take part in swimming lessons. In 2026 students from Pre-Primary to Year 6 will complete swimming lessons at Craigie Leisure Centre.

LOST PROPERTY

Lost Property is located in the Kambarang alcove. Please ensure ALL property is labelled with your child's name.

MONEY AT SCHOOL

All payments should be brought to school in a sealed envelope, on which is stated the student's name, room number, year level and the purpose for the payment, eg swimming, excursions, etc. Please place any money in the collection box at the rear of the Admin block. For gold coin donation events (such as charity fundraisers), money should be in a in a sealed envelope, on which is stated the student's name, room number, year level and the purpose for the payment, eg Crazy Hair Day, and handed to the classroom teacher on arrival. **MONEY SHOULD NOT BE LEFT IN CHILDREN'S BAGS.**

MED's POLICY

Mobile Electronic Devices (MED's) are permitted at school, however, it is strongly suggested that parents should not allow their child to bring a MED to school unless there is a compelling reason. If a child is required to bring a mobile device to school, including smart watches, Parents need to complete a MED's Permission Form which can be obtained from the classroom teacher or the School Office. All devices must be handed into the office in the morning and collected after school.

OUT OF SCHOOL HOURS CARE

In 2026, Zig Zags Outside School Hours Care will provide a program for students before and after school care, as well as school holidays. This is located on the school site. Your support of this program is appreciated. For further information, visit www.zigzagsoshc.com.au Contact on 0421 369 516 or email admin@zigzagsoshc.com.au

I N F O R M A T I O N F O R P A R E N T S

PARKING

Parent parking is available in the car park in front of the Early Childhood Area. This area is not a 'Kiss and Drop' area. Provision has been made for two disabled parking bays in this car park. Please do not park in these bays as we have families requiring these spaces. If you wish to use the 'Kiss and Drop' area, there is a one-way line of traffic, specifically for this purpose, on Spinaway Street. Additional parent parking is kindly offered at the Craigie Baptist Church car park beside the school, which is a short walk to the school. **Please do not park on our neighbours verges; you do not have their permission.**

PARENT COMMUNICATION

We are very happy to work closely with families of Craigie Heights Primary School. There are many opportunities for you to meet staff at the school throughout the year. We encourage you to join us on these occasions.

- **PARENT INFORMATION SESSIONS**

A Parent Information Session will be held early in Term 1 each year to:

- Provide information about the school pedagogical model and expectations
- Meet teachers and be introduced to relevant staff

- **COMMUNICATION**

- The school staff may communicate with you in many ways including:
- Have a quick chat at the door or make an incidental phone call.
- Send a note or email about a child's success or problems during the day.
- The school Open Night in Term 3 when families can see students' learning activities.
- Via the class Connect page to provide you with information about forthcoming events & opportunities for family participation.
- Bulletin boards around the school and outside classrooms may carry information about school and community activities, school and individual successes, and incidents such as infectious diseases.

- **SCHOOL NEWSLETTER**

- The School Newsletter is published three times a term. The newsletter includes important dates, important messages and celebrations of student and school achievement.

- **SCHOOL WEBSITE**

The school website provides current information, news and copies of all forms required for parents, including our newsletter.

The school website is: <http://www.craigieheightsps.wa.edu.au/>

- **PARENT INTERVIEWS**

If you would like an interview with the teacher at any time during the year, please do not hesitate to ask. Interviews can be particularly useful if you would like to discuss your child's general progress, if you have specific concern, or if you would like to make the teacher aware of your child's specific needs or home situation. Interviews can generally be conducted privately most days before or after school. You will need to arrange a convenient time with the teacher.

I N F O R M A T I O N F O R P A R E N T S

PASTORAL CARE

The Pastoral Care program supports the wellbeing of students and teachers. This includes initiatives such as Watching Over Craigie Heights (WOCH) and Grandparent Assembly Morning Tea, Thank You Morning Tea, Staff Fund and Recognition.

PHOTOGRAPHS

The school may take photos of your child participating in various activities. On occasions these photos are placed in the school newsletter or around the classroom. Consent for this is given at the time of enrolment, if you no longer wish for your child's photograph to be published, please contact the school office.

PLAYGROUND EQUIPMENT

For safety reasons the playground is not to be used by any child before and after school. Please supervise younger children when escorting children to and from class to ensure that they do not climb on equipment.

SCHOOL NURSE

A Community Health Nurse attends Craigie Heights Primary School throughout the year, undertaking 4-year-old health checks as well as ad hoc assessments.

SCHOOL UNIFORM

School uniforms are available from Uniform Concepts in Joondalup. PLEASE label all children's clothing. As we are a Sun Smart school, all children will need to wear a broad brimmed hat all year round for outdoor play. Craigie Heights has a **NO HAT, NO PLAY** policy. Children should have sunscreen applied before school.

Please note students must wear enclosed shoes appropriate for running.

SCHOOL PHOTOS

Professional photographers are booked once a year to take school photos. Order forms will be distributed prior to the photographer's visit.



SCOOTER/BICYCLE

The following rules apply to students riding bicycles or scooters to school:
(Children under the age of 8 years **MUST** be accompanied by an adult)

- Bicycles and scooters are not to be ridden on school grounds.
- Suitable safety helmets must be worn by all cyclists.
- Bicycles and scooters must be kept in the locked bicycle racks provided.
- Cyclists must provide a suitable locking device to secure bicycles.
- Students must walk their bicycles and scooters on school grounds and across the road.
- Bicycles and scooters should be fully equipped with bell, brakes, reflectors etc and be maintained in good order.
- For easy identification, the engraving of an appropriate drivers license number on the frame is advised by the Police Department.

SPORTS CARNIVALS

A sports carnival is held each year in Term 3. All children from Pre-Primary to Year 6 will have the opportunity to be involved in sports and/or games as part of a carnival.

SPORTING FACTIONS

There are 3 sporting factions at Craigie Heights Primary School – Yongah (Red), Kaarda (Yellow) and Kwilena (Blue).

Children are allocated into factions in family groups.

SMOKE FREE SCHOOL

Smoking is prohibited on and within 5 metres of the school grounds and in buildings at all times. Parents are requested to comply with this Health and Safety Regulation.

TOYS

Children are not to bring toys to school, except if it is part of News telling.

VOLUNTARY CONTRIBUTIONS AND CHARGES

The school requests a contribution of \$60 for all students from Kindergarten to Year 6. We ask for this contribution, which is allocated directly to the classrooms to support learning and teaching programs, for the benefit of your children.



M E D I C A L I N F O R M A T I O N

HEALTH

A written note, phone call or personal message is required by the school for any absences, including illness. It is advisable to keep children who are ill at home. Children who have an infectious disease eg measles, chicken pox, must be excluded from school for the period of communicability. Further information about infectious/contagious diseases is available in this booklet.

The Craigie Dental Clinic provides a service to the school. All treatment is undertaken at the clinic (PP-6). Any enquiries please call 9401 3731.

A medication form **must be completed** at the school office by parents for any child who requires medication to be administered during the school day.

HEALTH PLANS

Throughout the year parents will be asked to provide a health plan for their child if there is a need. The health plan must be completed by a doctor and given to the school office. Health plans are required for such ailments as bee sting allergies, asthma, food allergies, etc.

SCHOOL PSYCHOLOGIST

A school psychologist visits Craigie Heights Primary School weekly. This service assists teachers with programs for children with a variety of educational needs.

SICK CHILDREN

Children should remain at home if they are sick and not return until **fully recovered**. Remember that young children need longer to recover as they are more susceptible to other infections, so please be strong and refuse to listen to pleas from your child for an early return to school. This usually results in the quick spread of infection to other children and staff. **As determined by the Department of Health, if your child contracts any of the following communicable diseases, she/he must be excluded from school.**

- **MUMPS** – re-admit on receipt of medical certificate of recovery. No need to exclude contacts.
- **MEASLES** – return to school when medical certificate indicates child has recovered, or at least 7 days from the appearance of the rash, if the child is well. **CHILDREN WHO HAVE NOT BEEN IMMUNISED WILL BE EXCLUDED FROM SCHOOL IF MEASLES IS EVIDENT IN THE SCHOOL.**
- **GERMAN MEASLES (RUBELLA)** – return to school when well and no spots. No need to exclude contacts. **ALWAYS NOTIFY STAFF.**
- **CHICKEN POX** – return to school when scabs are healed and child is well. No need to exclude contacts.
- **IMPETIGO (SCHOOL SORES)** – exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.

M E D I C A L I N F O R M A T I O N

- **WHOOPING COUGH** – return to school when medical certificate indicates child has recovered. Do not exclude contacts.
- **CONJUNCTIVITIS** – return to school when medically controlled and discharge from eyes has ceased.
- **RINGWORM** – return to school when medical certificate indicates that child is no longer likely to convey the infection. Contacts need not be excluded.
- **INFLUENZA** – re-admit on recovery.
- **HEPATITIS A** – re-admit on medical certificate of recovery or on subsidence of symptoms, but not before 7 days after the onset of the jaundice.
- **HEAD LICE** – return to school after effective treatment has been instituted, and nits are removed from the hair. Family contacts will probably be infected and should be treated accordingly.
- **SCABIES** – exclude from school until effective treatment has been instituted. Family contacts should also be treated.
- **DIARRHOEA** - Exclude until diarrhoea has ceased.

A written note is required by the school for any absences including illness.

MEDICATION

School staff are not expected to administer prescribed medications or treatments that require specialist training such as giving injections. If a student is required to have prescribed medicine, over the counter medication or medical equipment whilst at school, parents must complete a medication form that is available from the office. Completed forms will be kept on a file and a copy given to the teachers.

IMMUNISATION

There are a series of immunisation schedules that are recommended before the age of 4. Please check the WA Government Health Website.

http://www.public.health.wa.gov.au/3/470/2/schedule_immunisation.pm

HEALTH CHECK

Throughout the first year of Kindergarten the school nurse will provide a 4 year old health check for your child.

HEARING

If you suspect your child has trouble with their hearing please take your child to your GP. Hearing skills are absolutely critical to learning and should be checked if you have the slightest concern for your child.

ACCIDENTS/ILLNESS AT SCHOOL

Accidents and sickness are inevitable, no matter how careful we are. In the case of minor accidents or illness during the day, parents will be contacted to take their child home. In the case of a serious accident or apparent serious illness, immediate medical attention will be sought without approval of parents. Parents will be notified of any action taken.

UPDATES: It is essential that parents keep the school informed of changes of address or telephone /emergency numbers so that contact can be made quickly.

POSITIVE BEHAVIOUR SUPPORT

Positive Behaviour Support (PBS) is a positive school-wide approach to behaviour management. It builds on and integrates a range of existing strategies to improve behaviour, learning and safety. It's a proactive approach whereby expected behaviours are explicitly taught, allowing students to make better choices. PBS views inappropriate behaviour in the same manner that problems in reading or mathematics are viewed, as a skill deficit. When a skill deficit exists, we must teach the appropriate skill. PBS is an evidence-based approach which focuses on early intervention and emphasises self-discipline.

The purpose of PBS is to support the school vision and encourage ownership from the whole school community to develop:

- A positive, respectful culture, which supports a safe learning community;
- A common, shared language to encourage expected behaviour, that is explicitly taught and monitored;
- Clear expectations and a consistent approach to support achievable goals valued by the wider community; and
- Citizens who are equipped to make positive and confident choices now and in the future.

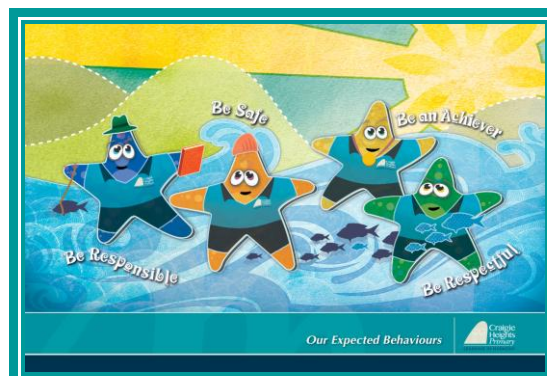
Craigie Heights Primary School Expected Behaviours are:

- **Be Respectful**
- **Be an Achiever**
- **Be Safe**
- **Be Responsible**

GOOD STANDING

All students start with Good Standing. Good Standing recognises and rewards the efforts of individual students who consistently embrace the values of respect, responsibility, being safe and caring, and being an achiever. A student loses Good Standing after a breach, or series of breaches of the school behaviour expectations, including but not limited to those above. Students will regain their Good Standing on a case-by-case basis, typically after negotiation with Administration.

More information regarding Positive Behaviour Support or the Good Standing Policy, please refer to the *Parent Handbook: Positive Behaviour Support*.



S I T E M A P

