



Braeside Primary School



Parent Handbook

2026

Our School Vision:

Embrace diversity, realise potential, aim for excellence

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Our Beliefs

Our Beliefs

At Braeside Primary School, our core beliefs serve as the foundation for all our decision making. They shape the way we go about education our students to be life long learners and active participants in Society

As educators we believe we can:

UNLOCK THE LEARNING POTENTIAL OF EVERY STUDENT

We provide a holistic approach to student learning.

We know our students.

We differentiate to meet needs.

Our decisions are evidence based.

INCLUDE EVERY STUDENT AND VALUE DIVERSITY

Students, staff and families feel a strong sense of belonging.

We welcome and celebrate all families and cultures, fostering a respectful, inclusive environment.

We recognise that each individual student is on their own unique learning path.

We strongly encourage all members of our school community to contribute to our collective success.

ENACT EQUITY AND RECONCILIATION IN OUR CLASSROOMS AND PRACTICE:

We walk and learn (Kaadadjiny) together (Dandjoo) carefully on Noongar Country (Boodja).

We will develop a deep understanding of, and respect for Aboriginal and Torres Strait Islander people's histories (Bardip) and cultures (Malayin).

We engage in truth-telling to heal relationships.

We build pride and understanding of Aboriginal and Torres Strait Islander perspectives for all students so that they become strong and successful community members.

As a school we will work towards embedding these beliefs into our practice and everyday operation



Facts for 2026

1.1 Term Dates 2026

Term 1	Monday 2nd February - Thursday 2nd April
Term 2	Monday 20th April - Friday 3rd July
Term 3	Monday 20th July - Friday 25th September
Term 4	Monday 12th October - Thursday 17th December

1.2 School Development Days

School Development Days (SDD) or Pupil Free Days, will be held during the year.

These dates will be advertised in the School Newsletters and Term Planners.

1.3 School Times

Children should not arrive at school before 8.30am. Those who do arrive early will need to remain in the undercover area. After 8.35am students will be released and can move inside their classrooms to undertake morning routines.

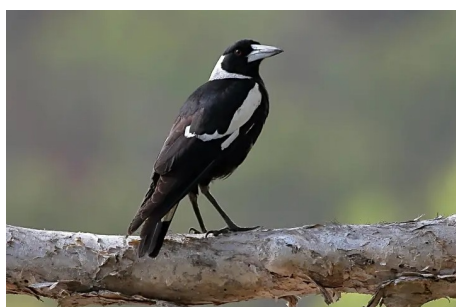
	Monday	Tuesday - Friday
Independent Morning Activities	8.35am –8.55am	8.35am –8.55am
Learning Commences	8.55am	8.55am
Morning Recess	10.55am-11.15am	10.55am-11.15am
Lunch	12.55pm-1.30pm	12.55pm-1.30pm
School concludes	Early Close —2.30pm	3.15pm

1.4 School Contributions

A voluntary contribution is requested from families to support the educational program at Braeside Primary. The contribution for 2026 is \$50.00 per child.

1.5 School Assemblies

School Assemblies are held every three weeks (week 3,6,9) on Friday morning commencing at 9.00am.



Parents are encouraged to attend all assemblies. Certificates of Merit and Goldie Pins are presented at assemblies. Parents are notified if their child is receiving a Certificate of Merit or Goldie Pin so they may be present at the assembly.

A Concert Evening is held at the end of the year.

1.6 Staff for 2026

Area	Position	Name
Administration	Principal	Ms Donna Shepherdson
	Associate Principal	Mrs Morgan Dezotti Mrs Tegan Matheson
	Manager Corporate Services	Ms. Claire Collis
	School Officer	Mrs Kerry Hartley
	Library Officer	Mrs Susan Anderson
Maintenance Staff	Gardener	Mr David Hartley
	Cleaner In Charge	Ms. Zuriatina Anthony
	Cleaner	Mrs Susan Sutton
Teaching Staff	Teachers	Mrs Megan Lydeamore Miss Jo Rundle Miss Leanne Eades Mr Jack Amos Mrs Melanie Mathews Mrs Mia Love Ms Rebecca Balmer Miss Emilie Dufall
Specialist Teachers	Specialist Teachers	Miss Jasmine Porteous (Science) Mrs Louise Stade (Music and Art) Mrs Tara Punch (Indonesian) Miss Tahlia Bielby (Physed)
Education Assistants	Education Assistants	Ms Tanya Ritchie Miss Michelle Bembridge Mrs Kerstin Paddon Miss Imogen Van Zyl Mrs Angelina Rose Mr Oscar Bride Miss Jessica Wigg
	AIEO	Ms Tanya Ritchie
	Chaplain	Mrs Chris Mills

* Names current at time of printing

2 Communication at Braeside

A communication pamphlet with further details is available on the Braeside Primary School Web Page. The pamphlet is also attached to this handbook.

2.1 Communication Table

Effective communication is vital at Braeside Primary. The main channels are as follows:

Channel	Purpose
Compass App	This is our communication platform. All information will come via this App.
Braeside Website	www.braesideps.wa.edu.au Contains newsletter link, general information about the school, the parent handbook and the school's annual report.
Braeside Newsletter	A fortnightly newsletter emailed and distributed to families containing news, interest articles and notices of events.
Parent Handbooks	These are available online on the school website and outline all the information parents need to know about the school and being a family at Braeside Primary School.
Annual Report	The Annual Report is available on the school website. This report is a wealth of information on the school's progress. The report is also uploaded to the Department of Education website.
SMS	Department of Education regulations require schools to send daily SMS's via the School for reminders and to follow up absences. This system is also used for urgent school based messages i.e.. Bushfire closures.
Facebook Page	To celebrate student achievement and relay messages from the school to parents and citizens of the community.

2.2 Notifications to the Office

Parents are required to inform the office of changes to contact details should an emergency occur. Please ensure we have current information regarding work phone numbers, mobile phone numbers, email addresses, home addresses, medical details and family court orders.

2.3 Reports

Teachers provide a school report every semester, in June and December. These events provide information of student's progress and achievements. Should you require further information on your child's report, please contact the office and book an appointment.

2.4 Parent-Teacher Interviews

We offer formal meetings after reports are distributed in June and December and at the end of Term 1 and 3. Details of the dates will be published in the term planner and newsletter.

K-PP teachers will host a parent morning tea in Week 6.

2.5 Class Information

Information about what is happening within each class is distributed fortnightly through the school's newsletter or through the Class teacher via Compass.

Regular class information is sent home to update parents on events that effect their child.

2.6 Notice Board

There is one notice board for school related matters. It is situated in the glass cabinet outside the canteen. Please check the board regularly for information.

2.7 Concerns and Complaints

At Braeside Primary School open communication between the school and families is important. If you have a concern please organise a suitable time to meet with the Principal or Deputy. Parents are encouraged to come and meet, and resolve an issues positively.

2.8 Frequently Used Terminology

Please find below a list explaining commonly used abbreviations in educational publications and correspondence .

AIEO	Aboriginal/Islander Educational Officer	LOTE	Languages Other Than English
DOTT	Duties Other Than Teaching	NAPLAN	National Assessment Program—Literacy and Numeracy
EA	Education Assistant	P&C	Parents & Citizens Association
EYLF	Early Years Learning Framework	PE	Physical Education
KOLP	Kindergarten Oral Language Programme	PP	Pre Primary
KPS	Katanning Primary School	SDD	School Development Day
KSHS	Katanning Senior High School	SENDS	Special Education Needs Disability Students
STEM	Science, Technology, Engineering & Maths	NQS	National Quality Standards
TDS	Teacher Development School	PAT	Progressive Achievement Test
IEP	Individual Education Plan	BMP	Behaviour Management Plan
ABE	Attitude Behaviour & Effort	KISA	Katanning Interschool Sporting Association
PEAC	Primary Extension and Challenge	F & P	Fountas & Pinnell
BMIS	Behaviour Management Information System	IPS	Independent Public School



3 Administration Matters

3.1 School Board

The School Board meets once a term and is comprised of parents, staff and the Principal. Members are elected at the beginning of each year when a member's term has come to an end.

A Business Plan is drawn up every three years to address the aims of the school and is based on data gathered from testing, teacher recommendations and Community input. Priorities are decided collaboratively with staff and the School Board. The School Board also plays an important role in presiding over school processes including ratification of financial plans and expenditure.

School Board members for 2026 are:

3.2 Chaplain Services

Braeside Primary School have a YouthCARE Chaplain; whose primary role is to provide pastoral care services to students. Discussions held with our Chaplain (Mrs Chris Mills) are non-judgemental and available to all students, any religion or culture. Pastoral care involves the care and well-being of students who seek support based on parent's or teacher referral.

3.3 Canteen

The canteen is not available, please ensure students bring their recess and lunch to school each day. Special days do occur and parents will be notified.

3.4 School Uniforms

The P & C clothing shop will be open on Friday 30th January 2026 from 2.00pm.

Regular opening dates will be advertised in the newsletter.

Order forms are available from the office or Braeside Primary School website.

Note: There are Library bags available.

Note: The School has a 'no hat no play' policy all year. Wide brimmed hats are the only acceptable hat.

Denim is excluded from the school uniform.

3.5 Footwear

Children are to wear suitable footwear at school on all occasions. Thongs and Maseurs are not to be worn at school. They must be closed shoes e.g., runners.

3.6 Smoking on School Grounds

Braeside Primary School is a smoke free environment. Parents are requested to support this by not smoking anywhere on premises.

3.7 Money

When money is forwarded to the school for a specific purpose it should be in the provided **envelope which states the NAME**

4 Arrival, Departure and Attendance

If you wish to pick your child up early please sign them out at the office.

If someone other than a parent or guardian is collecting your child/ren, the school must have approval from the parent/guardian listed on the school database or

written consent for this person to collect your child.

4.1 Late Arrivals and Punctuality

We encourage students to arrive at school on time. If you are running late please come to the office and get a 'welcome' note before going to class.

4.2 School Departure System – Afternoon Pick-Up

Parking is available in marked bays in Hill Way or the One-Way parking at the bottom of Carinya Gardens. Disabled parking is available opposite the main school entry.

4.3 Bus Service

Any child travelling on a school bus is required to have approval as an eligible or complementary passenger. Parents of bus students must contact the bus driver if their child is not going to be on the bus in the morning or the afternoon. Students travelling home via school buses are required to assemble in the gazebo area and wait with a teacher until their bus arrives. To apply to enrol a student on a school bus please visit the school bus services website at www.schoolbuses.wa.gov.au alternatively you can contact them on 9326 2625.

4.4 School Attendance

Regular school attendance is essential for your child's learning and progress. By law, children must attend school five days per week, any absences are only approved for illness or unavoidable situations. Please notify the school with a verbal or written explanation if your child is absent.

4.5 Administering Medication

All medication to be administered at school is done so through the school office or with Kindergarten students by the Kindergarten teacher. If your child requires medication to be administered at school, the office staff must receive written notification from yourself or your doctor. This must state the prescribed dosage and medical condition of your child. An Administration of Medication form can be found on the school website or a hardcopy is available at the Front Office.

4.6 Sickness, Accidents and First Aid

Information about a child's health status (e.g., epilepsy, diabetes) must be provided at enrolment. If this information requires updating due to changed circumstances, please provide the new information to school as soon as possible.

For their own comfort, as well as the comfort of other children, sick children should be kept at home. Should a child become ill at school or has an accident they will be cared for and parents will be contacted to make arrangements for the child to go home. If a child suffers a serious accident necessitating emergency medical care, parents will be called, they will be transported by ambulance to hospital. A staff member with First Aid qualifications will render initial treatment.

Students sometimes have minor accidents at school, parents will be notified of these via text message and given details of first aid given.



4.7 Allergy Aware approach

We ask for your support in keeping our school a safe and inclusive place for all students, particularly those with severe allergies, which can be life-threatening. We have students in our school with allergies to foods like nuts, dairy, eggs, and others and even trace amounts or skin contact can cause severe reactions (anaphylaxis).

To protect our students, we follow an "Allergy Aware" approach, which means:

No food Sharing: Please instruct your children not to share food, utensils, or drinks with others.

Celebrate Safely: For birthdays and special occasions, please consider non-food treats like stickers, pencils, or themed items to avoid accidental exposure.

Handwashing: We encourage children to wash hands thoroughly after eating, especially if they've been around potential allergens.

Listen to your child's teacher: Individual classrooms may have specific requirements depending on what allergies are present in the class.

We train staff and educate students to be respectful and aware, but cooperation is vital. By working together, we create a healthier environment where every child can learn and thrive.

4.8 Mobile Phones/ Smart Phones

Mobile phones are not to be used in school time. Students are to give mobile phones and smart phones to the Office for safe keeping during the school day. The Mobile Phone Policy is included on the school website.

5 Curriculum – Additional Activities

5.1 Book Club

Ordering of books is conducted through Scholastic Book Club. There is usually eight releases of books per year. Orders are made online via the parent loop www.scholastic.com.au/book-club/book-club-parents/

Payment is made through the online parent loop, or by cash to the office.

5.2 Library

Braeside Primary School has a well-resourced library, and students are welcome to borrow books. If a book is damaged or lost, a letter will be sent home to the parents requesting payment to enable the school to replace the book.

Library books should go home in a water proof library bag. These can be purchased from the Uniform Shop and have a pocket for the student's name, alternatively parents may choose to make their own.

5.3 Excursions

Excursions to places of interest, attendance at sports carnivals and visits to community services are part of the education program. Parents will sign yearly permission for students to attend excursions that are walking distance from the school. All excursion permission forms will be sent by email from Compass giving parents the option to approve / refuse excursion permission.

5.4 Student Council

The Student Council is made up of Year 6 members. Councillors are elected by children in Years 3-5, outgoing student councillors and staff. The council meets regularly and provides an opportunity for students to have an influence in student and school affairs. The outcome of council meetings is relayed to the student body at school assemblies and to staff at staff meetings.

5.5 School Camp 2026

In 2026 Year 6 students will go on camp late in Term 3. Parents will be notified of the cost as it varies, depending on fundraising.

5.6 Crunch & Sip

Crunch & Sip break is a chance for students to eat fruit or salad vegetables and drink water in the classroom whilst working. We encourage you to chop up fruit so it is easier and more timely to eat

6 Curriculum – Sporting Activities

6.1 School Factions

New children are placed in factions when they are enrolled. Faction names have been taken from native flora local to this area.

MALLEE	(Blue)
WANDOO	(Green)
ACACIA	(Red)

Faction t-shirts are available from the uniform shop in faction colours

A Swimming Carnival is held in Term 1

Cross Country is held in Term 2.

The Faction Athletics Carnival is held in Term 3.

6.2 Interschool Sport

Braeside Primary School competes in Interschool Sports activities with Katanning and St. Patrick's Primary Schools, whereby these schools participate. These include: Term 1 - Interschool swimming, Term 3 - Interschool cross country, Term 4 - Interschool Athletics.

6.3 Swimming Lessons

All primary school children attend swimming lessons as part of their Physical Education program at the Katanning Aquatic Centre. Times, costs and arrangements are advertised in the Newsletters.

Swimming Lessons are held in:

TERM 4 Years Pre-Primary to Year 6

6.4 Choir/Arts Events

The school has a choir and participates in a range of Arts based events. Details are provided on the Braeside Arts brochure.

7 Curriculum – Education:

7.1 Mathematics, English, Science & STEM

Mathematics

Braeside Primary School provides mathematics education via a whole school dedicated mathematics teaching block, following a scope and sequence from the Australian Curriculum and is supported by Matific, Paul Swan, Numero and integration of mathematical concepts through-out the School curriculum. Students receive explicit teaching of concepts and then are guided to explore these concepts through a variety of problem solving activities encompassing real life experiences and using concrete materials. This approach gives students the strategies and knowledge they need to deal with all the mathematical issues that constantly arise in their lives.

English

In Prep to Year 2, we use UFLI Foundations, a structured literacy approach that supports all learners through explicit instruction, targeted intervention, and extension opportunities. From Years 3 to 6, students participate in Spelling Mastery to build strong spelling, decoding, and word knowledge skills. Across all year levels, novel-based studies are used to deepen students' reading, writing, handwriting, and comprehension. Regular assessment allows for intervention and extension.

Science & STEM

Braeside Primary School offers a dynamic and engaging Science program that is fully aligned with the Western Australian Curriculum. Students explore key concepts across the four main science sub-strands: Biological, Chemical, Physical, and Earth and Space Sciences. Through explicit teaching, they develop a deeper understanding of scientific principles while fostering their natural curiosity about the world.

The program encourages critical and creative thinking, challenging students to ask questions, gather evidence, and draw conclusions using the scientific method. Hands-on experiments are an integral part of the learning experience, providing students with practical opportunities to consolidate their understanding and further spark their interest in the world of science.

STEM extension classes are offered for all year levels in small groups weekly.

7.2 Learning and Behaviour Support at Braeside

Early identification of learning challenges are key to building a successful educational pathway. We have a number of checklists and assessment processes that support teachers to identify where support and intervention are required.

Styles of support used at Braeside;

- Lower student/teacher ratio in the learning spaces
- Education Assistants working alongside students in the classroom environment for additional support.
- Individual Behavioural Plan (IBP), if required, that includes positive behaviour strategies.
- Individual / Group Education Plans (IEP / IGP) - targeted small group or individual learning plan.
- Intensive social skills programs
- Small group work with teachers on targeted intervention programs

8 Behaviour Management

Braeside Primary School is a Positive Behaviour Support School (P.B.S).

The school has a Good Standing Policy. This Policy is a part of the Whole-School Positive Behaviour Support Plan, published on the school's website.

Positive Behaviour schools focus on positive behaviour (what is going right). Student's are explicitly taught the values of Braeside:

Be Adaptable.

Be Engaged.

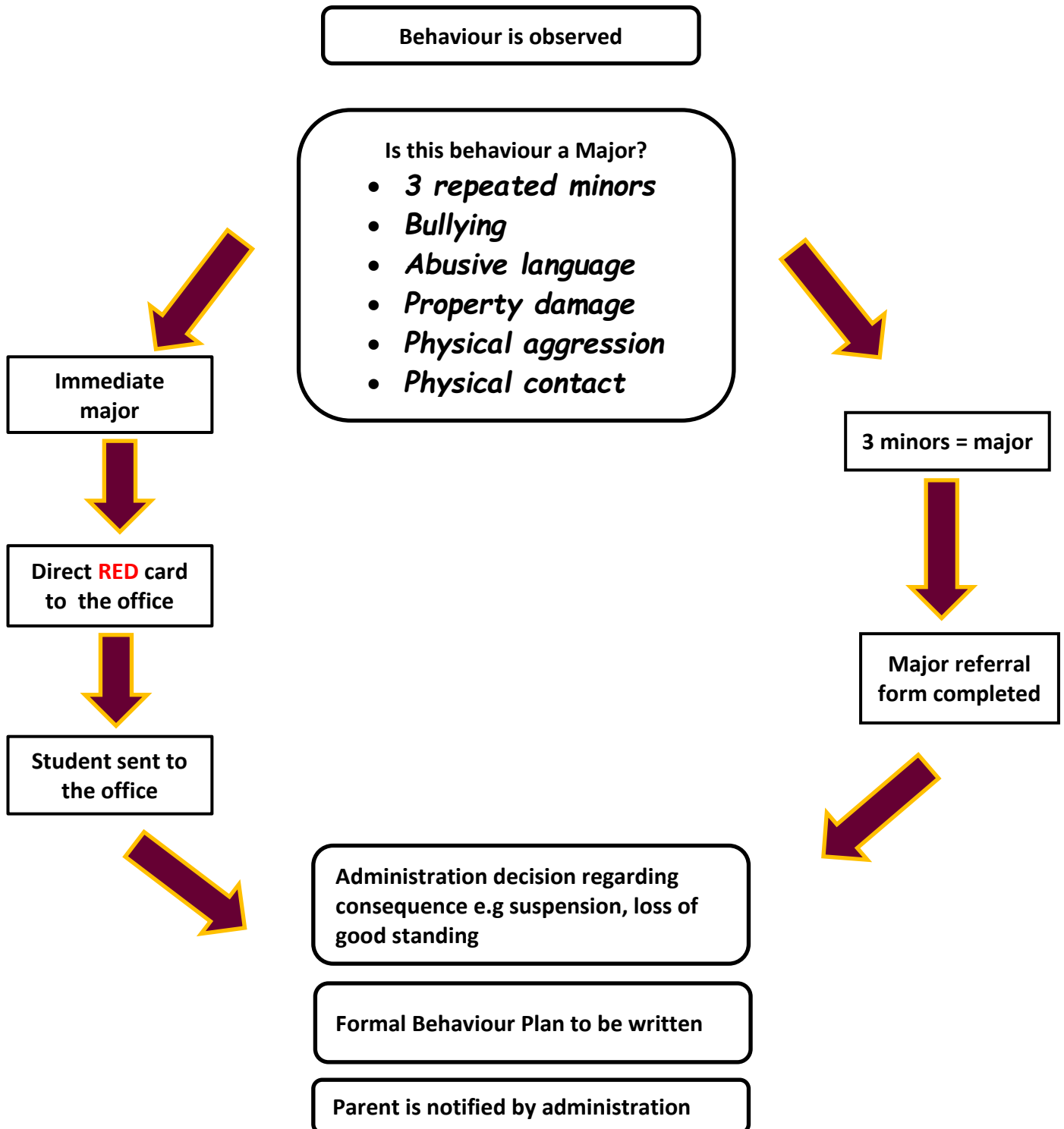
Be Respectful.

Be Safe.

Dojo points are given to individuals, who in turn can earn rewards for themselves.



STUDENT BEHAVIOUR MANAGEMENT PROCESS MAJOR





STUDENT BEHAVIOUR MANAGEMENT PROCESS MINOR

1.

- Behaviour is observed
- Use low key responses to shift behaviour. These include signal to begin, wait time, proximity, non verbal, ignore, pause, signal to stop.
- Student receives 3 reminders (low key)

2.

- Behaviour breach continues.
- Student receives a further 1 warning(4th).
- Identify zones of regulation toolbox
- Student moves to cool down area in class (isolation) with a timer for 5 minutes. Private dialogue on return
- *Positive praise/rewards when compliance is demonstrated.*

3.

- Behaviour breach continues
- Student moves to designated TAP (temporary alternative placement) class, with timer and restorative questioning sheet. Time away from class should be age appropriate. Private dialogue on return
- *Positive praise/rewards when compliance is demonstrated.*

4.

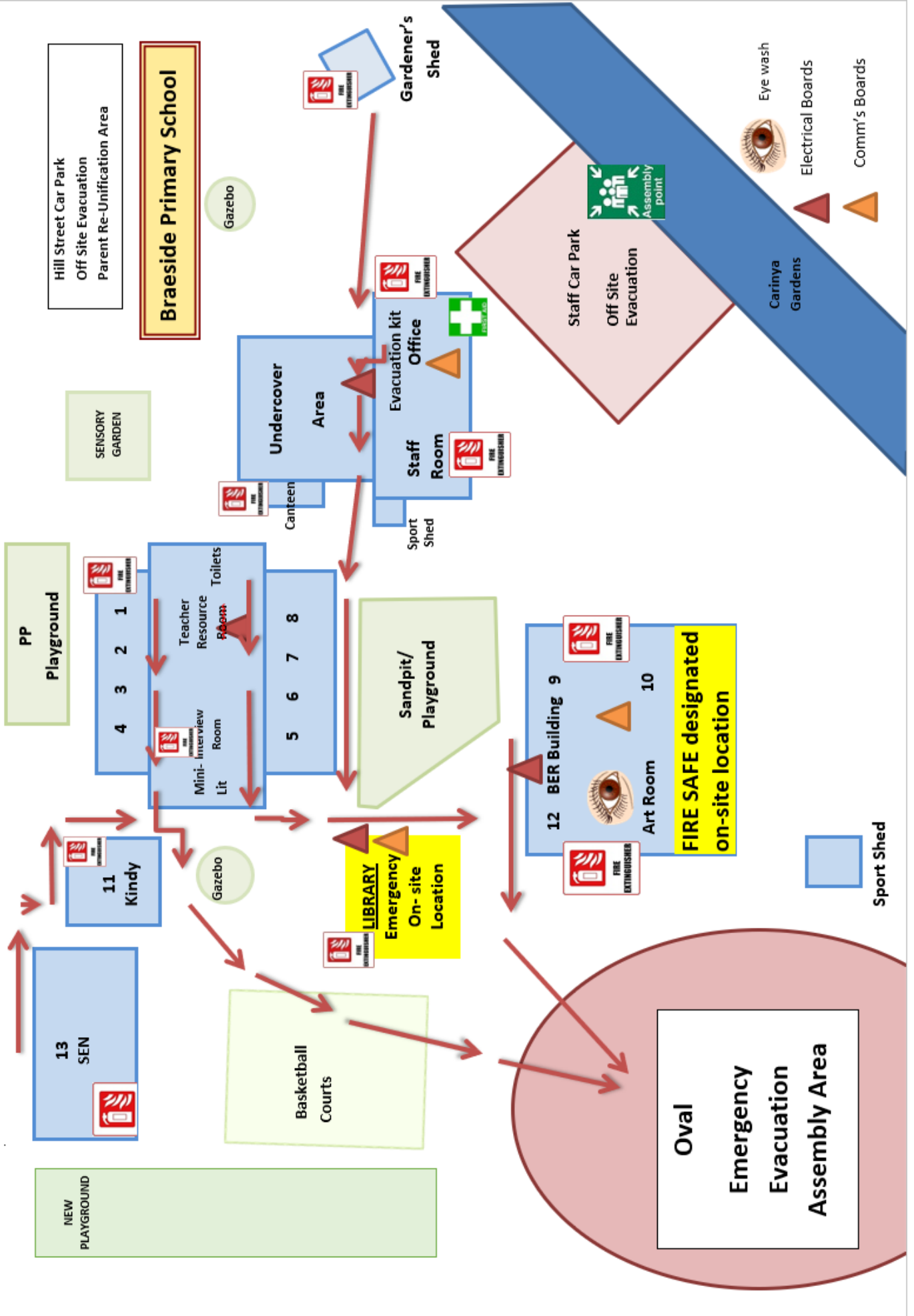
- Return from TAP behaviour continues
- If behaviour is low key but ongoing consequence of walking with duty teacher at break. 5,10 or 15 minutes
- **Minor slip is filled out and must go with student to teacher on duty to be signed and returned to class teacher.**

5.

- Issue unresolved
- Send the student with an escort or send for a member of the Admin team with the minor slip so admin is aware of events.
- Minor slip will be returned to teacher.
- Teacher enters on Compass, colour code red (top right hand corner)



9 School Site Map



10 Important Agency Contacts

Agency	Type of Support Provided	Contact Number
Katanning Police	Police	9821 3800
Hospital	Medical assistance	9821 6222
Medical Centre	Medical assistance	9821 2155
Ambulance	Emergency medical assistance	000
Community Health Regional Office	Advice on health related issues	9821 6280
Department for Child Protection	Advise on parenting and custodial issues	9821 6500
Australian Council for Health, Physical Education and Recreation (ACPER)	Information on promoting health in schools Curriculum resources	9383 7708
Australian Red Cross	First Aid Guidelines	1800 810 710
Information Officer Health Promotion Services Health Department WA	Drug information publications Local support for school based activities	9222 2045 9483 8244
Office of Aboriginal Health	Advice regarding Aboriginal Health issues	9222 2455
St John Ambulance	First Aid Guidelines	9334 1222
Palmerston	Drug and Alcohol Support	9821 8306
WANSLEA	Family Support	9895 5585
School Bus Services	Bus services www.schoolbuses.wa.gov.au	9326 2625

