



Swanbourne
PRIMARY

2024 Student Diary

Name:

Year:



School Administration Staff

Principal..... Mr David Knox
 Associate Principal Ms Bec Robson
 Manager Corporate Services..... Ms Lori Willis
 School Officer Ms Amanda Flood
 Defence School Mentor Mrs Nic Kemp

School Contact Information

Office Hours 8.00am - 4.00pm
 Telephone..... 08 9253 5300
 Email..... swanbourne.ps@education.wa.edu.au
 Website www.swanbourneprimary.wa.edu.au
 Dental Therapy Centre08 9384 0855

School Term Dates 2024

TERM	START DATE	FINISH DATE
Term 1	Wednesday 31 January	Thursday 28 March
Term 2	Monday 15 April	Friday 28 June
Term 3	Monday 15 July	Friday 20 September
Term 4	Monday 7 October	Thursday 12 December

School Hours

School Commences 8.50am
 Morning Recess 11.00am - 11.20am
 Lunch 1.20pm - 2.00pm
 School Closes 3.10pm

Children should not be arriving at school prior to 8.30am and are required to leave the school by 3.20pm.

School Development Days 2024

Staff Only - No students attend school on these days:

Term 1	Term 2	Term 3	Term 4
Monday 29 January Tuesday 30 January	Friday 31 May	Monday 15 July	Monday 7 October Friday 13 December



AN INDEPENDENT PUBLIC SCHOOL

Welcome to our School

Building positive and productive relationships and partnerships and the need to work together as a caring and supportive team with all stakeholders is very important to us. We pride ourselves on being inclusive and valuing the ideas and support of others.

Our school is renowned for delivering innovative programs which promote 'inquiry learning' and provide unique experiences that positively influence all domains of student learning. We believe in doing our best for every child. This means providing a curriculum that is engaging, differentiated and balanced in a learning environment that is respectful, safe and caring.

Core shared values such as Respect for Self and Others, Teamwork, Trust, Endeavour and Excellence provide the necessary building blocks for our students to be the best they can be, to become good citizens and to make a valuable contribution to society. These attributes are also a necessary foundation for our students to become resilient learners for life and for 'Striving for Excellence.'

Our school vision is achieved through the efforts of a dedicated team of teaching, leadership and school support staff who work collaboratively with a dynamic and supportive school community. We work together to make a difference for all students at Swanbourne Primary.

We hope you will become an active and supportive member of our school culture and vision.

Yours truly

David Knox
Principal

Swanbourne Primary School is situated 15 minutes drive west of the Perth CBD and is approximately one kilometre from the ocean. Swanbourne is one of the more affluent suburbs in Perth, being surrounded by Fremantle to the south, City Beach to the north, with Mount Claremont as an inland neighbouring suburb and Cottesloe directly to the south. The suburb Swanbourne is also well established and regularly features in real estate literature as one of the top ten most popular suburbs.

Swanbourne Primary School was originally established in 1905. The new school relocated to its Narla Road site in November 2001, replacing the inadequate facilities in Derby Road. An extensive consultation period with the representatives of the Nyungah Aboriginal Community was undertaken before building commenced. Aboriginal people lived in the area up until 1951 and their culture and history are recognised.

One of the conditions of the redevelopment was that the Department of Education set 1.5 ha of land aside to focus on Aboriginal heritage for use by the school, Aboriginal and wider communities.

The school's covered assembly area was extended and enclosed so it can be used as a school hall. Other conditions include dedicating a section of the new library for Aboriginal material and that a cross-cultural awareness program including Aboriginal history and culture is included in the school's curriculum.

The school's staffing profile consists of the Principal, Associate Principal, Manager Corporate Services and a School Officer. In addition the school has specialist teachers in Physical Education, Music, Languages other than English (LOTE - Japanese), Science, Health and Art.

Non-Teaching staff include Education Assistants for Kindergarten and Pre-primary, a Library Resource Officer and Special Needs Assistants.

A Defence School Mentor (DSM) is available to assist with the transition of Australian Defence Force families into our school community and when they leave. The DSM can assist with any educational, emotional or social concerns families may have about their child/children and will liaise with the principal, parents, teachers and professional therapists.

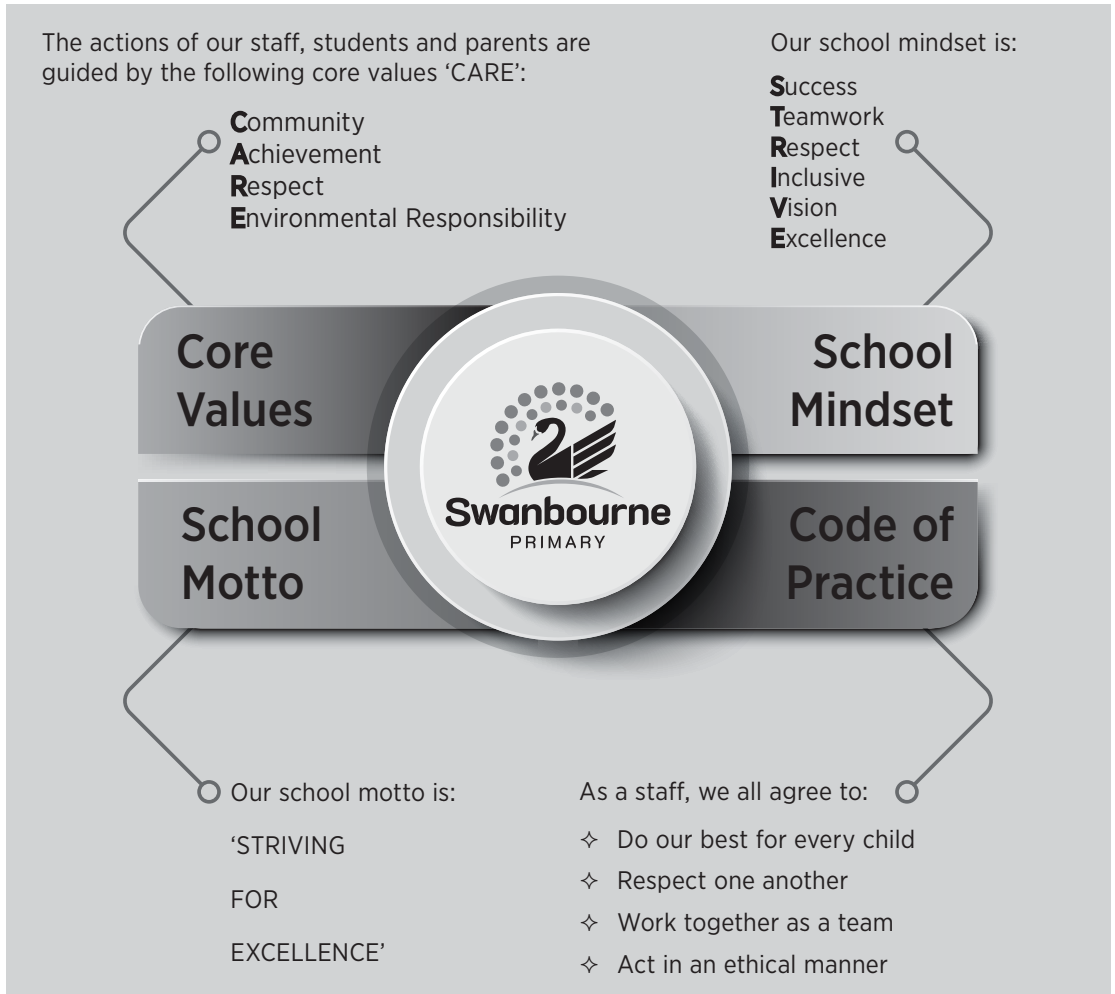
The school has general teaching areas; pre-primary, kindergarten, specialist art, music and science rooms, library, administration block, hard courts, oval and 2.5 hectares of school grounds.

The school has an active P&C Association and School Board who place a significant focus on working together to meet the needs of all children in our school.

For further information about Swanbourne Primary School please refer to our web page, which can be found at www.swanbourneprimary.wa.edu.au

School Vision Statement

We work as a collaborative team to create a caring, inclusive and respectful school culture and a curriculum that values each child as an individual. We work together to teach and support our students to become learners for life, who will be happy, resilient, caring and respectful citizens that strive for personal excellence and contribute positively to society.



School Term Dates 2024

Semester 1

- ✧ Term 1 Wednesday 31 January - 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

School Development Days 2024

Staff Only - No students attend school on these days:

Term 1	Term 2	Term 3	Term 4
Monday 29 January Tuesday 30 January	Friday 31 May	Monday 15 July	Monday 7 October Friday 13 December

General Information

Our school's strength is its emphasis on the individual. The size of the school means that the administration and teaching staff can get to know each child personally. This creates a friendly and caring atmosphere, which encourages children to participate and develop self-esteem and self-confidence. We believe that children are most likely to realise their potential if their learning environment is a happy one, which makes them feel valued.

Swanbourne Primary strives for success and personal growth. We aim to challenge all children and to nurture the development of competence, confidence and resourcefulness. We encourage children to operate both independently and co-operatively, to be socially responsible and to take pride and pleasure in their achievements.

Additional curriculum programs are another of the school's strengths. The wide range of activities offered include an academic extension program for Year 3 - 6, Instrumental Music - IMSS (Instrumental Music School Services) and a variety of sporting activities such as swimming, athletics, cricket, orienteering, basketball, netball, football, hockey, soccer, tennis and yoga.

Admissions

Parents/Carers are required to complete an Application for Enrolment and a School Enrolment Form for each child, which gives us detailed emergency information, e.g. medical conditions, emergency contacts, etc. Immunisation records and birth certificates are also required on enrolment. Please remember, all information on the forms remains confidential.

It is important that parents inform the school of any change of address, phone number or emergency contact, so student records are current.

Absences

Daily attendance/punctuality of students is compulsory by the Education Act. Acceptable reasons for absence from school are for illness, medical or dental appointments, which cannot be arranged outside school hours. Please contact the school if you intend taking your child out of school for other reasons eg. vacations. All other reasons need to be explained, in writing, to the child's teacher. Please use our SMS messaging system on 0437 783 622 and send child's name and reason of absence.

Accidents and Sickness at School

If your child is unwell and requires individual care, please keep him/her at home. Your consideration for other children's health is appreciated. An email or telephone call to the school would be appreciated if your child is going to be absent for a few days, particularly if it is due to an infectious condition.

PLEASE NOTE IF THERE IS A MEDICAL EMERGENCY PARENTS OR GUARDIANS ARE REQUIRED TO MEET THE COST OF THE AMBULANCE

OSHClub Before and After School Care & Vacation Club

At OSHClub we work in partnership with Swanbourne PS to provide outside School Hours care (OSHC) services. At OSHClub children enjoy a fun learning experience. From exciting activities and healthy nutritious food, to caring motivated team members. You can be sure your child is safe and has lots of fun, before or after school.

What Happens at OSHC?

We offer engaging activities for all ages, including arts and craft, games, cooking, sports, drama, board games, dress-ups and fun with friends.

The service provides delicious and healthy food for breakfast at Before School Care and afternoon tea at After School Care. We focus on fostering a safe, caring and stimulating environment that allow children to relax, grow and thrive.

Our Team

At OSHClub, your child will always be in the care of friendly, qualified and experienced educators, who all have 'Working with Children' clearances. Our Coordinators are trained in First Aid, CPR, Asthma and Anaphylaxis.

Please check our website for further information:

<https://www.oshclub.com.au/swanbourne-primary-school-wa/>

Connect

Each parent will be given their own secure login to 'Connect', which is a safe, free software platform provided by the Department of Education. Connect is accessible on any Internet-enabled device and will enable you to receive notices either via email or a notification on your mobile device. 'Connect Now' is an application which can be downloaded from Google Play or the Apple App Store and this will enable you to receive Connect notices as push notifications.

To register for Connect, you will receive an email with your login details upon enrolment and each year as an update. Each user will be confidentially issued a unique user name and password for Connect.

Only one login is required to enable parents to view all their children's records, even if they attend different public schools.

If your email address changes, please notify the school reception so your details can be updated. If you are a family enrolling before the start of a new school year, access to Connect will only be available once the school system has rolled into the following year.

Online Canteen

Our Canteen is online – Monday, Wednesday and Friday.

The Swanbourne Primary School lunch provider is overseen by P&C. They aim to provide nutritious lunches and snacks at affordable prices.

Locavora

Our school lunch orders are made daily in our West Perth kitchen using FRESH ingredients that are packed full of flavour and nutrients, perfect for growing bodies!

We've made ordering simple for you, just follow the below link and place your order before 8:30am.

<https://schools.locavora.com.au>

Changes to Friday Lunch Order Cut Off Times

Due to the high volume of orders on Fridays, we have changed cut off times for Friday Lunch orders.

Orders close at Thursday midnight for next day delivery.

Children's Records

Please ensure that any change of address, phone number, place of employment, emergency contact person, and health issues are noted by the school office. Please advise the front office if there are any changes to ensure your child's records are accurate and up to date.

Changing to Other Schools

Please notify the office before your child leaves this school. Prior notification of impending change will enable the school and your child's teacher to prepare books and records so that the student's progress is not impeded by the change. Students need to take their books and personal materials, but all student files and records are sent to the receiving school when requested by them.

Class Representatives

The P&C requires at least one parent representative for each class which involves being the liaison between school, P&C and parents.

Many activities require parent help which may include: helping with excursions; sports days; reading; cooking; art and craft activities. Please talk to your class teacher if you can provide assistance.

Community Health Nurse

Community Health Nurses work in schools to promote healthy development and wellbeing so students may reach their full potential. A major part of the CHN's work is focused on early intervention and the School Entry Health Assessment program.

Community Health Nurses serve as a health contact point for children and their families, providing information, assessment, health counselling and referral. The services provided are free and confidential.

If you have a concern about your child's health or development, please contact the school reception.

Voluntary Contributions and Charges

Students must provide items for their own personal use such as pencils, pens, rulers, etc. These items will often need to be replaced during the year.

In order to provide the school with a working fund to enrich your child's education, parents are asked to pay the requested voluntary contributions and charges promptly.

A schedule of proposed Voluntary Contributions and Charges is sent home annually and can be located on our school website.

Covering Reading Books

As the school is continually purchasing new reading books parental assistance with covering of them would be appreciated. Please let the Library Resource Officer know if you would be available to help out.

Dental Health

The School Dental Service provides free general and preventive dental care for all enrolled students up to Year 11. The Dental Therapy Centre located at Swanbourne Primary operates from 8.15am to 4.30pm Monday-Friday and most school holidays. The DTC can be contacted on 9384 0855.

Dogs on the School Grounds

No dogs are allowed on the school grounds, as they create a risk and fear for students. If dogs wander onto the school grounds during school hours, the ranger will be notified.

Enquiries

Urgent messages only:

May be left for children at the office; i.e. your car has broken down and you are unable to pick up your child. To minimise disruption, please ensure messages are left for emergencies only.

Non-urgent messages:

These can be attended to by emailing the school on:

swanbourne.ps@education.wa.edu.au

Excursions

These are an important part of our educational program. They provide experiences for the children which relate to classroom programs.

For each excursion children will require a signed permission note. Without permission children cannot attend the excursion. **NO CASH PAYMENTS WILL BE ACCEPTED.**

It is encouraged that parents make a payment of \$50 - \$100 to credit their account and any charges can be deducted from their child's unallocated credit. If you would like further information please call the front office on 08 9253 5300.

Payments for excursions can be made via these methods:

1. Qkr!™ by Mastercard® is a mobile phone payment app. Available on the App store (iPhone) or Google Play (Android)
2. ELECTRONIC BANKING details are: BSB: 066-040 Account: 19902749. Please reference the payment by **child's surname**.

In-Term Swimming Classes

Students from Year PP-Year 6 attend swimming lessons during the year as part of the school curriculum. Costs and procedures will be advised closer to the event.

Leaving the School

Children will not be permitted to leave the school grounds at any time, for any reason, without the knowledge and direct approval of the Principal or the person in charge of the school at that time.

Parents must sign children out through the office before collecting their child from the classroom if they are required to leave school for any reason during the course of the day. A sign out pass is required to be given to the teacher.

Late Arrivals

Parents are required to report to the front office to sign their children in for 'late arrivals' or 'returning' from an appointment.

Library

The School Library is used by all classes on a timetabled basis as arranged by the class teachers.

Our School Library is fully automated and has a variety of technology software and internet access for use by children in their studies. Children are allowed to borrow two books at a time, but children may return these books as often as they wish if they would like to borrow more books. Your help in returning the books promptly is requested. Should a book be lost or damaged, replacement costs need to be met by the child's family.

Parental help in the day to day running of the library and the covering of books is also helpful and appreciated.

Homework Club is for years 1 - 6 and is held every morning in the library between 8:00am - 8:30am

Lost Property

All student property should be clearly labelled with your child's name. Lost property can be claimed from the Seahorse Block. Any unclaimed items will be displayed at the end of each term before being handed over to charitable organisations.

Medications

Medicines can only be brought to school and administered to a child on the authority of a parent or guardian. These are to be left at the front office, where a drug administration form must be completed and signed by the parent. Please do not send your child to school unwell or if they are taking prescribed antibiotics. All medicines, should be named and in the original box and must include all relevant information.

NB: It is very important for the office to have up-to-date medical information on students.

EpiPens

If your child requires an EpiPen, asthma inhaler or other medication at any point throughout the school day, please do not send it in your child's bag. Ensure you hand any medication to the office and complete appropriate documentation, as well as inform the class teacher.

Allergy Aware School

OUR SCHOOL IS ALLERGY AWARE and we would appreciate your support with this matter. We need to emphasise the seriousness of this concern, as we have students that can become seriously ill across the school. Even if food items contain traces of nuts, please avoid giving them to your child in their lunch boxes and save these treats for home, as they will be removed.

Parking

For safety reasons, please do not use the marked Staff Car Park (lower car park) unless using the drop off/pickup area. Parents should park in the bays in the upper car park, at the front of the school, especially during peak periods at the start and end of the school day.

Please use the kiss and drop off and pick up point in the lower carpark for the prompt drop off and pick up of children before and after school. Parents are asked not to get out of the car.

To keep students safe and to avoid congestion we urge all parents to avoid 'stopping and dropping' on the crosswalk in the car park.

Please take note of parking restrictions and bus bays in Narla Road. Do not double park as this causes a traffic hazard and is extremely dangerous. Please encourage your children to use the footpaths rather than walk through the car park.

The far oval will be available for parking during popular school activities to relieve congestion in the car park.

Personal Use Items/Booklists

Stationery for your child can be ordered through our selected supplier or parents may choose any retail outlet. Booklists are available on our school website. PLEASE MARK EVERY ITEM CLEARLY WITH YOUR CHILD'S NAME.

Reporting

Parent/Teacher interviews are held, or on request, to discuss student progress. Electronic reports regarding student progress are accessed through 'Connect' twice a year.

Personal interviews with teachers are welcome. Parents may arrange an appointment with individual teachers by letter, email or a telephone call to the office. You are urged to use the interview to clear misunderstandings, discuss your child's progress and discuss any other matter that may be causing concern. It is in your child's best interest that regular communication between home and school exists. Teachers cannot come to the phone when they have a class, unless the matter is urgent.

Road Safety

A supervised crosswalk is available in Narla Road opposite the parent car park. An attendant is on duty from 8.00am to 9.00am and 2.45pm to 3.45pm. All parents are urged to encourage their children to cross at this place ONLY.

School Assemblies

Parents and carers are invited to our assemblies which are held on Friday mornings at 8.50am. Dates will be confirmed and placed in our school calendar or on our website. Please also check with the classroom teacher.

At these assemblies, a cohort or year level takes on the responsibility of leading the assembly and merit certificates are presented.

Parent Information

Our school community strives to create an open, caring, supportive environment. We ask current parents to welcome new families and share the joys and burdens of parenting. Parental involvement not only enhances your child's education but you can make the school a better place for other children by being active in the school community.

You can assist by:

- ✧ Being on the School Board
- ✧ Attending P&C meetings
- ✧ Accompanying on excursions
- ✧ Listening to children read or assisting with other class related activities
- ✧ Support or help organise social functions
- ✧ Helping and organising fundraising activities
- ✧ Sharing skills or hobbies
- ✧ Assisting with clubs/activities/whole school events
- ✧ Helping in the Library
- ✧ Helping with busybee organisation and participation

P&C Association

This is an important group within the school and relies on the support of the entire school community. Meetings are held in the staff room on the second Wednesday of each month commencing at 7.00pm. All are welcome.

For the continued education of our children it is necessary for the P&C Association to request payment of \$120 per child per year. The levy is based on a voluntary contribution and will be used for the purchase of necessary school equipment. Payment options may be discussed with the P&C President, Treasurer or the office. Your support is much appreciated by the children of Swanbourne Primary School.

School Board

The School Board ensures the school community is involved in school planning and accountability.

We wish, therefore, to outline the various functions of the School Board and its relationship with the P&C Association to better enable you to be actively involved in your school.

Functions

1. Primarily the School Board formulates the following aspects of the School Development Plan:
 - ✧ A brief, but clearly expressed statement of the School's Vision and Purpose
 - ✧ The education outcomes the school is seeking for students
 - ✧ The school priorities for our next planning cycle
2. Examines Performance Information in summary format i.e. School Annual Report, drawn from student and school performance data to determine the success in achieving the School Purpose
3. Views and endorses the School Budget
4. May initiate the need for the school to formulate a policy and ensures policies reflect the School Vision and Ethos
5. Endorse the school operation plan, business plan and workforce plan
6. Has the option of providing parent representation on local selection of the principal
7. To be an accountability and review body to ensure programs are in place and strategic plans are being undertaken

The relationship with the P&C

- ✧ The P&C Association continues to provide financial and resource input to the school as deemed necessary
- ✧ It also has the right to seek information and discuss matters which can then be passed on to the School Board for examination and possible inclusion in the School Development Plan and/or policy
- ✧ The P&C can only make policy for itself – not for the school
- ✧ P&C has the responsibility of providing a representative for the School Board and thus has a influence in the decision making process
- ✧ Both the School Board and the P&C need to have good communications and a friendly relationship to enable the school to meet its purpose and vision

Who to approach when issues/ideas arise

The teachers, associate principal and principal are the contacts when a concern is about individual children or teachers. Please make a time to discuss concerns or issues.

The objectives of the P&C Association are to promote the interests of Swanbourne Primary School through:

- ✧ Co-operation between parents
- ✧ The provision of facilities and amenities for the school; and
- ✧ The fostering of community interest in education matters

An association cannot:

1. Interfere in the control or management of a school or the educational instruction of students; or
2. Exercise authority over staff or other persons employed at the school

Summary

Both the P&C and the School Board are essential for the smooth operation of the school because both service different areas of need within the overall operation of the school. We foster this close relationship as we are all working together to support students to be the best they can be.

Structure

The group should consist of nine people – one parent nominated by the P&C, four parents elected by the parent community and three staff elected by the teaching staff. The Principal is the ninth member. Up to two community members can be co-opted as required by the Council if their expertise is deemed valuable for a particular issue.

School Psychologist

The School Psychologist visits the school weekly. Referrals are made through the Associate Principal in collaboration with the class teacher.

Behaviour Expectations

The school rules are designed for the safety and well being of all children as well as for the maintenance of school property. School rules will be discussed with the children at the commencement of the year so they understand the need for their acceptance.

Sun Protection

All children MUST have hats for outdoors throughout the year for protection from the sun. There is a no hat/no play policy at all times during recess and lunch. Hats must also be worn for outdoor excursions/incursions. The application of sun block cream is also advised for school during summer. There is also sun cream in all blocks for student use.

Toys and Personal Effects

No personal toys, jewellery, sports equipment or valuables at school please.

Visitors to the School

All visitors and parent helpers to the school are requested to sign in and sign out at the front office and wear a visitor's sticker while in attendance at the school.

Positive Environment

Each class will set up a positive environment with class core values, as endorsed by student council and staff.

Playground

- ✧ Students should arrive after 8.30am unless attending school events, training or choir
- ✧ Students eat only in the quadrangle and remain seated at lunch time until dismissed
- ✧ No hat, no play
- ✧ Bicycles, scooters and skateboards must not be ridden inside school grounds
- ✧ Students should leave the school grounds at 3.10pm

Classroom

A set of understandings and behaviours, based on our Core Values is negotiated within the first two weeks of each school year in every classroom.

At Swanbourne Primary School students are encouraged to recognise and respect the rights of other and we have a clear set of consequences for individuals whose behaviour does not reflect the school's core values, so that they are encouraged to recognise and respect the rights of others.

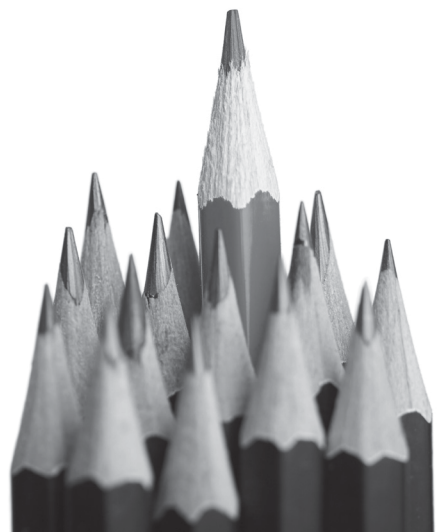
Homework Policy

Homework Guidelines

Homework is academic work designed to support and extend the learning, practice and application of skills, knowledge and understandings taught in the classroom. Homework supports the development of the student as an independent learner by providing an opportunity to learn skills such as time management, perseverance, goal setting and critical thinking.

Homework must:

- ✧ be consistent and to be used to facilitate the achievement of specific learning outcomes
- ✧ be part of a sequential learning program that is responsive to individual needs
- ✧ be relevant to classroom activities
- ✧ be supported by existing classroom practice
- ✧ where appropriate, developed in consultation with students and families



Uniform Policy

The Swanbourne Primary School Board has established a dress code for all students. Acceptance of enrolment assumes an agreement that the enrolling student will dress within the guidelines of the Code.

The School Board supports the wearing of the school uniform and believes that the school dress code is important to:

- ✧ Help promote a positive image of oneself and the school;
- ✧ Reflect pride in both the school and individuals;
- ✧ Address health and safety issues; and
- ✧ Address equity issues

Uniform Overview

- ✧ School colours are Royal Blue, Navy, White and Turquoise.
- ✧ Uniform items are available for purchase online with Tudor School Uniforms.
- ✧ Only the school logo is permitted to be worn as part of the school uniform.
- ✧ Footwear must be appropriate for the activity. Sneakers are recommended. Thongs are not appropriate for any normal school day activities.

Uniform Dress Code

- ✧ Students are strongly encouraged to wear the school uniform at all times, as agreed through the School Board.
- ✧ All clothes worn to school should be clean, safe and appropriate for school activities.
- ✧ The wearing of jewellery is discouraged. In the interests of safety, no dangling earrings or loose neck chains are permitted.
- ✧ Hair which touches the shoulders must be tied back neatly.
- ✧ Footwear must be suitable for general activities, including sport. No thongs, beach sandals or high heeled shoes are permitted. Sneakers are recommended.
- ✧ Students are required to meet the dress code to represent their school at official activities such as excursions, social and sporting events.

How to order Uniform Items

Register Online with Tudor School Uniforms on their website

www.tudorschooluniforms.com.au

1. Shop my School
2. Register your details, create a password and choose your school
3. Enter the Dashboard for quick access to ordering, size charts, prices, delivery options, exchange and returns policy and your order history.

Delivery and Collection Information

Collect from School

Orders will be delivered fortnightly on Fridays to the school and delivered to your child's classroom.

Parcel Post & Signature

Delivery by Australia Post to your residential address, a signature is required. If no one is home they will leave a card for you to collect from your nearest Post Office.

Collect from Tudor School Uniforms

You will receive a confirmation email stating when your parcel will be ready to collect.

Tudor School Uniforms

1/75 Excellence Drive, WANGARA 6065

Telephone: 08 9408 2666

Opening Hours 8:00am – 4:30pm

WHAT ITEMS SHOULD I PURCHASE?

- ✧ You may interchange any of the bottoms according to personal preference (Tartan skort, Navy sports skort, Unisex microfiber sports shorts, gabardine shorts for all years, including Kindy.)
- ✧ Uniform Item images and prices can be viewed via the Tudor Uniform Website when placing an order.

GIRLS-RECOMMENDED	BOYS-RECOMMENDED
<ul style="list-style-type: none"> ✧ Navy hat x 1 ✧ Royal blue polo x 2 ✧ Tartan Skort x 1 ✧ Navy full zip fleecy x 1 ✧ Navy raincoat x 1 ✧ House polo x 1 ✧ Sports skort or Unisex microfibre sports shorts x 1 ✧ School backpack x 1 ✧ Library bag ✧ House swim cap x 1 (Years 3-6 only) 	<ul style="list-style-type: none"> ✧ Navy hat x 1 ✧ Royal blue polo x 2 ✧ Gabardine Short x 1 ✧ Navy full zip fleecy x 1 ✧ Navy rain coat x 1 ✧ House polo x 1 ✧ Unisex microfibre sports shorts x 1 ✧ School backpack x 1 ✧ Library bag ✧ House swim cap x 1 (Years 3-6 only)

FOOTWEAR-PURCHASE EXTERNALLY

- ✧ White socks are preferred
- ✧ Sneakers (any colour/type) are recommended

WINTER WARMERS/CULTURAL COVERINGS-PURCHASE EXTERNALLY

- ✧ Navy leggings
- ✧ Navy fleecy track pants

Please mark all items of clothing clearly with your child's name.

Care Instructions

Please follow all care instructions carefully to maintain your uniforms and extend their life.

Name Labelling

It is essential that all items are labelled clearly with your child's name, so that lost items can be returned. Please revisit this regularly. Lost Property items that are not labelled, or collected will be donated to second hand sales at the end of each term.

Leavers/Yr. 6

The Year 6 Leavers' polo tops are designed by the students, supported by their teachers early in the school year and are not currently purchased through Tudor Uniforms. The Year 6 students may substitute this for the royal blue polo throughout the year.

Returns and Exchanges

Items must be returned by the next Friday in the delivery cycle (within 14 days) via school administration for collection, please allow three weeks to be delivered back to school.

Print out the Exchange/Return form, available on the school website, complete and return to the office, or you can take them directly to the Tudor showroom. Items must be unworn, with all original packaging and swing tags attached and proof of purchase supplied. Please refer to the Tudor website for their returns & exchanges policy.



School Map





Swanbourne PRIMARY

Swanbourne Primary School
3 Narla Road
Swanbourne WA 6010
Perth, Western Australia

Administration Office Phone: +61 8 9253 5300
Email: Swanbourne.PS@education.wa.edu.au

Success Teamwork Respect Inclusive Vision Excellence



Phone: (07) 5444 8790 • 1800 236 712 • Email: Sales@MyDiary.com.au

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www.MyDiary.com.au

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