OUR VISION
Together at Alinjarra Primary School we equip our students to strive for excellence, be healthy active lifelong learners and responsible members of the community who possess the necessary skills, knowledge and attitudes to achieve their individual potential.
The School’s motto of ‘Friendship’ underpins an ethos of providing a positive, co-operative, safe and caring learning environment. We welcome your partnership, support and encouragement in all our endeavours.

As stated in our vision, at Alinjarra Primary School we work together with our school community to equip our students to strive for excellence in all that they do. We encourage them to be active life long learners with a passion for knowledge. Above all we want our students to achieve their potential and become responsible, civic minded members of the world community.

The staff of Alinjarra Primary are dedicated to providing high quality educational opportunities through effective programmes, appropriate responsive strategies, expectations of excellence and challenge, and nurturing in children a sense of achievement in giving their best.

At times we will try new programmes, trial new approaches and consolidate the use of proven learning techniques. We have high expectations of behaviour and self-discipline from our students and will encourage an attitude of "caring for others".

We welcome your family to the Alinjarra Primary School community. Through open, honest communication we can work together to ensure a positive learning journey for your child. The staff at Alinjarra Primary School strive to ensure that our students leave us with the skills, knowledge and attitudes to achieve their individual potential.
GENERAL INFORMATION

PRINCIPAL: Mrs Lesley Meyers

DEPUTY PRINCIPALS: Mrs Janese McDougall
Mrs Suzanne Fisher

REGISTRAR: Mrs Fiona Bode

SCHOOL OFFICER: Mrs Tracey Murphy

PHONE: 9342 3388

SMS (ABSENCES): 0409 682921

SCHOOL HOURS: Commence: 8.40 a.m.
Recess: 10.40 - 10.55 a.m.
Lunch: 12.00 - 12.50 p.m.
Finish: 3.00 p.m.

WEBSITE: www.alinjarraps.wa.edu.au

ADDRESS: 33 Northumberland Avenue
Alexander Heights WA 6064
Phone: 9342 3388
Fax: 9247 3263
2015 SCHOOL CALENDAR

TERM 1

OFFICE OPEN: Tuesday 27th January
STAFF P.D. DAY: Thursday 29th January
                       Friday 30th January
SCHOOL RESUMES: Monday 2nd February
LABOUR DAY: Monday 2nd March
TERM ENDS: Thursday 2nd April
EASTER: Friday 3rd April
          Monday 6th April

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TERM 2

STAFF P.D. DAY: Monday 20th April
TERM COMMENCES: Tuesday 21st April
ANZAC DAY: Monday 27th April
W.A. DAY: Monday 1st June
TERM ENDS: Friday 3rd July

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TERM 3

STAFF P.D. DAY: Monday 20th July
TERM COMMENCES: Tuesday 21st July
TERM ENDS: Friday 25th September

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TERM 4

STAFF P.D. DAY: Monday 12th October
TERM COMMENCES: Tuesday 13th October
TERM ENDS: Thursday 17th December
STAFF P.D. DAY: Friday 18th December
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ABSENCES

Alinjarra Primary School uses an SMS Communication Service to communicate unexplained absences to parent/guardians’ mobile phones. It is a legal requirement that parents contact the school regarding any student absences or reasons for lateness. This can be done via a phone call, in writing, message via the ‘Skoolbag’ app or by sending a sms to 0409 682921 with child’s name/reason/date. Texts, letters or calls must provide a reason for the absence. Unexplained absences are followed up.

ASSEMBLIES

These are held throughout the year and take place in the covered assembly area. Each assembly is conducted in turn by a class and/or the Student Council. The assemblies commence at 8.50 a.m. and last approximately 30 minutes. Parents will be notified of the assembly timetable. The host class welcome parents back to their room for a coffee at the conclusion of the assembly.

ATTENDANCE

Regular attendance at school is fundamental to student learning. Student achievement of academic and social outcomes depends on consistent attendance and participation. It is vitally important to the development of every student that unexplained absences are addressed before they become an entrenched pattern.

- going to school is a legal requirement;
- every day at school matters;
- children need to attend school regularly so they can take advantage of ALL the educational opportunities available;
- school enables children to build on their knowledge and skills each day, each week and each year;
- consistently poor school attendance and lateness to class can affect children’s educational progress;
- patterns of punctuality and regular school attendance are developed at an early age;
- good attitudes toward attendance that are well established will help prevent problems as children progress to secondary school; and
- school helps children build confidence in areas such as communication, teamwork, organisation and social skills, and children who miss school may find it difficult to keep up friendships in the class.
CANTEEN

A committee from the P & C operates the canteen with the assistance of volunteer parents. At present the canteen is open Monday, Wednesday, Thursday and Friday. Menus are advised during the year but may alter from time to time if there is a need for a price rise.

Parents and caregivers are actively encouraged to volunteer. Our canteen cannot function without our school community assisting.

CHILDREN LEAVING SCHOOL GROUNDS

Children are not permitted to leave the school site without permission from the Principal and Parent. We must know where children are at all times. Should a parent wish a child to go home regularly at lunchtime, one note will be sufficient to cover the absences.
(See section on Early Collection of Children).

CODE OF CONDUCT

Our School and Classroom Rules are based upon the following four Rights, shared by all:

1. Everyone has the right to teach and learn without interruption
2. Everyone has the right to be treated courteously and respectfully
3. We have the right to a clean and safe environment
4. We have the right to have our property respected by others

Copies of the full Code of Conduct Guidelines and Procedures are available from the office and on our website.

COMMUNICATION

We communicate with parents through a variety of methods including our website (www.alinjarra.wa.edu.au), fortnightly newsletters (emailed), sms and our ‘Skoolbag’ app available in both Apple and Android app stores.

Teachers also have face to face and phone interviews with parents arranged for mutually convenient times. Open honest communication is an important part of the trust relationship we share with our school community.

DENTAL THERAPY CENTRE

Children from this school use the Dental Therapy Centre at Roseworth (telephone 9342 4657). This is a free service with the purpose of providing a continuous and preventative dental service for each child enrolled at Alinjarra. Appointments are made by the Dental Clinic and require parents to transport their children to the Centre.
DOGS ON SCHOOL GROUNDS

Please do not bring your dogs on to the school grounds. Some children are fearful of animals and need to feel safe in the school grounds. For health reasons we do not like dog excreta in the grounds.

EARLY ARRIVALS

Children should not arrive at school prior to 8.25 a.m. as we cannot guarantee that appropriate supervision is available. Children who arrive prior to 8.25 a.m. must sit in the covered assembly area until dismissed by a staff member. This rule is for the safety of children, and includes all children whether accompanied by an adult or not.

EARLY COLLECTION OF CHILDREN

If, for any reason, you or another nominated person needs to collect your child within school hours, we ask that you sign a book located in the front office. You will be given a “Leave Pass” and the duplicate needs to be given to the class teacher. This enables us, as part of our duty of care, to know where children are at any given time. If your child then returns to school, it will be necessary to sign them back in at the office.

ENROLMENT PROCEDURES

When children are enrolled in the school, admission forms are completed and signed. These forms are legal documents and provide us with essential information such as addresses and phone numbers in case of emergency. It helps greatly if you ensure that we are kept up-to-date with this information as time is critical in the case of an accident. Where parents are separated, it is necessary to have evidence of legal custody and access arrangements from the Family Court.

GAMES AND ELECTRONIC EQUIPMENT

Children should not bring toys, electronic games, ipods or other expensive games to school, as staff cannot accept responsibility for loss or damage of this property. Mobile phones must be left at the front office in the morning and collected at the end of the day – see note under mobile phones.
GOOD STANDING

Alinjarra Primary School has instigated ‘Good Standing Guidelines’ which govern students’ code of conduct and behavioural responsibilities. The Good Standing Guidelines provides a framework designed to assist staff to help students to achieve pride, respect and consideration for school, self and others. Those students who endeavour to follow school and classroom rules receive the right to participate in a whole school reward each term, as well as extra-curricular activities such as school discos.

‘Good Standing’ is a restorative programme which provides the student with a process whereby they are able to recover any ground which may have been lost over the school term. All students commence the school year with Good Standing status and are trying to maintain a consistency of standards throughout the year.

It is rare for anyone to miss out on these rewards and this only occurs with full consultation between the administration, class teacher and parents.

HATS IN THE SUN

The school has adopted a policy of "NO HAT, NO PLAY" for recess breaks and sports days. Such a move is to help in lowering the incidence of skin cancer by preventing sunburn and skin damage in the primary years. This policy is well supported by the parent group in general and operates all year round. Visors, beanies and baseball caps do not provide appropriate cover and are not to be worn. If children do not have the appropriate hat they will be required to remain in the undercover area.

HEAD LICE

The school has developed a Head Lice policy in consultation with the School Council, Teachers and the Dept of Health. The complete policy is available on request. The school undertakes the following steps to ensure that a clearly defined process is followed when a child is found to have head lice:

- Student given a brief, age-appropriate explanation about head lice.
- A letter is sent home to inform parents that their child was found to have head lice and on the same day, parents of other children in the class are sent information and asked to check their child’s hair. A confirmation slip is to be returned to school.
- A student returning to school without having commenced treatment may have the parents contacted by school nurse or admin staff and the child may be excluded from school.
The value of homework for younger children tends to be greatly overrated by many parents who see it as a solution to all sorts of academic problems. It does not have quality, and probably its main value is in its potential for the development of sound home study habits. Home circumstances vary so widely that even in this area success depends almost entirely on the parental interest, and inequitable circumstances and varied home attitudes mean teachers cannot expect or obtain whole class compliance.

For study to become a habit, it must be regular - the amount of time depending on the child’s age, perhaps ranging from 10 minutes silent and oral reading for the very young to 30 minutes (at the most) for the upper primary child. Children of this age need plenty of time for recreation and leisure and lots of rest. During study time, the Year 4-6 child could:

- Do work set by the teacher.
- Study current spelling lists.
- Practise handwriting.
- Practise a particular type of calculation.
- Self-drill tables and number facts.
- Research for assignments.
- Update maps, sketches and notes in activity books.
- Undertake wider reading in areas of interest.
- Do revisionary reading to prepare for tests.
- Read for pleasure, either fiction or non-fiction.

Your child's teacher will let you know early in the year the emphasis that will be placed on homework within these guidelines, however, the emphasis is on children working during school time and enjoying play after school hours.

If your child is late to school he or she not only distracts other students and staff who have already commenced the learning program, but also often has difficulty adjusting to lessons that are already underway. All students who arrive at school after the 8.40 a.m. siren must come through the office to receive a late card. If a child goes straight to class the teacher will ask the child to come to the front office to be registered as late.

Frequent late arrivals will result in the Deputy Principal in charge of attendance requesting an interview with parents. All students are expected to have regular attendance and to be at school on time.
LOST LIBRARY/READING BOOKS

Reading and library books are a valuable resource in a school. The cost of these is ever-increasing and replacement of such scarce resources is essential. We, therefore, must insist that the cost of replacing books lost or damaged by children be borne by the parents.

LOST PROPERTY

Parents, please make sure all clothes are CLEARLY LABELLED. If items are lost they are usually handed in as lost property. Lost Property boxes are kept in the Activity Areas of each teaching block. Items not claimed within a certain period are handed over to charity organisations or handed over to the Uniform Shop.

MESSAGES FOR CHILDREN

*Only urgent messages will be taken to the children.*
If you are unable to collect your children due to unforeseen circumstances, it would be appreciated if you organise for a friend or neighbour to collect them rather than relying on a message being conveyed to children during their class times.

In the event of you being unable to collect your children on time, they are instructed to come to the office where they are supervised and attempts made to contact you.

MOBILE PHONES

Students are not encouraged to bring mobile phones to school as they are not permitted to be used during class time or in the playground. However we do acknowledge that some parents wish their child to have a phone for their use whilst traveling to and from school.

All student mobile phones, without exception are to be handed in to the front office prior to the commencement of the school day and collected after school. They will be locked away for the day however the school does not take any responsibility for any lost, stolen or damaged phones.
MONEY COLLECTIONS

At times it will be necessary to ask parents for additional amounts of money for such things as swimming pool entrance, bus fares, excursion expenses etc. To ensure that we keep losses to the barest minimum, our preferred method of payment is by Direct Deposit or EFTPOS which is available at the front office. However if you prefer to pay by cash, please ensure that correct money is placed in an envelope with your child’s room number, reason for money being sent (i.e. swimming etc.) and amount enclosed. This envelope should then be handed to the CLASSROOM TEACHER unless advised otherwise i.e. Book Club money must be handed in to the Library.

Direct Deposit Bank details are:  
Alinjarra Primary School  
CBA Malaga  
BSB: 066167  
Account no: 10430385

P & C MEETINGS

The P & C Association works with the school staff to provide improved resources for the children. In past years they have raised money to air-cool all of the classrooms in the school and to assist in the provision of shade cover for playground equipment. To assist with other commitments, the P & C members have decided to ask for a contribution from all families as follows:

- 1 child $15.00 per year  
- 2 or more children $30.00 per year

This money goes towards library books and other specific needs identified within the school each year.

This group of parents meets in the school Staff Room on a Tuesday evening during Week 3 and Week 8 of each school term. The meetings commence at 7.00 p.m. and usually last approximately one hour.

It is important that we have as many parents as possible attending meetings so that your opinion on various matters can be heard and discussed. New members are always welcome.

Forthcoming meetings will be advertised in the school newsletter and on the school website www.alinjarraps.wa.edu.au.
PARENT ASSISTANCE

Many opportunities are provided for parents to offer assistance to classroom teachers and for excursion and school events. Your participation is welcomed and appreciated.

PARENT / TEACHER CONTACT

The school encourages parent/teacher contact. If there are any matters that arise during the year which you feel you need to discuss with your child's classroom teacher, please contact the school so that a suitable time can be arranged.

A meeting is held early in the year to foreshadow programmes and procedures and meet teachers.

It is difficult for teachers to discuss anything at length with you during school time. It is therefore important that you contact the teacher either by phoning the school or by a note, so that a time suitable to both parties can be made. You are asked to recognise the 15 minutes prior to school commencement as a crucial time for materials preparation by teachers. It is not an appropriate time for a parent-teacher interview.

SCHOOL POLICY

Our Strategic Plan and Operational Plans guide the educational programme of the school. The Strategic Plan sets direction for the next three years; however, some learning area policies are ongoing and guide the way learning takes place within that area. Priorities are generally selected because there is a perceived need to seek improved outcomes for children in that aspect of their schooling. English and Mathematics remain priority areas.

Our school is currently implementing the Australian Curriculum. The Australian Curriculum sets consistent national standards to improve learning outcomes for all young Australians. It sets out what students should be taught and achieve as they progress through school. It is the base for future learning, growth and active participation in the Australian community.
SCHOOL RULES

School rules are a necessary part of the Code of Conduct Guidelines and Procedures. A full copy of the guidelines is available from the office. The balance of rewards for appropriate and consequences for inappropriate behaviours is set to achieve a high level of preventative measures rather than reactive responses. Children are encouraged to think and to develop their ability to make appropriate choices in their everyday actions. When a misdemeanor occurs, the child is counselled and more appropriate actions are discussed. Consequences for poor behaviour choices are discussed with the child prior to them being put in place.

Sitting alongside our Code of Conduct are our Good Standing Guidelines. Please check the website for a full explanation of these guidelines.

SICKNESS AND ACCIDENTS

While children are at school there is always the chance that they may feel unwell or injure themselves. School Policy states that children sent to the office by their teachers will have their parents contacted immediately. It is very important that parents keep the school fully informed of contact telephone numbers in case of emergency or sickness. Please see the classroom teacher and/or office when updating information, or send along a note detailing any changes.

STUDENT PROGRESS

It is our intention to keep parents regularly informed of their children's progress. Methods to do this will include:

(a) Sending home periodical test and work sample or portfolio packages.
(b) A mid-year written report.
(c) Parent/Teacher interviews.
(d) Parent/Teacher class meetings.
(e) End of year written report.
STUDENT REQUIREMENTS

The Department of Education supplies the funds for pads, workbooks, textbooks and general paper supplies. However, parents are also asked to provide some items, such as pencils, pens, rulers, markers and so on.

At the end of each year, your child will be given a list of requirements for the following year. We endeavour to keep the cost of this list to a minimum. Please ensure that all items are marked with your child's name.

To assist in developing habits of neatness and a pride in work, it would be appreciated if parents can encourage the covering of all books in which written work will be done by the child throughout the year. The teacher will provide information during Week 1 of Term 1 about which books need to be covered.

Children will need a library bag, which is used to preserve and protect school library books when being carried to and from school.

STUDENT SERVICES

The School Nurse and School Psychologist pay regular visits to school to attend to routine matters, as well as special referrals.

Under normal circumstances your child will receive a hearing and vision check at Kindy/PrePrimary level. If a specific complaint is detected, continual follow up may be necessary. In such cases parents will be advised.

Children with learning difficulties or problems which affect learning may, with parent approval, be assessed by the School Psychologist. Full details of any remedial action will be discussed with parents.
Parents are asked to support the school in the wearing of school uniforms, which have been chosen for their practicality, minimal expense and most importantly to maintain tone and a sense of inclusion in our school.

A Dress Code has been prepared and endorsed by the School Council and is distributed with this booklet.

The P & C Volunteers operate the school’s Uniform Shop. Opening hours are advertised in the P & C Newsletter.

**DRESS CODE:**

**GIRLS**
- Royal Blue Skirt / Skort
- Blue Check Dress
- Royal Blue Track pants / Jazz Pants
- Royal Blue Windcheater / Zip Jacket
- Royal Blue or Gold Tshirt / Polo Shirt (collared)
- Faction Tshirt
- Appropriate Sandals / Shoes with black or white laces

**BOYS**
- Royal Blue Shorts / Cargo Shorts
- Royal Blue Track Pants
- Royal Blue Windcheater / Zip Jacket
- Royal Blue or Gold Tshirt / Polo Shirt (collared)
- Faction T/shirt
- Appropriate Sandals / Shoes with black or white laces

**SHOES:** Sandals or sneakers - **NO THONGS** or scuffs please for safety reasons.

**JEWELLERY:** Plain sleepers, watches and religious jewellery are the only pieces permitted at school.

**HATS:** **NO HAT – NO PLAY** is our policy all year round. Students who do not wear a hat will be restricted to the covered assembly area during recess and lunch breaks. A wide brimmed hat is required to be worn by all children. Visors, beanies and baseball caps do not provide appropriate cover and are not to be worn.

Soft wide brimmed hats are being phased in and this will eventually be the only hat permitted to be worn at school.

Uniform order forms are available from the School Office. Payment, if possible, should accompany all orders and be placed in the P & C box located in the school office.
The Alinjarra Primary School Council has endorsed the schedule of Contributions and Charges for 2015. The schedule is broken into two sections and will allow you to calculate all costs that you might incur during the school year.

1. Contributions

The total amount of contributions parents and carers are asked to pay has been contained with the $60 maximum set in the School Education Regulations 2000. While contributions are voluntary, the quality of our teaching and learning programme will be maximised when each family makes its contribution to the cost of supplementing funding gained from other sources, including the State and Commonwealth governments. Monies collected will supplement school expenditure in the areas listed below.

- Materials used in educational programmes which are provided for students to consume or take ownership of a finished article. For example, technology and enterprise resource materials.
- Printing or copying text materials for use in educational programmes.
- Subsidies for students’ participation in activities that are part of an educational programme and are not provided by the school or staff at the school. Subsidies will be determined by the school.
- Provision of equipment that is not under the direct supervision of the school in order to conduct an educational programme. For example, the school may hire or borrow materials from resource centres to enhance educational programmes.
- Stationery items including computer discs, audio visual tapes, pads or extra scrap books and so on.

The School Council has elected to set the contributions in a sliding scale to assist parents with more than one child at our school. The scale is as follows:

- One child $60
- Two children $110
- Three or more children $130

2. Charges for extra cost optional components

A breakdown of estimated charges for your child’s participation in incursions, excursions, activities etc. for 2015 has been included in the schedule below. Details on charges collected in previous years have formed our 2015 charges schedule. Students will only incur costs if they are involved in a particular activity. The amounts indicated on the schedule represent the maximum charge for the scheduled activities in 2015. As in the past you will be asked to provide payment for each activity as it approaches. However, if costs are a concern, parents may contact the Principal Mrs Lesley Meyers, to make alternative arrangements such as instalments or a subsidised amount.
The schedule includes costs associated with:

- Specific learning activities available to all students, but conditional on payment being made e.g. incursions, excursions, classroom cooking etc.
- Specific learning activities available to selected students, but conditional on a payment being made e.g. PEAC.

### CHARGES SCHEDULE FOR 2015

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* signifies only students selected in the programme will incur the cost.
** dependant upon package ordered by parents.
# some costs are estimates only based on historical data.

3. **Personal Items List**

The School Council has approved a detailed list of personal items that students are required to own. The list of items is provided to parents with the school contributions and charges list. **These can be purchased from any supplier.**


Alinjarra Primary School has a fantastic website that promotes our school. We encourage parents to bookmark it and check it on a regular basis. You will find all sorts of information that may be of significance, for example the latest newsletter, term planners, class activities, P&C page and other interesting pictures and articles. It is a great site and new things are added on a regular basis.