



Butler Primary School

ABN 19 614 617 030

Tollesbury Ave, Butler Western Australia 6036
PO Box 339 Quinns Rocks Western Australia 6030

Telephone: 9561 7700
www.butlerps.wa.edu.au

PARENT INFORMATION 2026





Contact Details

**Butler Primary School
Tollesbury Avenue
Butler WA 6036**

Ph: 9561 7700

Email: Butler.PS@education.wa.edu.au

Website: www.butlerps.wa.edu.au

Administrative Staff

Principal	Mr Kelvin Shem
Deputy Principals	Mrs Lesley Bryan Mrs Cecilia Smith Ms Brittany Koh
Manager Corporate Services	Ms Shelley Carter

Welcome to Butler Primary School

At Butler Primary School we strongly believe that the link between values, education and student wellbeing is powerful. We endeavour to embed our core values across the curriculum as a means to enhance students' self-esteem, optimism and commitment to personal fulfilment.

Our school's values consist of the following:

- **Responsibility**
- **Respect**
- **Integrity**
- **Aspire**
- **Community**

A key focus across our school community (students, staff and parents) is we 'walk and talk' the same language relating to our school values and the expectations that go with consistent demonstration of these values. There is a general expectation that all members of our school community are responsible for demonstrating each of the values which should underpin everything we do.

As an Independent Public School, Butler Primary is shaping the future of our children with a focus on innovation, creativity and critical thinking to enhance and build on students STEM (Science, Technology, Engineering and Mathematics) competencies. Our ultimate aim is to give each student the best education to equip them with the skills to adapt and flourish within a constantly changing world.

School Term Dates for Students 2026

Term 1: Monday 2 February – Thursday 2 April 2026

Term 2: Monday 20 April – Friday 3 July 2026

Term 3: Monday 20 July – Friday 25 September 2026

Term 4: Monday 12 October – Thursday 17 December 2026

School Development Days 2026

Term 1: Thursday 29 January 2026

Term 1: Friday 30 January 2026

Term 2: Friday 29 May 2026

Term 3: Monday 20 July 2026

Term 4: Monday 12 October 2026

Term 4: Friday 18 December 2026

Attendance & Punctuality

School Day	Times
<i>School Commences</i>	8:35am
Session 1	8:35am – 9:35am
Session 2	9:35am – 10:25am
<i>Recess</i>	10:25am – 10:45am
Session 3	10:45am – 11:35am
Session 4	11:35am – 12:25pm
<i>Lunch</i>	12:25pm – 1:05pm
Session 5	1:05pm – 1:55pm
Session 6	1:55pm – 2:45pm
<i>School Finishes</i>	2:45pm

Gates will be unlocked at 8.20am and students should not arrive before then.
The gates will be opened again at 2.30pm for parents to enter to collect children.

Compass App



All school notices are sent via the Compass App. It is essential you have this app downloaded on your device. Any help required to set up your account, please ask at the front office.

Details on how to download the Compass App can be found on the website <https://butlerps-wa.compass.education/>.

Butler Primary School's Compass parent portal includes the ability to

- Monitor your child's attendance
 - Enter in explanations for late arrivals or absences
- Communicate with your child's teacher with the 'email teacher' function
- Update family contact details
- View 'My News' feed; a news feed of classroom, school announcements, alerts and updates
- Events – approve consent and pay for excursions and incursions
- Receive notifications when your child has been nominated for an honour certificate

Absences

As per Department of Education policy, it is the parent's responsibility to notify the school of the reason for your child's absence/s within three days of the absence. Failure to do this will mean that the absence will be marked as "unacceptable reason" affecting your child's education and attendance record.

Due to the ease of this service, submitting an absence reason through the **Compass app** to notify us of your child/ren's absence has been embraced by many families.

If you are unable to notify the absence through Compass, you can be phoned through to the office on 9561 7700.

Please inform the school of all absences before 9.30am.

Collecting Students During School Hours

If you need to collect your child from class during school hours, you are required to get a student collection card from the front office, then collect your child from their classroom. For planned appointments please provide the office and classroom teacher with prior notice.

Reporting

Throughout the year parents/caregivers will receive two formal reports on their child's progress. The Department of Education report will be issued at the end of each semester and will be sent via email. Parents will receive results of the NAPLAN testing program in Years 3 and 5. It is hoped that all parents will keep in regular contact with their child's teacher to monitor their child's progress.

Positive Behaviour

It is a fundamental belief at Butler Primary that all students and staff should be able to work in a safe and friendly environment. Our students have helped us to decide on our school rules and behaviours that are acceptable to our community.

For more information please refer to the Positive Behaviour Operational Guidelines available on our website.

Updating Personal Details

Please notify the front office if you change any of your contact details. It is vital we have your current details, along with current details for your emergency contacts. You can update your details using the Compass App.

School Dress Code and Uniform

All students are expected to wear the school uniform. Our school Dress Code and Uniform Operational Guidelines have been endorsed by the Butler Primary School Board.

School uniforms show a child's pride in their school and show a willingness to be a part of a united team working towards shared goals and beliefs.

Parents are able to purchase the school uniform from Lowes Clothing Store in Ocean Keys Shopping Centre.

Hats

The school has a 'no hat – no play' policy. **Students are expected to wear the navy wide brimmed or bucket fabric hat. Please ensure the hat is clearly labelled with your child's name and class.**

Dental Services

Butler Primary School is serviced by the Dental Therapy Unit, which is on site at East Butler Primary School. Children receive check-ups periodically and parents can contact the Unit should the need arise. East Butler Dental Clinic can be contacted on 9562 4938.

Allergy Awareness

Butler Primary School is an Allergy Aware school. While this indicates that every effort is made to reduce the risks associated with allergies, it cannot be guaranteed that the school is 'free' of any particular product.

School Security

No children are permitted on school grounds after hours unless attending a school function.

We ask all families to watch over our school after hours and report any unlawful trespassers. We need to work together to keep our school free from vandalism and burglaries. To report any suspicious behaviour please contact **School Watch on 1800 177 777.**

School Parking

Parent parking:

Parent parking is available in several areas around the school.

Please do not park in the service area behind the canteen before or after school.

Parents are advised that the paved section in the middle of Camborne Parkway is a median strip and, as such, is not available for parking. Please do not park on grass verges around the school. Rangers regularly patrol these areas and will issue infringements to vehicles parked illegally in these areas.

ACROD Bays:

ACROD bays are available in both off-street car parks and must only be used by vehicles displaying the appropriate sticker. Parent, ACROD and Staff Parking is signposted.

Mobile Telephones

All student use mobile telephones are to be handed into the classroom teacher immediately when a child arrives on school property. They can be collected at the end of the school day. The school takes no responsibility for damage or loss.

Parent Voluntary Contributions

Payment can be made through the Compass App for all fees and charges.

The School Board has endorsed an amount of \$50.00 per child Voluntary Contributions for all K - Yr 6 students. Voluntary Contributions can be made as part-payments if you wish.

BSB: 066 040

Account: 19904285

Ref child's name and code VC

Incursions and Excursions Payments

Incursions and excursions may be part of your child's school experience. The cost for these is estimated at approx. \$5.00 - \$12.00 each term.

- Book Fair — K-6 Parents have the opportunity during Book Fair to purchase a book for their child if they wish. Books range in price from \$8 to \$30.
- School Photographs — K-6 Photographic Packs are available for parents who have the option to purchase. Packs have an upper limit of approx. \$48.
- Swimming – PP-6 Interterm swimming. Approx cost \$95

Payment can be made through the Compass App for all incursions and excursions.

If you are sending money to school please ensure:-

- it is placed into a sealed envelope or ziplock bag
- it is marked clearly with your child's name and room number and reason for payment
- the amount of money contained in the envelope is correct.

We are unable to provide change.

All incursion/excursions can be paid by Direct Deposit. Details are as follows:

BSB: 066 040

Account: 19904285

Please reference your child's name and reason (eg John Smith Art) with the payment.

P&C Association / School Board

We are keen to encourage as many people as possible to have direct input into their school. We urge parents to become part of the active P&C Association and School Board.

The School Board comprises of community and staff members. Community members may be nominated by parents who support the governance of the school as per the Terms and Reference document.

School Canteen

Lunch orders are freshly made daily by Alecrim Kitchen at Butler College and delivered and distributed to the classrooms at Butler Primary School.

Orders can only be placed online at www.quickcliq.com.au

Online ordering closes at 9:00am. Orders placed after this time will not be processed for that day.

Infectious Diseases

Chicken Pox	Exclude the child from school. The child may return 7 days after the onset of the disease or on presentation of a medical certificate.
Conjunctivitis	Exclude the child from school until treated and the discharge has ceased.
Gastro Enteritis	It is suggested that children stay at home for the first 24 hours.
Head Lice	If Head Lice are found parents need to commence treatment as soon as possible. Please check the whole family.
Impetigo (School Sores)	Child can be admitted to school once treatment has commenced. Weeping sores must be covered at all times.
Measles	Incubation period is from 7 to 21 days but usually 10 to 14. The infectious period is 5 days before and 5 days after the rash appears. Return to school 7 days after the rash appears or with a medical certificate.
Mumps	Exclude for at least 9 days after symptoms appear.
Ringworm	Exclude until the day after treatment commences.
Rubella (German Measles)	Exclude from school until full recovery or 4 days after the onset of the rash. Please report incidents of Rubella to the school office.
Parvo Virus (Slapped Cheek)	Exclude from school until medically cleared (3 – 4 days).



Atlantis Before and After School Care

Outside School Hours Care

Welcome to Atlantis Outside School Care Butler!

We're dedicated to supporting local families with high-quality, engaging care right on the grounds of Butler Primary School, conveniently accessible from Camborne Parkway. Our program is designed to foster a sense of belonging and fun while meeting each child's unique needs.

At Atlantis, we collaborate with children to create a program that reflects their interests and helps them thrive. We offer a variety of activities, including a homework club, well-being programs and plenty of free play to help kids unwind and recharge. Outdoor exploration and learning about the natural environment are integral parts of our day, encouraging curiosity and a connection with nature.

We are excited to offer TAG Sports, our dedicated sports program, which introduces children to new sports and physical skills through fun, interactive lessons. TAG Sports is run twice per week in our After School programs, adding excitement to our schedule, ensuring children enjoy a wide range of enriching experiences.

Our operating hours are from 6:30am for Before School Care, to 6pm for After School Care and 6.30am-6.00pm for Vacation Care. All meals are provided, including a freshly prepared lunch during Vacation Care—so you can leave the packing to us!

For more details and to access enrolment forms, please reach out to our OSHC Manager , Lucie.

Website: www.atlantisonline.com.au/outside-school-care/butler-primary-school

Butler Primary School OSHC Manager: Lucie Baker

Email: butler@atlantisonline.com.au

Phone: 0434 232 700