



**MENZIES  
COMMUNITY SCHOOL**

*Pukulpa Nintirrinkula*  
Happy Learning

**2026**

**Information Handbook**

51–59 Gregory Street, Menzies WA 6436  
08 9027 5700 | [Menzies.CS@education.wa.edu.au](mailto:Menzies.CS@education.wa.edu.au)

**EST. 1897**

# Principal's Message

## WELCOME TO MENZIES COMMUNITY SCHOOL!

Dear Parents/Caregivers,

I hope this handbook will provide you with helpful information regarding our school and demonstrate how your child can enjoy learning at Menzies.

We believe that a positive educational experience is possible through the partnership between yourself, your child, Menzies CS staff and our local community.

We acknowledge the importance of the role of parents/caregivers in the education of our students. We welcome your visits to the school and encourage you to communicate with your child's teacher in both formal and informal ways.

Menzies CS is committed to providing quality learning experiences for all students in multi-age group classrooms while focusing on the well-being of each student. We have an effective pastoral care structure and a strong focus on Literacy and Numeracy. In partnership with our community, we strive to develop lifelong, independent learners who have respect for themselves and others.

It is a privilege to be entrusted with your child's education.

*Megan Irving*

Principal

# School Essentials

## SCHOOL CONTACT INFORMATION

**Address:** 51–59 Gregory Street, Menzies WA 6436

**Email:** Menzies.CS@education.wa.edu.au

**Phone:** 08 9027 5700

**SMS Attendance:** 0407 190 344

**Office Hours:** 7:30 am to 2:30 pm

**Principal:** Mrs Megan Irving

**Manager Corporate Services:** Mrs Janet Currie

**School Officer:** Ms Kristie Tucker

## SCHOOL TERM DATES FOR 2026

### Term 1

Monday, 2 February – Thursday, 2 April

### Term 2

Monday, 20 April – Friday, 3 July

### Term 3

Monday, 20 July – Friday, 25 September

### Term 4

Monday, 12 October – Thursday, 17 December

*Note: Please confirm school development days with the front office once confirmed for 2026.*

## SCHOOL HOURS

**Breakfast Club opens:** 7:30 am

**School Starts:** 8:00 am

**Recess:** 10:00 am – 10:20 am

**Lunch:** 12:20 pm – 12:50 pm

**End of Day Monday – Thursday:** 2:15 pm

**End of Day Friday:** 12:30 pm

# The A to Z of Menzies CS

## Allergies

Menzies CS is an Allergy Aware School. We acknowledge that food processing practices make it impractical to eliminate nuts or nut products entirely from an environment where there is food. Therefore, we have opted to be a 'Nut Aware' school.

- Please do not send nuts or nut products to school for your child's recess or lunch.
- No nut products to be included in food on special days (e.g. birthday cakes) or in cooking activities.
- Staff will supervise students eating at recess and lunchtime.
- Students will be encouraged not to share food.
- Staff have participated in training for understanding and dealing with Anaphylaxis.
- All staff are made aware of specific students via their Medical Plans.

Please alert the school to any allergies your child may have on enrolment so we can implement the appropriate plan to support them.

## Assemblies

School assemblies are hosted by one of our classes approximately twice a term, on Wednesday mornings commencing at 9:30 am. Merit awards are presented to selected students, and families are notified prior that their child will be receiving one. We love having all of our parents and community members at school to see our students perform and celebrate their successes.

## Attendance

The School Education Act 1999 requires children of compulsory school age to attend school (applies to all students from Pre-primary). When a child is unable to attend, legislation requires that parents/caregivers forward written notification providing a reasonable cause for their child's absence. Please note that a telephone message beforehand is encouraged if the absence is anticipated.

The school uses an SMS messaging service. Every school day at 10:00 am, a text message will automatically be sent to a parent/caregiver if a child is marked absent without explanation. Parents are expected to respond to these messages. When an explanation is not provided to the Principal within three days of the original day's absence, the class teacher may send a letter requesting an explanation.

The Department of Education classifies any student below 90% as an attendance risk. The school will work with families who fall below this percentage on an individual case management basis. Supports may include individual attendance contracts and home liaison visits by the class teacher, Aboriginal and Islander Education Officer (AIEO) or Principal.

Family holidays during school terms are not encouraged. School holiday periods provide a considerable amount of time for families to enjoy holidays. Absence during school terms disrupts children's learning and social development with friends. A written note giving starting dates and reasons for the holiday is to be forwarded to the Principal to consider.

Classroom doors open at 7:45 am every morning. Parents/Caregivers are asked not to send their children to school before this time. If students arrive before 7:30 am, they are to go straight to the Breakfast Club. Children are not permitted to use equipment or play on playgrounds during this time for safety reasons.

## **Birthdays**

You are welcome to send a cake to school with your child on their birthday. Small cupcakes are preferable and much easier to share with classmates. Please do not send food that contains peanuts or other nut products. Please advise the teacher prior if you are intending on sending a birthday cake to school.

## **Buses**

There is a school bus service for all students.

## **Communications**

Quality communication at all levels is a key component of our operations. We acknowledge the role of parents as partners and welcome your involvement and communication. We aim to communicate effectively with our community using a range of strategies and mediums.

Please ensure that your phone number and email address are provided to the school and are always up to date. It is also important to make sure emails from the school do not appear in your spam folders.

We communicate through: Facebook (@MenziesCS), paper notes (excursion permission slips, event reminders), monthly newsletters (Menzies Matters), and email other matters.

## **Compass**

Menzies CS uses Compass, a secure online platform, to keep families informed and connected to their child's schooling. Through Compass, parents/caregivers can view their child's attendance records, access communications from the school, and view student reports and learning profiles.

Compass allows the school to send notifications and updates directly to families, making it easier to stay informed about what's happening at school. Attendance is recorded in real time, so parents/caregivers can monitor their child's attendance and respond to any unexplained absences promptly.

If you need help setting up or accessing your Compass account, please contact the front office. We encourage all families to download the Compass app on their mobile device for easy access.

## **Concerns**

If you feel you have cause for concern about any aspect of the school's activities, please let the teacher or Principal know about it. No problem can be solved if we don't know of its existence. Early knowledge of concerns can often resolve problems quickly.

## **Contributions and Charges**

In line with Department of Education policy, the School Council endorses the contributions and charges schedule each year. The Council has elected to not have voluntary charges.

## **Dental Care**

The school has a mobile dental unit that visits twice a year. This will be communicated to parents when it will be coming.

## **Enrolments**

The School Education Act 1999 guarantees a place for every child in Pre-primary to Year 12 in their local school. Kindergarten is an optional year of education.

A birth certificate, extract of birth, or passport must accompany the Application for Enrolment.

## Excursions

Educational and sporting excursions are arranged for classes throughout the year. Written information is sent to parents prior to excursions, and parents must provide their written consent in order for their child to attend.

## Factions

All students belong to one of two factions: Warriors or Aces. The faction carnival is held during Term 3 and includes Mount Margaret students. The Interschool is also held in Term 3.

## Hat Policy

The school has a SunSmart policy that requires children to wear a wide-brimmed hat when doing physical education and when outside at play, all year round. Hats can be purchased from the front office. Please ensure your child's name is marked on their hat.

## Leaving School Grounds

All students must be signed in and out of school grounds by a parent/caregiver or approved caregiver. This must be done at the front office. Parents dropping lunches at school are asked to do so at the front office.

## Library

Students are encouraged to borrow a book on Wednesday. Please ensure your child brings their library bag and book on this day.

## Medical Conditions and Medication

Please advise the office if your child suffers from a condition that requires our attention and support, including asthma, allergies or other medical conditions. It is important that you provide the school with an Action Plan from your family doctor if your child has a known medical condition.

It is preferable that prescription and non-prescription medication is administered at home. However, where medication is required at school, you must complete the appropriate Health Care Plan, available from the front office.

## Mobile Phones and Electronic Devices

The Western Australian State Government has a Student Mobile Phones in Public Schools policy. All public schools are required to implement a ban on the use of mobile phones for all students from the time they arrive at school to the end of the school day. This extends to smart watches, which must be on flight mode during this period.

Students are not encouraged to bring mobile phones or electronic devices to school. Where parents require that their child carries one to and from school, it must be given to a staff member before 8:00 am and will be returned at the end of each day.

Neither the school nor the Department of Education will accept responsibility if mobile phones or electronic devices are lost, damaged or stolen.

## Outreach Services

The school has regular access to the following Outreach Programs: Occupational Therapist, Hapee Hearing, Hearing Australia, Bega Youth, Bega No Smoking, School Psychologist, CAMHS, Dental, and TLG.

## Reporting to Parents

Written reports are distributed via email at the end of Semesters 1 and 2 each year. All students receive a formal report detailing their progress and achievement in key learning areas, as well as student attitude, behaviour, effort, detailed comments, and an opportunity to request parent interviews.

At the end of each semester, the school holds a Reporting Session. On this day, the school is closed to students so that teachers can meet with parents/caregivers to discuss their child's report and progress. Families will be notified of the date in advance through Compass and the school newsletter. We strongly encourage all parents/caregivers to attend — these conversations are an important part of supporting your child's learning.

Parents/caregivers are also reminded to contact class teachers throughout the year to discuss their child's progress at any time.

## School Council

The School Council plays a key role as the peak governance body. The Council takes part in establishing and reviewing the school's objectives, priorities and general policy directions, and evaluates the school's performance in achieving them.

The Council meets four times a year and consists of six members: one staff member, one parent, three community members, and the principal.

The Council functions within its Terms of Reference, compliant with the School Education Act (1999) and School Education Regulations (2000). A copy of the Terms of Reference and minutes of all meetings can be found in the school office.

## Student Uniform

The Department of Education WA has a policy regarding student uniforms. It is compulsory to wear the correct school uniform. Clothing made from denim is not permitted.

All uniform items are available from the front office.

### Uniform Items

- Black and gold polo shirt with school logo
- Black shorts
- School hoodie/jumper — black with zip front and school logo
- Black skort
- Black pants or leggings (not denim)
- Black broad-brimmed, legionnaire or bucket hat with school logo

### Jewellery

- Minimum jewellery is permitted, including watches, plain small sleepers and studs.
- Any religious or cultural emblems on chains must be worn inside the shirt for reasons of safety.

For safety reasons, students are encouraged to tie hair back if it is shoulder length or longer.

# Working With Us

## Teacher–Parent Meetings

It is hoped that parents and teachers will have informal contact on a regular basis throughout the school year. For the times when a longer, more formal conversation is required, it is best to organise a meeting with the teacher.

### A normal part of schooling

No child sails through his or her entire school life without at least a few rough waters. No matter what the issue, a meeting will almost certainly make dealing with problems at school much smoother.

### Start with the teacher

The first step is to contact your child's teacher to set up a phone call or face-to-face meeting. It is often not possible to allocate the time and attention required in the rush just before and after school.

### Don't be afraid — think positively

These educators are adults just like you who are interested in your child's education and eager to make the situation better. Leaving problems unresolved can be more problematic.

### Get the facts — from both sides

Sit down with your child and write down their version of the situation. Then go through the issues with the teacher and listen to their perspective.

### Be respectful

It is important that you and your child behave respectfully. Children learn what they live and should observe you treating others with respect at all times.

### Decide on a solution together

Work with the teacher to come up with ideas of how to resolve the situation. There should be items for you/your child to address and items for the teacher to address. Schedule a follow-up appointment to review progress.

### Be realistic

Not every school year will be perfect. By dealing with situations calmly and focusing on solutions, you'll be making the best of the year for you and your child. If the problem remains unresolved, make an appointment to see the Principal.

# Supporting Learning at Home

## One Last Thing!

Parents often ask: 'What's the most important thing I can do at home to help my kids at school?' The answer? Set them up for reading success!

## The Early Years

A child's experiences and home environment during their early years of life have a strong and measurable effect on their literacy skills before they reach the classroom. Engaging children in play-based literacy activities encourages the development of phonological awareness, vocabulary and oral language.

## Strategies to Support Reading at Home

### Read to them!

Reading to your children helps them develop a love of books and reading. Keep books accessible throughout the house. Note: the most important reading support at Menzies CS is our structured synthetic phonics and phonological awareness program — home reading works best alongside this.

### Have plenty of material

Books aren't the only thing children can read. Posters, maps, magazines, recipes and newspapers are great reading material. Try to ensure a mix between screen-based and non-screen reading.

### Listen to them read

From the day your children begin sounding out letters, include some 'read aloud' time in your everyday routine. Offer praise and catch any early problems. Show you're excited about what they are reading and learning.

### Talk with them

One of the most effective things parents can do is TALK with children — listen and answer their questions. This builds vocabulary and oral language that supports reading.

### Model good reading habits

Your children need to see that reading is a lifelong skill. Take them to the library, discuss what you read, and limit screen time — model this yourself.

### Let them choose

Within reason, allow your children to choose their own reading material. If they choose what to read, they'll be more likely to actually spend time reading.

### Ask the teacher

Ask your child's teacher if there are areas where your child may need extra help. Let the teacher know if you've noticed any reading challenges at home. Working together ensures your child's continued reading success.

## Just 15 minutes of reading per day can change your child's life.

*Please come in to school for a chat if you'd like to know more about best practice in teaching reading.*