



**COTTESLOE  
PRIMARY SCHOOL**  
*Integrity Above All*

AN INDEPENDENT PUBLIC SCHOOL



## Kindergarten to Year 6 Handbook 2025

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*Integrity Above All*

# Every Student. Every Classroom. Everyday

We respectfully acknowledge the past and present traditional custodians of this land on which Cottesloe Primary stands, the Whadjuk people of the Noongar Nation. Our school was established in 1897, a considerably young school, when we compare the education and learning that has occurred on this land for thousands of years. We continually strive to learn from our First Nations People and share with them the responsibility of caring for this country and its people for future generations.

It is a privilege to be standing on Noongar land.

**We seek Excellence in:   Learning.   Thinking.   Character.**

## Our Values

- Excellence - High expectations for all students and staff.
- Integrity - Always staying strong to our school values.
- Respect - Demonstrate dignity, compassion and consideration for ourselves and others.
- Perseverance - Demonstrating the effort to do something even if it is difficult.
- Kindness - Demonstrating qualities of friendliness, generosity, and consideration.

## Vision & Community

Cottesloe Primary School, an Independent Public School (IPS), works closely with the School Board and an active P&C Association to meet the needs of our students and community. Our vision, ***Integrity Above All***, developed with input from families, focuses on helping students achieve their best academically, creatively, and socially. The school serves children from Kindergarten to Year 6, from the Cottesloe, Peppermint Grove, and Mosman Park areas, with an enrolment of approximately 350 students. Cottesloe Primary is committed to offering all students pathways to future success. Our Early Childhood programs equip students with skills and attitudes to enable them to successfully engage in the Primary School Program. Our focus develops students' academic and interpersonal skills, builds confidence and the resilience needed to successfully tackle the challenges of secondary and tertiary education. We provide a solid foundation for these pathways.

## Facilities & Programs

Students enjoy access to a range of facilities, including a well-resourced library, specialist rooms for visual arts and music, and a Design & Technology Lab, where they apply science and maths skills in hands-on projects. We also have extensive outdoor spaces, including a Nature Playground and care facilities provided by ThierCare.

## Specialist Programs

In addition to classroom learning, students benefit from specialist programs in Visual Arts, Music, and Physical Education. Year 2-6 students study Japanese, and selected students participate in enrichment programs like Critical and Creative Thinking, the Instrumental Music School Service (IMSS) program, and the Primary Extension and Challenge (PEAC) program. For those needing additional support, we run a MultiLit program focused on literacy improvement.





### **Community & Parent Involvement**

We value strong community involvement, with parents encouraged to take part in school life. Our School Board and P&C meet twice each term, contributing to the school's development. Many parents also coach weekend sports teams in netball, basketball, and Minkey (hockey).

### **Student Wellbeing**

We aim to ensure all students feel confident, safe, and secure at school, fostering respect and positive behaviour. Every child is encouraged to reach their full potential and contribute positively to the community. Our Goal is to offer students pathways to future success through a quality, innovative and inclusive education. An education that delivers excellence in learning, develops critical and creative thinking and fosters strength of character.

## **Cottesloe School History**

Cottesloe Primary State School opened on October 1st, 1896 in the St. Columba's Presbyterian Hall at the corner of Venn and Keane Streets with an enrolment of 30 children. During 1897 four classrooms were erected on the present site and 208 children moved in on April 18th, 1898. Two more rooms were added in 1899 and nine years later, two extra rooms were added on to the West end. By 1915, the school had an enrolment approaching 500. More additions were completed in 1986.

Many new building works have been completed in the last few years. The School Community and Staff work with the Department of Education to ensure the school facilities are maintained to a high standard. The most recent works include the enclosing of our Covered Area, to provide students with an all-weather space to participate in lessons or for the community use as a performance space.

The School Board has endorsed the next big project, the upgrade of the Kindergarten and Pre Primary play spaces.



## School Dates and Times

### School Terms 2025

**Semester 1 Term 1** Wed 5<sup>th</sup> February – Friday 11<sup>th</sup> April

**Term 2** Mon 28<sup>th</sup> April – Fri 4<sup>th</sup> July

**Semester 2 Term 3** Mon 21<sup>st</sup> July – Fri 26<sup>th</sup> September

**Term 4** Mon 13<sup>th</sup> October – Thurs 18<sup>th</sup> December

### School Development Days 2025

*These are days when students do not attend school – only staff attend school.*

February -Monday 3<sup>rd</sup> and Tuesday 4<sup>th</sup> February

-Friday 28<sup>th</sup> February PM (Board approved Lesson suspension – half day)

May -Thursday 29<sup>th</sup> & Friday 30<sup>th</sup> May

August -Friday 15<sup>th</sup> August

December -Friday 19<sup>th</sup> December

### School Hours

Children are encouraged to arrive between 8:30 and 8:50. All students arriving before 8:30 must go to the Under Cover Area (UCA). Supervision will be provided from 8:15. No students should be on-site earlier without Principal permission and parent supervision.

8.50 a.m	School Starts
10.45 a.m. – 11.10 a.m.	Morning Recess
1 pm – 1.45 p.m.	Lunch
3.10 p.m.	School Closes

All students should be picked up by 3.10pm but no later than 3.30pm each school day. If you are running late, please call the school so that your child can be brought to the office. Between 8.30 – 8.50am, students prepare for the day's activities and remain in the classroom.

## Early Childhood – Kindy and Pre-Primary

### Kindergarten

Kindergarten will operate as usual on site in 2025. A separate Handbook is available for children commencing in our kindergarten.

### Pre-Primary

Children commencing in Pre-Primary can attend full time from day one. A separate Handbook is available for children commencing in our Pre-Primary Centre.





## School Procedures

### Absence from School

We ask for your co-operation in ensuring that your child attends school each day. Absence from school places hardship on the pupil. It is not necessary to telephone the school to notify absences. Absence can be reported by texting 0439 975 534 (please save in your phone under Cottesloe Primary School Absence) advising name of student, year and room number and reason for absence. **Please ensure absence is advised by 9am.**

Under Department of Education and Training regulations, absence from school should be for illness, or medical or dental appointments. Absences for all other purposes are generally discouraged. Students are expected to attend school for the entire day, ie 8.50 a.m. – 3.10 p.m.

### Vacations

The school **does not** endorse in term vacations for students. If you have the need for urgent or essential travel where you will be taking your child out of school within term, please inform the Principal.

***Extended absences are reported to the Student Services, West Coast District Education Office.***

### Tutoring

Please speak to the school before signing your child up for external tutoring. We do not encourage, or support students being removed during school hours for such sessions.

### School Sign Out iPad for Students

The iPad is kept in the school office. Parents/Caregivers are asked to sign their child out when picking them up for medical appointments, PEAC sessions etc and sign them back in if returning to school. This process is in place so the school can adequately monitor students and visitors' whereabouts.

### Leave Passes

If parents need to collect children during school hours for any reason, a leave pass must be collected from the office staff when signing them out on the iPad. This pass then needs to be presented to the child's teacher before taking the child out of school. If you are returning your child to school within school hours, please sign them in on the iPad in the school office and obtain a Sign In Pass for your child to hand to their teacher upon return.

### School Sign In/Sign Out iPad for Parents and Visitors

When Parents/Grandparents/Carers come into the school to help either in the classroom, Library, Uniform shop, attend excursions, banking etc. we ask that you sign in at reception when you arrive and sign out when you leave. This is so that if there is an emergency at the school, we know who is on site for evacuation etc.

### School Lunches – available for Years PP-6 only

There is no school canteen however lunches can be ordered on Monday and Friday through a local business. Menu and price list is available on our website. **MONDAY AND FRIDAY** - lunches are available from **IGA Stirling Highway, Mosman Park** These orders can only be done by signing up and completing the registration form at [www.quickcliq.com.au](http://www.quickcliq.com.au) then once you receive your confirmation email with activation link, activate your account and login to the website. Add a student and nominate the school then you are ready to order whenever you like. Any issues with ordering can be



resolved by emailing [info@quickcliq.com.au](mailto:info@quickcliq.com.au) or ringing the Helpline on 1300116637. Orders must be placed before 9.15am on ordering day eg. Monday or Friday.

**Wednesday** lunches are provided by Wok'N'Roll and can be ordered through the **Flexischools app** <https://www.flexischools.com.au/parents> Once set up, click "Order Food" or "Shop"(for Uniform orders) under other services to order and pay. Orders can be placed at any time, up until our specified daily cut-off (as shown in the app).

Please be aware that Cottesloe Primary School is an **"Allergy Friendly"** school. Items containing peanuts such as Peanut Paste, Nutella and various muesli bars have been removed from the lunch menu due to several students having a severe allergy to peanuts. It would be appreciated if you could refrain from giving these to your children in their lunches as well.

Children are not permitted to leave the school grounds at recess or lunchtime.

### **Telephone Calls**

- Only **urgent** messages can be taken for students.
- Students are not permitted to use the school telephone.
- Mobile phones and Smart Watches are not to be used at school by students, if they require to bring them to school, phones are to be handed to the Teacher for safekeeping, Smart Watches to be put on flight mode.

### **Medication at School**

The School has a written Administration of Medication policy, and copies are available from the school office.

In summary, staff are advised not to accept responsibility for administering any medication to students.



Where it is impossible for parents to administer their child's medication, either out of school hours or by visiting the school if necessary, a Student Medication Request Form, available from the school office, **must** be completed before staff can become involved.

Telephone requests cannot be taken.

## **Communication Between Home and School**

### **Communication by Classroom Teachers**

CONNECT is our main form of distributing communication between the school and home. In our Early Years (K – 1), SeeSaw is used to show students work and communicate quick messages. All families are encouraged to download the CONNECT NOW app, to stay up to date.

### **Class Meetings**

Each year your child's class teacher will hold a class meeting. One of the items discussed will be the communication avenues the teacher will use to ensure you are kept informed. In Term 1 all parents will be invited to attend an individual meeting to discuss their child's progress. Parents with students on Individual Education Plans will be required to attend a separate meeting to discuss the plan.



### **Newsletter**

Every second Wednesday is Newsletter Day. These provide up-to-date information on school activities and events. These fortnightly school newsletters are sent via CONNECT and placed on the school website [www.cottesloeps.wa.edu.au/news](http://www.cottesloeps.wa.edu.au/news). A QR code to obtain a copy of the Newsletter is placed on the notice board outside the Library. If you wish to provide information for the newsletter or What's on the Noticeboard, it must be emailed to the School Officer by the close of school on Tuesday.

### **Staff Parent Interviews**

Personal interviews with teachers are welcome. Parents may arrange an appointment with individual teachers by letter, email or 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 interests that a good communication between home and school exists.

### **Schedule of Reporting to Parents**

<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>	<b>Term 4</b>
Class meetings	End of Semester Reports	NAPLAN Reports Yr 3 and 5 Students	End of Semester Reports
Parent/Teacher Progress meetings	Kindy - Portfolio		Open Night for viewing student work

### **Parent Concerns/Complaints**

Parents with concerns regarding their child/children's education should address their concerns initially with the teacher. If still concerned, a meeting with the School Principal or Deputy Principals can be made through the office.

### **Class Parent Reps**

Each class in the school has one or two class parents.

Their role is to build community through:

- Welcoming new parents into the school – particularly those that come during the year.
- Organise social get togethers for parents.
- Encourage other parents to be involved in school activities.
- Assist with major events such as carnivals.
- Support in crisis eg – When a family in your class is having problems.

And when requested by the teacher to:

- Gather information for the teacher on various topics.
- Assist or organise assistance when needed for excursions or special activities.
- Update class lists for everyone.
- Be the PR person for your class and let the school know of special achievements.

Being a Class parent enables you to become more involved with your child's class, help the teacher and will be a rewarding year for you. Class parents meet as a group with the principal each term to receive updates about school activities and ask questions.



### Assemblies

The Cottesloe Way assemblies are for students only and occur between our class showcase assemblies. These are used to celebrate our school Values and discuss school procedures.

Classroom/Year Level/Specialist Assemblies take place on Friday. Please keep an eye out on Connect or the school website for our assembly schedule.

Ceremonies and Celebration assemblies occur on or around special dates/occasions (usually not falling on a Friday). Parents are always welcome to attend these assemblies and notification will be given closer to the dates.

Notification of assemblies and certificate winners are made in the Newsletter and available for viewing on the website [www.cottesloeps.wa.edu.au](http://www.cottesloeps.wa.edu.au)

## **Charges and Payments**

### Personal Items

Personal Items Lists will be forwarded to parents/caregivers towards the end of each year.

The School Board approves all charges/contributions/personal items. Copies of the Personal Items list are also on our website.

### Excursion and Incursion Charges

These charges are collected at the beginning of the year for each student. The cost varies with each year from Kindergarten to Year 6. Teachers set the charges for excursions and incursions at the end of the previous year. An invoice will be sent home in Term 1, 2025. If fees are not paid by the end of term 1 children will not be permitted to attend excursions or incursions.

### Voluntary Contributions

These amounts are paid to the school to support the education program of the school.

- For Kindergarten the charge will be \$60.00 per pupil per year.
- For Years PP – 6 the charge is \$60.00 per year. This is to support the Curriculum Areas.

An invoice will be sent home in Term 1, 2025. Please note that due to the school not keeping cash on the premises it is **preferable that school charges and contributions be made electronically to Cottesloe Primary School account at the ANZ Claremont BSB 016 281 Account No. 3408 19282. Please put your child's name as reference for payment. We do not have EFTPOS or Credit Card facilities.**

## **Calendar and Events**

The school calendar can be found on our website, in our fortnightly Newsletter and through our new communication Connect/Compass and this will display upcoming events for the next fortnight as well as a term calendar.

Events are advertised through class notifications and in notes sent home to students for parent permission. Permission is sought for all excursions.

Key events that will happen during the year include:-

Swimming – Athletics – various P & C events – Year 6 Musical – Open Night and the Birak Christmas Concert.

These events and times are subject to change, please read the school newsletter and check the website.





## School Policies

The WA Department of Education's policies can be found on their website [www.education.wa.edu.au](http://www.education.wa.edu.au). Policies more specific to Cottesloe Primary School can be found on our website <http://cottesloeps.wa.edu.au/our-school/policies/>. These include Student Wellbeing, Homework, Class Placement and Incursions and Excursions as well as others.

### Homework

Although the amount of homework set depends on year levels, school policy is that all children are expected to read and be read to nightly.

### Children's Birthdays

Birthdays will be recognised in the classroom but due to hygiene protocol, birthday cakes or other food items (eg. Lollies) are **not allowed** to be shared at school. Please do not ask staff to give out party invitations.

### Dogs on School Site

Parents are encouraged **not** to bring dogs on to the school site. Please keep your dog on a leash at all times. We ask that you do not combine bringing your children to school or collecting them and walking your dog unless you can leave the dog off-site and away from the school gates. Tying the dogs to the school gates and fences has caused some children distress and physical harm. Please do not do this. If you exercise your dog after school hours within the school grounds, please remember to pick up after them.

Where teachers have specifically asked for a dog or puppy to be brought to school as part of a lesson this requirement will be waived for that occasion.

## Parent and Student Responsibilities

### Emergency Information

Occasionally, an emergency arises when it is imperative that the school is able to get in touch with you or a person designated by you. Your co-operation in keeping us up to date with the following is necessary: -

- a) **Address**
- b) **Telephone numbers - work and home, especially mobile numbers.**
- c) **Emergency contact persons** (at least one who lives locally).

Please advise the office of any changes.

In some cases of sickness, children need to go home. If you are contacted, it would be appreciated if arrangements are made to pick your child up promptly. If your child is not well, please do not send him or her to school.

### School Communication – CONNECT & COMPASS

Connect is a secure online environment that has been developed by the Department of Education Western Australia and provides parents with a way to engage with their child's learning easily and safely online. Compass will be introduced next year to take over from Connect. We will be informing parents of changes as they occur.



You'll be notified of our news, messages, events and other communications, including your child's school report. This tool is also used to report your child's absence from school.

### **Lost Property**

Please label **ALL** belongings. Lost clothing is now located in the medical room in the Administration block. Please ask at reception to access lost property. Lost food containers (eg. Lunch boxes) are located in a box in the Undercover area. At the end of each term, unclaimed clothing items will either be resold in the Uniform shop or disposed of. If you have purchased a second hand uniform for your child, please alter the name on the item.

### **Getting to and from school**

Walking, scooting or bicycling is recommended. It is expected that all children wear helmets and lock their property at the designated racks.

All bikes, skateboards and scooters are not to be ridden in the school grounds between 8:00 – 3:30pm. They can be carried or pushed, for the safety of others.

**Traffic congestion** before and after school is a concern.

**West side suggestion:** It would be appreciated if all children coming from the ocean side of the railway line could be dropped off and picked up at the bridge. There is ample parking space and it has a very positive impact on the congestion around the school.

**NO STOPPING!** Parents are requested to drop off/pick up only from the school side of Keane Street and Johnston Street. This eliminates the need for children to cross the road and also helps ease congestion of traffic outside the school. Please adhere to all parking restrictions which are designated no stopping during school opening and closing times. "No Stopping" means that drivers can simply stop to drop off students or collect them if they are waiting there. The rangers have discretion to allow drivers to get out of their cars, but they should not move away from vehicles by any more than 5 metres. Parking the car and walking into the school will invoke a ticket.

Cottesloe Primary has a drive through on the school side of Keane Street. There are yellow markings on the road designating the area for this drive through. The drive through can be used between 8.15 and 8.50 am in the morning as listed on the signposts. **NO PARKING (by law) is permitted in this drive thru area during this time.** The introduction of this drive through has considerably eased the morning congestion, when it is used correctly.

### **Staff Carpark**

The staff car park is restricted to Staff. Limited space does not permit the staff car park to be used for pick-ups, etc. Parents, please do not walk, ride or take your children through the staff car park.

### **Infectious Diseases**

In most cases, regulations covering these require exclusion from school for seven to fourteen days from the onset, unless a doctor's certificate is produced.

<b>Chicken Pox</b>	Six days after onset of blisters (if well).
<b>Conjunctivitis</b>	Until eye discharge has ceased.
<b>Head Lice</b>	Until effective treatment has been instituted.
<b>Measles</b>	Seven days from appearance of spots (if well).



<b>Mumps</b>	Nine days after onset of symptoms.
<b>Ring Worm</b>	Exclude until day after treatment commenced.
<b>German Measles</b>	On recovery or four days after onset of rash.
<b>COVID</b>	May attend school if no symptoms present

## Uniforms

### Dress Code

Students are encouraged to be proud of their appearance. Please ensure that your child leaves for school appropriately dressed.

Children at this school wear their school uniform. This is school policy endorsed by the School Board. **School hats** are required to be worn by all students throughout the whole school year when children are outside for any reason, at recess or at lunch.

It is strongly suggested that all items of clothing are marked with the student's name.

**All students with hair past shoulder length, must have it tied back.**

### Footwear:

Thongs and bare feet are not permitted. Students should wear lace up shoes, such as joggers, which are multi-purpose shoes and can be worn in school and for sporting activities and using playground equipment. Teachers may, on certain occasions ask students to remove shoes.

### Summer

Blue Micro fibre shorts, red Cottesloe polo shirt, Cottesloe summer school dress or tartan skort with red Cottesloe polo shirt.

**Footwear** - sandals or neat sneakers. Thongs, bare feet, slip-on or platform shoes are not permitted.

**Hats** - Children are required to wear the **school hat** in the yard, during sport and whenever they are outside every day of the school year.

### Winter

Cottesloe royal blue tracksuit pants, red Cottesloe polo shirt (short or long sleeves), with school tracksuit top or school polar fleece pullover, tartan skort with red Cottesloe polo shirt (short or long sleeves).

**Footwear** - Neat sneakers.

### Sport

Red Cottesloe polo shirt, royal blue micro fibre shorts, tartan skort and sport shoes (sneakers).

**Faction T-shirts** – are required for sports carnival days and sold at the uniform shop. Students are to wear their faction t-shirts on Friday. (Faction Fridays)



**Order forms are available in the office** and can be placed with payment attached into the brown box in the office or online [uniformshopcott@gmail.com](mailto:uniformshopcott@gmail.com). You can also order on the Flexischools App (see lunch orders). Orders will then be sent home with your child. Please understand that the uniform shop is run by **volunteer parents** and on occasion may not be open due to unforeseen circumstances. Therefore place your order and payment in the slot at reception, or EFTPOS is now available. Please note the school does not carry cash for change.

### **Uniform Shop Open Times**

Alternate Thursday mornings (odd weeks of term) 8.45am – 9.30am.

Check the newsletter for the latest date.

(This may be subject to change in the new year)

## **School Services**

### **School Psychologist and School Nurse**

The School Psychologist and School Nurse visit the school regularly. Parents may contact either of these people by telephoning the school for an appointment.

### **Chaplain**

Our Chaplain works part time. Her role is to assist students who may have friendship issues, dealing with grief or simply want someone to talk to. She sometimes delivers lessons alongside the classroom teacher. Her role is secular.

### **Dental Clinic**

The School Dental Service provides free general and preventative dental care for all enrolled students up to Year 11.

Students at this school attend the Swanbourne Dental Therapy Centre, located in the grounds of Swanbourne Primary School, Narla Road, Swanbourne 6010.

Parents are responsible for transporting their children to the centre, which operates from 8.15am to 4.30pm Mon-Fri and during most school holidays.

Your child will receive an appointment card at some stage throughout the school year.

To contact the centre please ring 9384 0855.

### **PEAC Classes**

Extension classes are offered for talented students through our District Education Office. This is regarded as an excursion for the student concerned.

Children from Years 5 and 6 are eligible to attend.

Selection policy at this school is that children who have been identified by testing done in Year 4 are considered first, but other children may be invited to join the program should there be a suitable course offered, and space is available. This school is usually only able to offer places to five or six children per term.

Students need to be **signed out of school** for these PEAC activities.





### **Instrumental Music Student Lessons**

During Term 4 of Year 4 students are tested and chosen to take part in the two-year program. Year 5 and 6 students who have been accepted into learning an instrument do so on-site. Currently at Cottesloe, students can learn either Clarinet or Guitar.

### **Before and After School Care Program**

["Their Care"](#) run a 'Before and After School Care' program for Kindergarten to Year 6 students. The program is on site at Johnston Street Education Centre (JSEC) located off Johnston Street

### **Out Of School Activities**

There are many activities run on our school site before and after school times. Each Thursday morning a Chess Club is run in the Library from 7.30 – 8.30am. Minkey (Term 2), Netball (Terms 2 & 3) and Basketball (Term 4) Floorball (Terms 2 & 3) training is conducted on site either before or after school and games are played with an Association on Saturdays at different venues. We have sewing lessons, piano lessons, soccer, basketball, mindfulness, dance and many other activities run by outside businesses either in the Johnston Street Education Centre (Johnston Street end), the undercover area or on our ovals.

### **Changing to Other Schools**

When possible, notify your child's teacher before your child leaves this school. Prior notification of impending change will enable the school to prepare books and records so that students' progress is not impeded by the change. The children need only take their books and personal materials with them. If your child is transferring to another Government school within the state, their records will be posted directly to the new school.



## Parent Organisations

### **Parents and Citizens (P & C)**

The parent organisation at the school provides a vital link between parents and the school. Meetings are held monthly and notice is given in the Newsletter.

It serves two main functions: -

1. It is a forum to allow parents to be involved in discussing issues important to the school.
2. It is a major source of funding for school facilities not covered by the Department of Education.

Parents have the opportunity to keep in touch with and influence what is happening in the school by making an input into the monthly meetings at which all parents are welcome.

In **2025** the P & C fundraising will take two forms.

1. A Voluntary Approved Fund to assist the school in funding extra educational/physical activities for all children for K-PP the cost is \$100 per child and Years 1-6 \$120 per child.
2. More traditional fundraising activities with a focus on social events to allow both parents and children at the school to be involved.

**All** parents with children in the school are most welcome at P & C meetings, and they are encouraged to take the opportunity to join in when their child starts at Cottesloe School. It is a great way to meet other parents and to find out what is happening at school.

### **School Board**

The purpose of the Board is to provide the school's staff and its community with opportunities to work together to formulate the school's educational objectives and priorities, also to promote the school in general and set charges and contributions. The group also endorses school policy. Representatives are elected from the school staff and the school community.





**DJENARK KENY KADADJINY KOOLINY**  
"MOVING TOWARDS ONE THINKING/LEARNING"



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