

Burrendah Primary School

An Independent Public School

2018

Parent Information Booklet

Welcome to Burrendah Primary School

Burrendah PS enjoys a well-deserved reputation of being a high performing school that not only demonstrates academic excellence but also promotes a holistic approach to the development of each child, meeting the full range of educational, social and emotional needs. I look forward to working with the school community to ensure these excellent results continue as together we embed the final year of our 2016 – 2018 school business plan's Connect, Commit and Collaborate focus. During 2018 we will be working on our future 2019 – 2021 business plan.

Our school motto of 'Encourage, Endeavour, Excel' reflects our supportive learning environment, our strong work ethic and our desire to see our students achieve to the best of their ability. With a very professional and capable staff together with supportive parents we are well placed in our shared purpose.

For more than forty years the Burrendah community has enjoyed a close working relationship between staff, parents and the wider community and I am keen to ensure this close working relationship continues. Communication within the school community is very important and this booklet is one way we can inform parents and carers of matters relating to the school and your child's education. We trust you find this booklet informative and helpful and we encourage you to refer to it throughout 2018. Of course you will find this booklet and other helpful information on our website and I encourage you to refer to the website throughout the school year. Please inform us if you find information missing from the website or needing updating. We would also appreciate feedback as to the functionality of our website.

Our school Manager Corporate Services Annie Leece or School Officers Julie Scaramella and Tracey Walker are always happy to assist you with any queries you may have about school organisation and events. You will also receive a parent newsletter fortnightly. I encourage you to read this as it will keep you informed of school events as well as P&C (Parents & Citizens) and local community news. This newsletter is sent via email so please ensure we have an up to date and accurate email address contact. A term planner containing school special events and dates will also be attached to the newsletter each term. Both the newsletter and the term planner can also be found on the website.

There are many opportunities for parents and carers to become involved in our school community. I would encourage you to attend the P&C meetings and hear how the parent community is working to support our school. The P&C meetings and events provide a forum and opportunity for parents and their families to get to know one another.

As an Independent Public School we have parent representation on our School Board. Parents are invited to 'open meetings' and encouraged to consider nominating for a position on the Board when there is a vacancy.

The teaching staff at Burrendah Primary School is aware of the importance of regular communication with parents and carers. There will be formal opportunities throughout the school year for parents to attend the school and speak with teachers; however teachers will communicate directly with parents or carers should they have any concerns. Parents are asked to make contact with the class teachers should they wish to discuss any matters relating to their child's academic achievement, social development or behaviour. Please contact the class teacher directly or leave a message at the office.

Obviously the class teacher is the first person to contact but I wish to re assure you that my door is always open and I am happy to speak with you. I value your feedback, involvement and interest in our school.

Janine Kinninment
Principal

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2018 Administration Team

| | |
|---------------------|-----------------------|
| Principal | Mrs Janine Kinninment |
| Associate Principal | Mr Philip Bradshaw |
| Deputy Principal | Mrs Susan Horoch |

2018 School Support Staff

| | |
|----------------------------|--|
| Manager Corporate Services | Ms Annie Leece |
| School Officer | Mrs Julie Scaramella Ms Tracey Walker |

School Board Members

Chair: Jane Barker

Community Members: Harjit Singh

Parents:

Grant Gernhoefer Kate Floyd Tim Stanton-Cook Shaun Swarbrick

Staff

Mrs Janine Kinninment – Principal Kate French – Teacher Will Heron – Teacher
Gail McLay – Teacher

Burrendah Primary School is an Independent Public School.

Our Business Plan is available on our school web site. This includes:

- The meaning behind our school name Burrendah: Burrendah is an aboriginal Dharwal word meaning 'The Place of the Story of the Black Swan'
- Our Vision: Empowering students to achieve their potential in a safe and supportive learning environment.
- Our Motto: Encourage, Endeavour, Excel
- Our Nine Core Values: Honesty & Trustworthiness - Integrity - Respect - Responsibility - Freedom - Fair Go - Doing Your Best - Care and Compassion – Understanding, Tolerance & Inclusion
- Our four focus outcomes: Engagement of Students; Engagement of Staff; Engagement of Parents; Engagement of the Wider Community
- Our achievement targets across these four outcomes

Together

Many cultures, one voice
All together we have a choice
We join as one hand in hand
To become friends and understand

We stand together to achieve
Side by side we all believe
We are the home of the nesting swan
And all together we belong

Encourage, Endeavour and Excel
We all have a story to tell
United in our diversity
We are a strong community

We stand together to achieve
Side by side we all believe
We are the home of the nesting swan
And all together we belong

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Side by side we all believe
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We are the home of the nesting swan
And all together we belong.

Our school song was written by students and the original score was composed by music teacher, Kate Graham (past teacher).

We sing this song at every assembly and we encourage parents to join us.

SCHOOL OPERATIONS

2018 School Terms

**Kindergarten students commence a full day program as of their first rostered day.*

| | | |
|---------------|---|---|
| <i>Term 1</i> | Teachers Resume Students Resume Labour Day Holiday Good Friday Easter Monday Easter Tuesday Teachers & Students Resume Term 1 Finishes | Monday 29 th January 2018 Wednesday 31 st January 2018 Monday 5th March 2018 Friday 30th March 2018 Monday 2nd April 2018 Tuesday 3rd April 2018 Wednesday 4 th April 2018 Friday 13 th April 2018 |
| <i>Term 2</i> | Staff & Students Resume Western Australian Day Holiday Term 2 Finishes - Students Term 2 Finishes – Staff | Monday 30 th April 2018 Monday 4th June 2018 Thursday 28 th June 2018 Friday 29 th June 2018 |
| <i>Term 3</i> | Teachers Resume Students Resume Term 3 Finishes | Monday 16 th July 2018 Tuesday 17 th July 2018 Friday 21 st September 2018 |
| <i>Term 4</i> | Teachers Resume Students Resume Term 4 Finishes—Students Term 4 Finishes—Staff | Monday 8 th October 2018 Tuesday 9 th October 2018 Thursday 13 th December 2018 Friday 14 th December 2018 |

School Development Days (Student Free Days)

| | |
|---------------------------------------|---------------------------------------|
| Monday 29 th January 2018 | Monday 16 th July 2018 |
| Tuesday 30 th January 2018 | Monday 8 th October 2018 |
| Friday 29 th June 2018 | Friday 14 th December 2018 |

Special school events and happenings are contained in our 'calendar' on our school website and attached to the newsletter at the beginning of each term.

Daily Siren Times

| | |
|-----------------|-----------------|
| 8:30am | Hand bell |
| 8:45am | Classes start |
| 10:45am—11:05am | Morning recess |
| 1:05am—1:50pm | Lunch break |
| 3:00pm | School finishes |

School Timetable

8:45am – 10:45am and 11:05am – 1:05pm are the allocated Literacy and Numeracy blocks and parents are requested not to plan appointments outside of school during these hours to avoid students missing valuable literacy and numeracy teaching.

Preparing For the School Day

Teachers are in classrooms by 8:30am for final preparation, greeting children, money collections etc. This time is important for the efficient start of a teaching day.

Punctuality is an important life-skill; it is of great benefit for children to arrive at school in good time to prepare themselves and their equipment for the day's activities. Administration is on duty in the Undercover Area from 8:15am to supervise students without an adult. Parents are asked to support the school by not sending their children to school before this time unless on an organised school or community activity such as choir, instrumental music, sport.

Students are encouraged to enter the room at 8.30am and prepare for the day independently. Parents are requested not to attempt lengthy discussions with class teachers in the morning as preparation time is lost, children may be left unsupervised and valuable teaching time may be interrupted. However, please don't hesitate to ask the teacher for an interview appointment time.

Drop off and Pick Up

Parents please note that we request that all parents and students from Pre-primary to Year 6 who arrive at school before 8.30 am wait in the undercover area rather than outside classrooms until a hand bell rings. Kindergarten students go directly to the Kindergarten area on arrival at school with their parent. This is to ensure students are safe and staff are free to prepare for the day. Administration is on duty in the Undercover Area from 8:15am to supervise students without an adult. Kindergarten students go directly to the Kindergarten area prior to the school siren.

At the end of the day students are asked to leave the site promptly if walking or riding their bike. Please note there is no supervision of students after school. To ensure your child's safety please pick your children up in a timely manner, notifying the school if you are unexpectedly detained. Please note all Kindergarten and Pre-primary students must be picked up from the classroom by a parent or another designated adult. Parents must inform class teachers if they are requesting someone else to pick up their child from Kindergarten and Pre-primary.

Please note Willetton Senior High School (WSHS) students are asked to wait on the grassed area on Pinetree Gully Road or around our school library until the siren rings at 3:00pm.

Leaving the School During the School Day

If a student is to be absent from school for part of the day, a 'Student Leave Pass' must be issued from the office. Parents will need to sign the student out and they will be called from their classroom by office staff. Kindergarten and Pre-primary students still need to be signed out, but parents are to collect their children after this has been done. The leave pass must be carried by the parent/guardian whilst they are away from the school site.

Students leaving on a weekly basis for educational reasons such as PEAC can be covered by one written explanation and leave pass *per term*, however it is still a requirement for parents or designated adult to sign in and sign out the student each day.

Classroom Access

Throughout the school day parents **must** come through the office and 'sign in' before going to classrooms. Parents are asked not to go directly to the classrooms for any reason to avoid disrupting the learning program and to ensure the security of classrooms.

Custody

Parents who have **custody papers or court orders should provide copies for the school**. The class teacher and School Administration should be aware of any custody issues from day one of the school year. All students have access to their parents via the school office unless court orders are in place and the school has a copy of these. Please speak to the Principal if there is an issue.

School Records

It is of the utmost importance that the information supplied when a child is first enrolled is kept up to date. The school should be informed **immediately** of any changes in employment, address, telephone numbers, email address or emergency contacts. In the case of illness or emergency, unnecessary delays can be avoided when accurate information is on file. Yearly requests are sent home to remind parents to supply up-to-date information.

This is particularly important as we have moved to the electronic dissemination of information to parents via email and SMS. School funding is linked to enrolment characteristics so please ensure we have the most accurate information on our data basis.

Absences from School

A written explanation is required under the School Education Act for each and every absence from school. Notes are kept on file by classroom teachers for perusal by District Attendance Officers. Parents may email the school at burrendah.ps@education.wa.edu.au or text the school on **0417 975 162** to inform the school of any absences. **Please note: notification of absences for holiday reasons must be addressed to the Principal.** These absences will not be approved leave as it is very important for children to attend school regularly.

Please note: a child who has a 90% attendance rate and misses school 5 days each term will complete their 12 years of schooling having missed over a year of school!

Morning Tea/Lunches

Parents are reminded that with the later lunch time of 1:05pm, it is imperative that children are given a substantial morning tea to see them through till 1:05pm when they will eat lunch. Please ensure your child has a morning tea and it is sufficient to sustain them to 1:05pm. Children cannot concentrate on their learning if they are hungry.

Crunch and Sip - between recess and lunch children have Crunch and Sip. This is where a child brings their own piece of fruit or vegetable to eat (non-sharing) and has water to drink (from their own water bottle). This includes Kindergarten and Pre-primary students.

The school endorses the Department's Healthy Eating Policy and we ask parents to ensure the morning tea you provide is healthy and has a minimal amount of processed packaged foods. These commercially packed foods generally offer limited nutritional value, are difficult for children to open and create excess litter around the school. Parents are encouraged to include fruit and vegetables in their children's lunch boxes. Lollies and chocolates are not appropriate for school lunch boxes and pastes. Nuts or nut pastes are not recommended for inclusion in school lunch boxes due to some of our students having life threatening allergies.

Each classroom adopts a form of the “crunch and sip” program to ensure students have a healthy fruit and vegetable snack at some time in the school day. Your class teacher will explain this in the parent meeting (at the beginning of the year).

If parents are needing to bring their child’s lunch to school, please go to the front office and the child will be asked to collect it from there.

As we are moving towards becoming an accredited **Waste Wise** school, it is Burrendah Primary School’s goal to reduce the amount of waste going to landfill. The school community can support this process by providing wrapper-free recess and lunch. Packing lunches in reusable containers will reduce waste. We also recycle batteries. The yellow recycle bin is currently located outside the school hall.

Canteen

At this stage canteen orders are available ONLY on Mondays. Our school canteen is run by our school P&C. Volunteers are always needed to help in the canteen. Please contact the P&C or school reception if you are prepared to help out in the canteen.

Menus are issued to children during the course of the year as required when alterations to prices and menus become necessary. Prices are kept to a minimum and parents are asked to support the canteen whenever possible. All orders must be placed at the canteen **before** school commences on Friday the day for ordering. You may order pre-printed paper bags on which to write the order for the canteen.

Money Collection

In order to assist staff in the collection of money for excursions, in-school activities etc., parents are asked to ensure:

- ✓ All monies for event or excursion charges are to be paid by the due date. If you wish to set up a payment plan due to extenuating circumstances, please contact the Manager Corporate Services to discuss this option.
- ✓ Correct change is placed in a sealed envelope marked with the student name, class and the activity being undertaken.
- ✓ Unless specifically requested to do so, parents and students should not pay cash directly to office staff.
- ✓ Credit card facilities are available for larger payments through the front office.

Excursions

Throughout the year, excursions may be arranged to support the long term goals of the school and classroom learning programs. When it is necessary to travel, a note will be issued detailing the date, venue, purpose, mode of transport and cost. It will also include a medical update form and permission slip, which must be signed by a parent/guardian and returned for each participant. The note must be signed and returned if the child is to attend.

Only in the event of an unavoidable absence will refunds be made and only upon receipt of a written letter of explanation from the parents. Buses and venues are usually booked according to the number of students attending so if your child

indicated they will attend but is absent on the day, costs for the school remain the same. It has been agreed that wearing of full school uniform is considered essential for students representing the school and going on school outings.

In-School Activities

Sometimes, learning outcomes can be achieved for less cost by having a performance, demonstration or display brought to the school. Parents will be informed about details and costs.

Camps

In 2018 our Year 6 students will have the opportunity to attend a two night camp at Point Walter (early in Term 1) to build relationships and foster self-development and leadership skills.

Student Behaviour Management

Behaviour Management is a shared responsibility of the students, parents and staff both teaching and non-teaching. The key to successful behaviour management is timely, open and respectful communication.

A copy of the Behaviour Management Plan policy, School Rules and our Nine Core Values are available on the website so that parents can be informed in their discussions with their children, staff and the school administration in relation to behaviour management. Individual classroom teachers will outline their class management plans in their class meetings in the first few weeks of the new school year. During 2018 we will be updating our Behaviour Management Policy.

Our school has committed to the explicit teaching of social skills through the research based Friendly Schools Plus program <http://friendlyschools.com.au/fsp/>

We aim for students to take ownership for their own behaviour, be familiar with school rules and values and take responsibility for the consequences of their behaviour. Parents will be notified about behaviour incidents at the discretion of staff and Administration. Parents are asked to respond in a timely manner to messages left by school administration in relation to student behaviour.

STUDENT REQUIREMENTS AND RESPONSIBILITIES

Voluntary Contributions

The voluntary contributions are as follows:

\$60.00 for each Kindergarten child.

\$60.00 for one child—PP through to Year 6

\$120.00 for two or more children—PP through to Year 6

These amounts are in line with the amount allowed under the Education Act.

Charges

For students accessing optional components of educational programs, additional costs may be involved. Participation in programs may be dependent on payment being received. The cost listed in the School Contributions and Charges 2018 is the **maximum** estimate for the activity specified—see Attachment 1. Parents are asked to speak to the Manager Corporate Services should they be experiencing financial difficulty preventing their children participating in school events. Payment plans can be established.

Students will not attend additional programs if they have not paid the required amount unless prior arrangements have been made with the Administration.

Dress Code

All students are required to adhere to the Department of Education *Dress Requirements for Students* policy. The Burrendah Primary School Board supports a strict dress code, and there is an expectation that students will wear the school uniform, **including a uniform hat**. Caps are no longer appropriate headwear at our school.

Sun Safe

In the interests of children's well-being, health and safety it has been agreed that **hats should be worn during all outside activities in the sun**. The 'No Hat No Play in the Sun' policy means that children are required to play in the undercover area if they do not wear a suitable hat. Students are encouraged to wear sunscreen and hats during recess, lunch breaks and sport sessions. Whilst staff exercise as much care as possible, the provision of sunscreen and appropriate hats are seen to be a parent responsibility.

The P&C is currently subsidising the cost of Kindergarten hats by 50% till the end of Term 1, 2018.

**In 2018 every child is asked to have a named school uniform hat.
These hats are available from the Willetton Uniform Shop, Roxby Lane Willetton.**

School Uniforms

The wearing of school uniforms does much to establish a positive tone within our school and encourages a sense of pride in Burrendah Primary School when groups are visiting other venues. A new school polo shirt will be introduced in 2018 with a slight change to the collar. This will occur as current stocks have sold out.

The following items are the school uniform for Burrendah Primary School.

| | | |
|--------|---------|--|
| Boys: | Summer: | Navy blue shorts, uniform polo shirt, school hat |
| | Winter: | Navy blue shorts, long pants, uniform polo shirt, school winter jackets (2 styles), school hat |
| Girls: | Summer: | Navy blue shorts, skorts or skirts, uniform polo shirt, uniform dress, school hat |
| | Winter: | Navy blue shorts, long pants, uniform polo shirt, school winter jacket (2 styles), school hat |

Uniforms are available from Willetton Fabrics & Uniforms—Roxby Lane, Willetton.

Please ensure your child has a clearly named **uniform hat**. Please do not provide hats other than our uniform hat or a plain navy hat.

Long hair is to be tied back for safety reasons and to prevent the spread of lice.

Children attending school excursions and activities are expected to wear full school uniform.

No costume jewellery is to be worn. Sleepers or studs are the only earrings to be worn.

Parents may be contacted regarding clothing considered inappropriate for school. **Denim jeans or denim shorts may not be worn to school.** All footwear must be secured on the feet. No thongs or thong type sandals are permitted for safety reasons. Footwear should be suitable for physical activity.

Faction Shirts

Students are encouraged to wear their faction shirts for school faction events such as swimming and athletics carnivals. Students are asked to wear the school uniform shirt on community assembly days. Please refer to the term planner and/or school website calendar for community assembly dates.

The "House Factions" are Canning (yellow), Gwai (red), Moreau (green) and Nairn (blue). If you don't know what faction your child has been allocated to please enquire at Reception or speak to your class teacher.

Toys/Personal Belongings

Parents are asked **NOT** to send toys or any item that can be traded such as collectable cards or spinners to school. Loss, damage or theft of toys causes distress. The school does not accept responsibility for toys or personal belongings at school.

If toys are required for news telling they must be left with the class teacher during the day.

Mobile Phones

If mobile phones are sent to school it should be understood the school takes **NO RESPONSIBILITY** for lost, stolen or damaged phones. All mobile phones are to be handed in to the office for the duration of the school day. Mobile phones must **NOT** be left in school bags. It is the responsibility of the child to pick up the phone from the office at the end of the day. Children have access to the school phone should they need to contact parents in an emergency.

Internet Safety

The Internet is an exciting and powerful tool for students to research information for both academic assignments and their own person interests. In addition to this, students have the opportunity to collaborate and communicate with their peers across and beyond the school.

As part of our curriculum, pupils have controlled access to the internet and learn how to use libraries, databases and information sources on a wide variety of topics. We recognise that some inappropriate material on the internet may be accessed intentionally or by accident, even though the school has Internet filtering in place. We teach students the importance of responsible use of the web and E-mail, as well as providing basic rules to maintain the privacy of students. At all times, pupils must agree to the **Student Code of Internet Conduct** which can be found on the school web site in our Policies section.

Parents are reminded of the need to monitor very closely their child's use of the Internet and social media. For advice and guidance please refer to the **Staying Safe Online** document in the Parenting Ideas section of our web site.

Homework Policy

Our homework policy was updated in 2017. A copy including year level guidelines is available on our website. Any questions relating to homework should be directed to classroom teachers.

Class teachers will explain their homework routines and expectations at their information meeting at the beginning of the year.

If you are unsure about your child's homework requirements, please speak to your classroom teacher.

STUDENT HEALTH AND WELFARE

Illness at School

If a child is ill—they should not be at school. Illness spreads very quickly in a school environment. It is particularly important that if a child has experienced fever or diarrhoea/vomiting within the last 24 hours they **MUST NOT** attend school. Please advise the office should your child be diagnosed with a notifiable disease. Your doctor should inform you if this is the case.

In the case of onset of illness or injury during the school day, parents/guardians or the emergency contact will be phoned and must assume responsibility for their unwell child. **The need for an emergency contact is essential to avoid unnecessary distress to your child.**

The school will act in the best interests of the child. If contact cannot be made with a parent/care giver this may require a visit to a local doctor or hospital. In all cases, the parent/care giver will be liable for expenses incurred. In the event of a serious injury or emergency, students may be placed in an ambulance and transported to hospital. Parents will be liable for costs incurred and are encouraged to belong to an ambulance fund.

Infectious Diseases

The exclusion period as stated in health regulations is set out below for your information.

Chicken Pox

Exclude for at least five days after vesicles (rash) appear and until vesicles have formed crusts. Note that crusts alone do not warrant exclusion.

Conjunctivitis

Exclude until discharge from eyes has ceased.

Diarrhoea

Exclude until 24 hours after diarrhoea has ceased.

Glandular Fever

Exclude until well.

Impetigo (school sores)

Exclude for 24 hours after antibiotic treatment commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing. Young children unable to comply with good hygiene practices should be excluded until the sores are dry.

Influenza-like Illnesses

Exclude until symptoms resolved.

Measles

Exclude for four days after the onset of the rash, in consultation with public health unit staff.

Meningococcal Meningitis

Exclude until antibiotic treatment has been completed.

Mumps

Exclude for nine days after onset of symptoms. Consult with your public health unit staff.

Ringworm

Exclude until person has received anti-fungal treatment for 24 hours.

Rubella (German Measles)

Exclude for four days after onset of rash.

Scabies

Exclude until the day after treatment has commence.

Whooping Cough

Exclude until five days after an appropriate antibiotic treatment, or for 21 days from the onset of coughing.

Worms, Intestinal

Exclude if symptomatic.

Medication

The Department of Education has specific guidelines controlling the administration of medication to students which are covered in a comprehensive policy. This policy is available on request from Reception. Due to the legal requirements of this policy, parent awareness of and adherence to the policy and process is essential. The school must be notified in all instances of students bringing medication to school. This includes asthma prevention medication. Specific requirements should be discussed with the Administration or class teacher.

School Nurse

The school nurse makes several visits to the school and provides a screening to Early Childhood students and co-ordinates immunisation when required. Parents are always contacted by the nurse should a problem be discovered during any screening session. Parents will always be informed prior to screening or immunisation taking place.

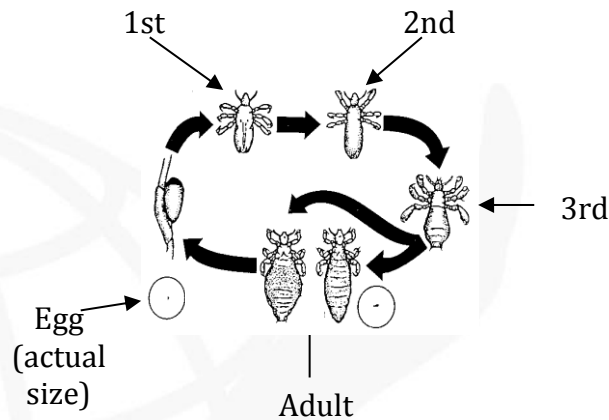
The school nurse is available to parents to discuss any medical concerns and an appointment can be made through the office. Fiona Ewing is our school nurse and she can be contacted on 0434 070 414 or 9258 8053 at the Child and Adolescent Health Service, Ferndale.

Immunisation

All children entering school should be fully immunised. Free clinics are advertised regularly in the newspapers. It is most important that your child has the appropriate injections and boosters and a written record is kept of them. This record needs to be produced when enrolling your child at school. The Health Department advise that children should be immunised against measles before coming to school. Schools have been instructed to check this when children are enrolled and to inform the Health Department of Pre-primary and Year 1 children who are not immunised. If a case of measles is detected and if an outbreak is identified, all children in contact and under 12 years of age who have no documentary evidence of immunity to measles will be excluded for 14 days.

Head Lice Your timely response to the treatment of lice is appreciated by school administration and the parents of other students.

21 Day Life Cycle of Head Lice



A “nit” is the actual “egg” maturing on the hair shaft. “Lice” (Louse) refers to the “live” creature moving about in the hair and on the scalp.

The Department of Health’s preferred treatment is the **10 Day Hair Conditioner Treatment**. However, advice on insecticide treatment is also provided in the Department’s Head Lice Fact Sheet, available free from the school office or at www.public.health.wa.gov.au/2/261/2/head_lice_fact_sheet.pm

Students who have been identified with live head lice will be sent home from class and excluded until treatment has commenced. Parents are asked to notify their class teacher immediately should they notice their child’s hair has been infected. The school endeavours to send out a general note to all class members if a child in that class is identified as having lice.

STUDENT SERVICES

School Psychologist

A School Psychologist supports the work in our school. Your child's class teacher or our Learning Support Co-ordinator may contact you to discuss referral of your child to the School Psychologist. Our school psychologist is Mr Geoff Miller and he will be in our school every Friday and every second Thursday.

The School Psychologist is a valuable professional resource that supports classroom teachers to meet your children's educational, social and behavioural needs. Parents are encouraged to positively consider the involvement of the School Psychologist if requested. Your consent is required before the psychologist is involved.

Learning Support Co-ordinator

The Deputy Principal Sue Horoch is the Learning Support Co-ordinator and liaises with parents, teachers, our school psychologist and our school chaplain to address the learning needs of our students. The Deputy Principal can be contacted through Reception for parent meetings.

School Chaplain

Our school chaplain visits the school every Wednesday. She also supports classroom teachers with Values Education and individual students as requested. Parents may request to see the chaplain through a request form at Reception or through the classroom teacher. The chaplain is available to talk with parents and students.

Dental Therapy Clinic

Throughout the state the School Dental Service provides free general and preventative care for Western Australian children from Pre-primary to Year 11 who have completed an enrolment form. A Dental Clinic is situated at Willetton Primary School, Woodpecker Avenue, Willetton. Their contact number is 9457 4624.

Insurance

The school does not carry specific insurance for students or student property other than the Department of Education and Training public liability insurance. If parents wish to take student insurance, arrangements need to be made outside of the school domain and will be at parental expense.

STUDENT LEARNING PROGRAMMES & ACTIVITIES

All Australian governments have committed to the goals of the Melbourne Declaration: that Australian schooling promotes equity and excellence; and that all young Australians become successful learners, confident and creative individuals, and active and informed citizens.

The Australian Curriculum identifies eight learning areas:

- English
- Mathematics
- Science (including Biological Sciences, Chemical Sciences, Earth and Space Sciences, Physical Sciences)
- Humanities and Social Science (including Civics and Citizenship, Economics and Business, Geography, History)

- The Arts (including Dance, Drama, Media Arts, Music, Visual Arts)
- Languages
- Health and Physical Education
- Technologies (including Design and Technology, Digital Technology)

The Australian Curriculum Foundation (Pre-primary—Year 10) is being developed by the Australian Curriculum, Assessment and Reporting Authority (ACARA) in three phases:

- ✓ Phase 1 comprises English, Mathematics, Science and History (a component of Humanities and Social Science). This is being implemented at Burrendah Primary School.
- ✓ Phase 2 comprises Geography, Languages and the Arts and we are working towards full implementation of these areas.
- ✓ Phase 3 comprises Health and Physical Education, Technologies, Economics and Business, and Civics and Citizenship.

By 2018 all syllabuses, except Languages will become part of the mandated curriculum for the planning, assessment and reporting of student progress as described by the Western Australian Curriculum and Assessment Outline.

Literacy, Numeracy and Science remain our school's curriculum focus and we use national testing together with school data to guide our school, classroom, small group and individual teaching and learning programs. The Australian Curriculum can be accessed through the following websites:

<http://www.australiancurriculum.edu.au/>

<http://k10outline.scsa.wa.edu.au/>

Please refer to our Business Plan for an overview of our school focus areas and related strategies.

English as an Additional Language (EAL)

Burrendah Primary School is proud to have students from a wide range of language and cultural backgrounds. The EAL Team offers a comprehensive English Program to support English language development for students from Kindergarten to Year 6.

The EAL Team implements support programs in collaboration with classroom teachers. We also offer support (as required), to EAL parents, so that they can fully engage with their child's education.

Celebrating the cultural and linguistic diversity of our EAL students is an important feature of our program. We take every opportunity to take into account our students' cultural and linguistic backgrounds, and the impact it has on their education.

We endeavour to ensure our EAL students reach their full potential in the development of Standard Australian English.

Specialist Areas

Burrendah offers specialist teachers in the following areas to complement the classroom teaching and learning programs.

- Music—Year 1 to Year 6
- Science—Year 1 to Year 6
- Physical Education—Year 1 to Year 6

- Languages – Italian, Year 3 (Term 1), Year 3 to Year 6 (Term 2, 3 and 4)
- Visual Arts—Year 1 to Year 6 (Excluding Year 3 for Term 1), Pre-primary to Year 2 (Term 2, 3 and 4)

Student Leadership

Student leadership is actively encouraged and the school provides a range of opportunities for students to develop their leadership skills. For 2018 students will be elected to the following positions: School Captains, Faction Captains, Councillors, IT Technicians and Music Captains. These elections have taken place at the end of 2017 and announced at the Awards Assembly.

SCHOOL FACILITIES & GROUNDS

School Premises

For safety and security:

1. During school hours all visitors inclusive of parents/guardians are required to report to the school administration office and sign the 'Visitor's Book'.
2. Out of school hours entry onto school premises is prohibited unless approval of the Principal is obtained previously.
3. Use of school premises after hours by groups and individuals is encouraged and is approved and arranged under the Department's policy on such matters. Please ask at Reception.

School security alarm systems are installed in all buildings and regular patrols are conducted by security guards. If you notice unwelcome visitors on the school grounds after hours, please contact School Watch on 9264 4771 or the police on 131 444.

Lost Property

Lost property is kept in the school hall. Your help is needed to encourage your children to be accountable for their property. Please name EVERYTHING that is sent to school. Unnamed lost property still in the boxes at the end of the term will be donated to the second hand uniform shop or a charity.

Parent Parking

The school parking areas are for staff and official school visitors only. In the interest of your child's safety the staff car parks in Castlereagh Close and Pinetree Gully Road are out of bounds areas for children and parents. Parents are asked to use the shopping centre car park (time limit applies) when picking up or dropping off children along with a small number of car parks along the street and in the small car park in Castlereagh Close. This will ensure all staff members have access to a parking bay within the school grounds and your children are safe. There is one disabled bay in the staff car park near the canteen for parents and students who have a disability.

Please Note: the car park situated in Pinetree Gully Road near the Kindy and Pre-primary area is off limits. This is only a Burrendah PS staff car park. No parents or students either primary or high school may use this car park to gain entry to either the primary or high school.

Please note restrictions apply to parking on roadways adjacent to the school both before and after school. Parents should familiarise themselves with the regulations and heed them in the interest of student safety.

Please do not walk through the staff car parks before or after school and instruct your children to always use the pedestrian paths, not the school car parks, to enter or exit the school.

Speed Restrictions

A speed limit of 40km per hour has been imposed around the school precinct. In the interests of student safety, please abide by the restrictions. We now have flashing lights installed near our crossing to highlight the 40km/h area.

Dogs At School

Specific permission from the Principal is needed before dogs can be permitted on the school ground. This includes dogs on leash or even hand carried.

Parents are requested to ensure that dogs do not follow their children to school. Dogs create a considerable nuisance and dangerous situations may arise. It is most unpleasant to have to request the rangers to call at the school to impound pets.

COMMUNICATION

Parents are encouraged to establish and maintain positive communication with teachers and the school. Parents should discuss issues and concerns as soon as they occur. Interviews with teachers can be arranged, whenever required through making an appointment.

If unable to satisfactorily resolve a problem or issue with the classroom teacher parents are asked to make an appointment to see the Principal, Associate Principal or Deputy Principal.

The Administration can be contacted by email at Burrendah.PS.Administration@education.wa.edu.au

Teachers will inform parents if they are available for email contact. The Associate Principal can be contacted on 9266 6200.

Newsletters

A newsletter to parents goes out fortnightly on a Thursday in Weeks 2, 4, 6, 8, 10 of term. Parents will receive their newsletter via email. The newsletter and other school information is available on our website www.burrendahps.wa.edu.au

Should you require a hard copy of the newsletter to be sent to you please inform office staff by phone 9266 6200 or email Burrendah.ps@education.wa.edu.au

Assemblies

Whole school community assemblies are held several times a term on Friday mornings at 8:45am—please refer to the term planner for dates. These dates have been chosen to avoid other school events and happenings on a Friday. Matters of interest are announced, items are performed and Merit Certificates presented. Parents are invited to attend assemblies and in doing so make assemblies a special occasion for students. Students are asked to wear their blue school uniforms to these assemblies and not their faction shirts. Community assemblies will be presented by two classes at a time to avoid too many community assemblies and to allow time for the faction assemblies which allow our school leaders to have increased leadership opportunities.

Friday where this is no Community assembly there is a Faction assembly. These are run by our faction captains and focus on promoting our nine core values. In addition to this, music students are given the opportunity to present musical items in front of an audience.

Reporting To Parents

Two formal reports are sent home to parents at the end of Term 2 and Term 4. Parents are encouraged to keep regular contact with teachers to monitor student progress. All parents will be offered a formal parent-teacher interview to discuss the first semester report and teachers will contact you at other times should they wish to discuss your child's progress. Parents may make an appointment to discuss their child's progress at any time of the year. Our 2018 half day closure for parent interviews will be Term 2, Week 10, Wednesday 27th June from 12:00 noon.

Parent Involvement

There are many opportunities for parents to become involved in aspects of the school program.

- **School Board**

From February 2013 we commenced as an Independent Public School. As an Independent Public School (IPS) we remain very much a government funded public school with access to all the support and resources we did previously, however we now have increased autonomy and flexibility that will allow us to continue to provide teaching and learning programs for our students and ensure Burrendah remains a highly respected government school. Our school was reviewed in 2015 by an external review panel to determine if we had achieved the outcomes and targets contained in our school business plan. Burrendah achieved 7 commendations for our business plan – an outstanding result. A copy of our current Business Plan is on the website. Our next review is scheduled for 2018/19.

The Board meets twice a term and the parent community are encouraged to communicate with the Board via the School Board Chair and the parent representatives. The School Board Parent representatives are: Grant Gernhoefer, Kate Floyd, Tim Stanton-Cook and Shaun Swarbrick. There is a formal open meeting once a year where parents are invited to attend. Parents are welcome and encouraged to attend all board meetings.

- **Burrendah P&C Association**

The P&C is a vital group of dedicated workers who have achieved much for the benefit of the school. Parents are encouraged to get involved in P&C activities and events.

The P&C Committee is dependent for its survival upon the continued involvement and enthusiasm of parents. New parents are very welcome. With changes to funding the financial support of the P&C is very much needed to provide additional resources. The P&C can be contacted at president.burrendahpandc@gmail.com

For more detailed information about the role of the P&C, please refer to the school web site www.burrendahps.wa.edu.au For additional information you may also refer to the Parents and Citizens Association – Burrendah Primary web page www.burrendahpandc.org.au or the Burrendah Primary School Parents and Citizens Association Facebook page www.facebook.com/BurrendahPandC/

- Voluntary helpers are required on a regular basis to prepare lunch and recess foods for sale through the P & C canteen. The canteen is open on Mondays. The P&C would welcome any new volunteers. If you are able to help in any way, please call in at the P&C.

- Parents are always welcome at school assemblies, sporting fixtures and special events. We encourage parents to stay for a cup of tea in the school hall following the community assembly.
- At the beginning of each year we seek a parent representative from each class to liaise with the school administration and the P&C. This is not a demanding role but it is very helpful to the school and the P&C.
- Parents are encouraged to assist class teachers by volunteering your time to support students in the classroom. Please speak to your class teacher or contact Mrs Gail Nichols, gail.nichols@education.wa.edu.au if you wish to volunteer for classroom support.
- The sports program is another option for parent support such as coaching, umpiring and supervision. Please contact Janine Bain, Janine.bain@education.wa.edu.au or Brian Crouch, brian.crouch@education.wa.edu.au our PE specialists to offer your help.

Parent Helpers—Confidential Declaration

Parents who assist in classrooms or on excursions etc., will be asked to complete a confidential declaration form. This process is a legal requirement to help safeguard students.

Working With Children Check (WWCC)

Usually work carried out on a voluntary basis by a parent who has a child enrolled at our school, the parent is exempt from getting a working with children check done. However other family members i.e. grandparents, siblings (over 18 years), aunt or uncles, will need a check done before they can volunteer in our school. Application forms are available from Australia Post or online. Working with Children Cards will need to be shown to Reception staff on arrival.

HOW PARENTS CAN SUPPORT THEIR CHILDREN TO ACHIEVE THEIR POTENTIAL

- ✓ Encourage your children to exhibit socially acceptable behaviour and take responsibility for the consequences of their actions.
- ✓ Encourage your children to be responsible, to care for and respect their own belongings and the property of other people.
- ✓ Encourage your children to establish routines in their lives.
- ✓ Encourage your children to set goals and to work to achieve to the best of their ability.
- ✓ Listen to your children and encourage them to talk about themselves and their day.
- ✓ Discuss teachers and the school in a positive way within your family and circle of friends.
- ✓ Approach teachers and the school to get acquainted and to discuss your child's progress.
- ✓ Keep an open mind; seek clarification from the school and not other parents
- ✓ Attend school meetings and activities where they are relevant to your children.
- ✓ Read newsletters and notes sent home so that you are aware of current school policy and practice.
- ✓ Read and discuss your children's reports and other written feedback with them.
- ✓ Praise your child as much as possible; help them to feel positive about themselves.
- ✓ Celebrate your child's achievements however; be careful to not place unrealistic expectations on your children.
- ✓ Assure your child you love them regardless of their achievements.
- ✓ Support Admin staff and classroom teachers by responding in a timely manner to requests for meetings to discuss your child's behaviour.
- ✓ Seek additional professional intervention when advised by school staff.



BURRENDAH PRIMARY SCHOOL
 Castlereagh Close
 Willaton WA 6155

Burrendah Primary
 Independent Public School

Telephone: 08 9286 6200
 Email: burrendah.ps@education.wa.edu.au
 Website: www.burrendahps.wa.edu.au
 ABN: 16 313 895 384

2018 School Voluntary Contributions and Charges

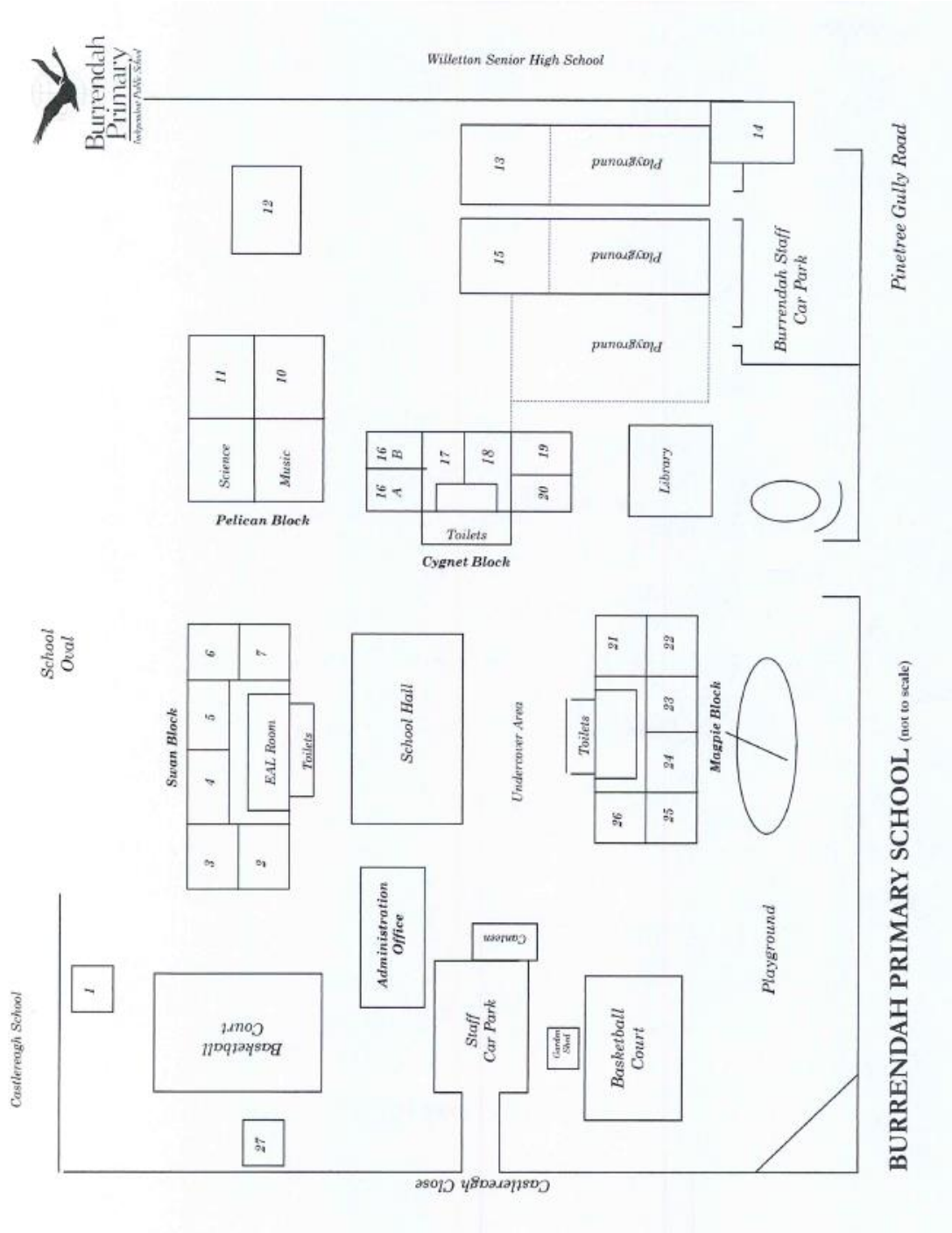
| VOLUNTARY CONTRIBUTIONS Curriculum Area | ITEM | CHARGES - Extra Cost Options Estimated Maximum Cost - \$ | | | | | | | | | | | | | |
|--|--|---|-----|-----|-----|-----|-----|-----|-----|----------------------|----|----|----|--|---|
| | | K | P | 1 | 2 | 3 | 4 | 5 | 6 | Other Optional Costs | | | | | |
| The Arts - Music/Visual English/Languages | Excursions/In-School Activities | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | School Photographs (dependent on the package purchased). | \$25 - \$120 |
| Mathematics | Term One | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | | |
| Society & Environment | Term Two | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | | |
| Science/Technologies | Term Three | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | | |
| Physical Education | Term Four | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | PEAC Fees Year 5 & 6 (dependent on program selected). | Between \$15 to \$110. No more than \$300 for the school year. |
| Subtotal Voluntary Contributions | Year Six Leadership Course | | | | | | | | | | | | | | |
| Additional Voluntary Requests | Year Six Camp | | | | | | | | | | | | | | |
| P&C Contribution* | EALD Excursion | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | | |
| TOTAL PAYABLE | Swimming | | | | | | | | | | | | | | |
| | In Term Swimming Lessons PP - 6 | 60 | 60 | 60 | 60 | 60 | 60 | 60 | 60 | 60 | 60 | 60 | 60 | | |
| | Swimming Carnivals | | | | | | | | | | | | | | |
| | Science Specialist Activities | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | | |
| | Edu Dance | 30 | 30 | 30 | 30 | 30 | 30 | 30 | 30 | 30 | 30 | 30 | 30 | | |
| | Visual & Performing Arts Projects (i.e. Edu-Dance costumes, artist in residence, etc.) | 65 | 65 | 65 | 65 | 65 | 65 | 65 | 65 | 65 | 65 | 65 | 65 | | |
| | Social Dancing | | | | | | | | | | | | | | |
| | Interschool Carnivals | | | | | | | | | | | | | | |
| | Maths - Internet Access | | | | | | | | | | | | | | |
| | English - Internet Access | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | | |
| | Music | | | | | | | | | | | | | | |
| | Exc/In-Schl Act - all students | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | | |
| | Exc/In-Schl Act - Choir & IMSS students | | | | | | | | | | | | | | |
| | IMSS - Instrument Hire | | | | | | | | | | | | | | |
| | IMSS - Resources | | | | | | | | | | | | | | |
| | Fundraising Projects | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | | |
| | Graduation T Shirt | | | | | | | | | | | | | | |
| | Graduation Dinner | | | | | | | | | | | | | | |
| | TOTAL | 230 | 415 | 425 | 485 | 625 | 670 | 700 | 700 | 1245 | | | | | |

Extra Cost Options : additional cost items such as camps, excursions, in-school activities are estimated maximum costs. Payment for these will be required during the school year when costs and participation by students is confirmed.

NB: THE LEVEL OF CHARGES AND VOLUNTARY CONTRIBUTIONS HAS BEEN APPROVED BY THE SCHOOL BOARD


NB: Payment plans are available for parents when excursions/in-school activities are occurring. Please contact the Manager of Corporate

NB: If a charged cost has not been received for an event by a scheduled date your child may not be




Burrendah Primary School
An
Independent Public School
Castlereagh Close Willetton 6155

 9266 6200

 Burrendah.ps@education.wa.edu.au
(General Enquiries – including attendance)

 Burrendah.ps.accounts@education.wa.edu.au
(Account Enquiries)

 Burrendah.ps.administration@education.wa.edu.au
(Use only to contact Principal, Associate Principal,
Deputy Principal and Manager Corporate Services)

 www.burrendahps.wa.edu.au