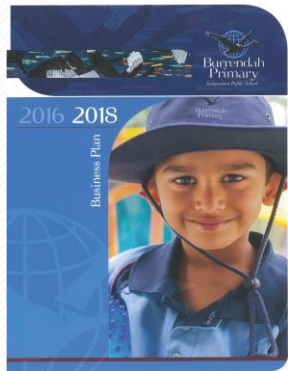




Burrendah
Primary
Independent Public School

Parent Teacher Meeting 2020



School Business Plan

Important information included in the Business Plan include:

- Our Vision: Empowering students to achieve their potential in a safe and supportive learning environment.
- Our Motto: Encourage, Endeavour & Excel
- Key Outcomes – Engagement of Students, Engagement of Staff and Engagement of Parents and the Wider Community

Reporting to Parents

- All curriculum areas will be covered across the year. Note in some cases different outcomes for certain learning areas will be covered in different semesters. For example, depending on the year level, Digital Technologies and Design and Technologies will be reported in different semesters.
- Semester 1 & 2 reports will be available on Connect at the end of Week 9 in Term 2 & 4.

Curriculum

- Our school web site has a summary of all learning areas taught across the school.
- For more detailed information on year level scope and sequence documents, please refer to our school web page – Curriculum – Useful Links – School Curriculum and Standards Authority.

Online Programs – Reading Eggs and Mathletics

- When charges are paid you will have access to these programs.

Talking with My School About Enquires or Concerns

1. Discuss your enquiry or concern with the class teacher
2. Depending on the circumstances you may make an appointment to speak to the school principal
3. If your enquiry/concern is unresolved you may contact South Metro Educational Office
4. The next level for consideration would be to write to the Director General of the Department of Education
5. Final recourse for unresolved enquiry/concern is an independent review by the State Ombudsman

For contact details, please refer to our school web site – Policies – Communication – Talking with My school

School Development Days

Term 1 – Thursday 30th & Friday 31st January & Friday 28th February

Term 2 – Friday 28th May

Term 3 – Wednesday 22nd July (half day closure 12:00 – 3:00pm)

Term 4 - Monday 12th October & Friday 18th December

- Students do not attend on these days. These pupil free days provide an opportunity for families to extend their holiday dates
- Please note the school will be closed from 12:00pm on Wednesday 22nd July (Week 1) for parent teacher interviews. These will be organised through an online booking system.

Split Year Level Classes

Please be aware that in WA public schools split class are quite common. Rest assured that even though some classrooms may have two year levels operating at the same time your child will be taught their year level curriculum according to their individual needs.

Daily Siren Times:

- All students who arrive at school before 8:30am are to wait in the undercover area. They will be dismissed when a handbell rings at 8:30am.

Time	Session	Literacy Block	Numeracy Block
8:45am - 10:45am	Session 1	Year 1 - 3	Year 4 - 5
10:45am - 11:05am	Morning Recess		
11:05am - 1:05pm	Session 2	Year 4 - 5	Year 1 - 3
1:05pm - 1:50pm	Lunch Break		
1:50pm - 3:00pm	Session 3		
3:00pm	School Finishes		

- Please try hard to avoid these Literacy and Numeracy Blocks for appointments.

After School

- Children are encouraged to walk to and from school if possible.
- If you are picking children up please make sure you pick children up in a timely manner. Children are not to be left waiting unsupervised in the playground.
- The Pre Primary /Year 1 playground is open till 3:30pm **ONLY for children from Kindy – Year 2** who have **parents supervising** from inside the playground area.

Sun Safe

- Burrendah Primary School has **“NO HAT NO PLAY IN THE SUN”** policy
- All students are asked to wear a school uniform.
- Please name all hats and clothing.
- All students without hats will be sent to a shaded area during break times.
- Sun safe reversible bucket hats, not caps, are the endorsed school hat.

Students ill at School

- If your child is ill – *they should not be at school.*
- If your child has had a fever, vomiting or diarrhoea in the previous 24 hours please do not send them to school.
- If your child does not attend school please phone the office or email the class teacher via Connect.

Lice

- Children must be treated for lice. Students will be requested to go home if live lice or eggs are detected in your child's hair. They can return when treated.



Medication

- Staff can administer medication if required once paperwork has been completed by the parent/guardian. For short term medication requirements, parents/guardians are requested to complete the 'short term authorisation' form available from the classroom teacher.
- For 'medic alert' students completed medical action plans are to be completed in consultation with the parents and the Deputy Principal.
- If your child has any form of asthma please inform the office and provide the necessary puffers. Do not leave asthma medication in school bags for children to administer independently without teacher supervision.

Parent Helpers—Confidential Declaration

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

In-School Activities and Excursions

- Throughout the year, in-school activities and excursions may be arranged to support the long term goals of the school and classroom learning programs.
- Please return all notes and monies within the time frame requested.
- Please speak to the Manager Corporate Services (MCS) if you are having financial difficulties and a plan for payment can be drawn up.
- The wearing of full school uniform is considered essential for students representing the school and going on school outings.

School Communication

- Connect is an learning, support and communications platform developed by the Department of Education WA for staff, students and parents in public schools. It is the school's intention to use Connect as it's main communication tool with parents.
- The school's website (<http://www.burrendahps.wa.edu.au/>) provides value information about the daily operation of the school, plans and policies, curriculum, enrolments and community and classroom events. Please note that the school calendar has links to additional information, such as school excursion notes.
- An online newsletter will be emailed to parents each Thursday fortnight in Weeks 1, 3, 7 and 9.
- SMS messages or Connect will also be used to send an alert to parents of urgent matters or coming events.
- Emails to specific groups within the school community are also used to communicate with parents.
- Mobile phone numbers, work contact numbers and email addresses must be kept up to date so we can communicate effectively and also make contact in an emergency.

Homework Policy

- Our homework policy and guidelines are available on our school website.

Birthday Cakes

- If you wish to send a birthday cake to celebrate your child's birthday please ensure it is kept simple with no nuts and minimal icing. Individual cakes or muffins are best.
- Burrendah Primary School has a Healthy Food Policy which excludes lollies and chocolates. Lolly bags cannot be distributed by class teachers

Assemblies

- All parents are welcome to attend Community Assemblies.
- Dates will be announced in the newsletter.
- Parents will be informed when it is our class who will lead the assembly
- If your child is receiving a merit certificate you will be contacted so you can share this special event with them.
- A special morning tea in the hall is provided by the organising classes.

Parent Class Representatives

- The school would like every class to have a parent representative to co ordinate the assembly morning tea and to be the contact person if the class teacher or school administration needs a volunteer for excursions or special events. Please speak to me today if you are willing to be our class representative.
- Please refer to the Roles & Responsibilities of Parent Class Representatives on the school website under the Community tab for more information.