

EAST BEECHBORO PRIMARY SCHOOL



PARENT INFORMATION BOOKLET 2017

**BROCKMILL AVE
BEECHBORO WA 6063
9279 7299
www.eastbeechboroprimary.wa.edu.au**



EAST BEECHBORO PRIMARY SCHOOL

Our purpose at East Beechboro Primary School is to create a secure and positive environment developing the knowledge, skills and attitudes that maximise each child's potential to contribute to a changing society.

An Independent Public School in the government school system of the Department of Education of Western Australia.

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EAST BEECHBORO PRIMARY SCHOOL

ADDRESS

East Beechboro Primary School has been operating under Independent School Status since 2011. We, the adults of the learning community of East Beechboro, are here for the children. Beyond that, we are all, adults and children, here for each other. We operate from the understanding that it is only through working together in a partnership of mutual respect and purpose that optimal learning and development will occur. The basis of our school is a commitment to the importance of quality relationships, upon which a safe, happy and productive learning environment will continue to grow.

We have three rights which all staff, students and school community members display at all times:

- We have the right to be free from harm.
- We have the right to teach and learn.
- We have the right to have our property looked after.

Our teaching and learning programs are based upon expected standards of students educational and social performance and the needs of our students and the Plan of the Department of Education objectives as stated in the Focus 2016 document outlining directions for schools.

The school was opened in 1979 and is presently the community learning centre for (approximately 400) children from Kindergarten to Year 6 from a number of diverse cultural backgrounds. A staff of professional educators and support staff, all of whom recognise parents as the prime educators, care for these children. Professionals in associated fields such as psychology, social work, speech therapy, curriculum and visiting teacher services provide valuable support to our endeavours to attend to needs of all children.

The school is of an open area design with four clusters of air conditioned classrooms all fitted with interactive technology, a computing laboratory, an administration block, a library resource centre, an early childhood five room centre incorporating two Pre Primary rooms, three teaching areas and a Kindergarten unit. The buildings are set on extensive grounds, are security fenced and adjoin Maguire Park. Other facilities include an enclosed assembly area, canteen, basketball/netball courts adventure playgrounds and onsite before and after school care.

The school maintains a focus on music and physical education coordinated by specialist teachers. These programs have serviced student learning needs, fostered self confidence, self-esteem, develop personal awareness and responsibility for healthy eating, exercise and lifestyle. Students from Yrs 4-6 are also encouraged to be part of the school choir. The school offers a Languages Program with studies in Indonesian being available to children from Years 3 to 6.

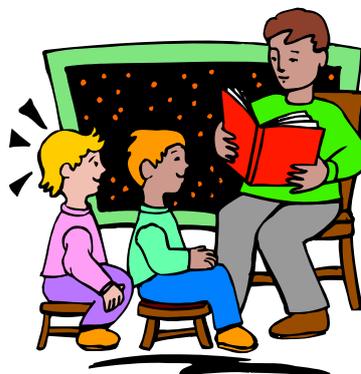
Parent participation is highly valued at East Beechboro Primary as we actively invite parents to assist and support school activities, events and programs. Parent and Community contributions are welcomed through the Parent and Citizens Association (P&C) and the School Board.

The School Board takes on additional responsibilities in alignment with operating as an Independent Public School. The future is likely to bring developments in the nature and range of decisions made

at the school level. It is our hope that our community school will grow into a learning centre where the vision of parents as partners in education will have real meaning and value.

We look forward to working with the community to achieve the very best possible learning outcomes for all children.

Shayne Harris
Principal
2017



SCHOOL OPERATIONS:

Parents need to be aware of the following operational requirements.

ABSENCES FROM SCHOOL

Kindergarten:

It would be appreciated if parents could advise the school on 9279 7299 if your child is sick or will not be attending and then send a note on your child's return explaining the absence. We highly encourage attendance on all possible school days.

Years PP-6:

It is **COMPULSORY** for children in Years PP-6 to attend school. In circumstances where this is not possible due to illness, medical or dental appointments that cannot be arranged outside of school hours a written explanatory note is required. It is good practice to submit with the note an 'unfit' for school form from your local doctor. The note needs to give the date of absence, explain the reason for the absence and be signed and dated by the parent. We are required to record unexplained absences and advise the necessary authorities.

In cases where you are able to give advance notice of absences, particularly if this is to be prolonged, then a note prior to the absence is requested.

ADMINISTRATION STAFF

Principal:	Mr Shayne Harris
Deputy Principals:	Mr Jonas Byford Mrs Nicky Suckling
Manager Corporate Services:	Mrs Ann Evans
Address	Brockmill Avenue Beechboro WA 6063
Phone:	9279 7299
Fax:	9378 2222
Website:	www.eastbeechboroprimary.wa.edu.au
Email:	EastBeechboro.PS@education.wa.edu.au

ALLERGIES

In accordance with Departmental procedures East Beechboro Primary School has attempted to recognise the severity of allergies and will endeavour to minimise risk through the following measures.

- Parents are asked **not** to send items containing peanuts, Nutella or peanut paste to school.
- Staff and students are encouraged to wash their hands after eating to prevent contamination of surfaces.
- High Risk students will be identified, photos taken and distributed to all duty staff, specialist staff and canteen staff.



Parents are required to report known allergies that their child has and complete an Emergency Medical Action Plan in consultation with a Medical Practitioner.

VOLUNTARY CONTRIBUTIONS



In order to enrich the opportunities available to your child in the school, the Education Act provides that a School Board may request funds for libraries, sporting facilities, incidental materials. These funds are dependent on **voluntary contributions** from parents.

The School Board has approved contributions to be set at **\$50 per child**.

These funds are important if the school is to be able to budget effectively and it would be appreciated if the contribution could be paid early in Term 1 of the school year.

The contribution may be paid at the school office or when purchasing your child's personal items at the beginning of the year.

We gratefully appreciate your support in offering this small contribution.

ARRIVAL AT SCHOOL

Kindergarten and Pre Primary:

We ask that parents adhere to session times as closely as possible when bringing and collecting a child as they can become quite distressed if left unnecessarily. Children must be brought to Kindergarten and Pre Primary by their parents or guardian and are **not** to be left unaccompanied prior to entering the classroom.



Parents and children are requested to wait in the undercover area outside the library until 8.30am when all students are released to attend classes in preparation for the school day.

A child will not be released to an unknown person without prior notification in writing to the teacher.

Years K-6:

Due to possible “duty of care” issues, children should not arrive at school prior to 8.20am.

Students on school grounds earlier than 8.20am will be instructed to sit on the bench outside the staffroom, where they will be supervised by a member of administration. All students will be released to attend classrooms at 8.30am to prepare for the school day. Students are not permitted to play games, use the playground equipment or roam the school grounds unsupervised once dismissed at 8.30am.

ASSEMBLIES

Assemblies are conducted weekly on a Wednesday morning. Councillor assemblies are designed to reinforce school rules and messages. Student and staff information is provided at these gatherings and school incentive awards are presented.

Formal assemblies have items presented by classes with Student Merit Certificates awarded. Parents and friends are welcome to attend all assemblies.

BANKING

Members of the East Beechboro Parents and Citizens Committee coordinate school banking in the school library every Friday morning at 8.15am. All school age children PP-6 are eligible to bank and it is a valuable habit for our children to develop. This service is a fund raising venture for the P&C through the Commonwealth Bank of Australia.

STUDENT BEHAVIOUR AND WELLBEING

The School Behaviour Management Policy endeavours to provide students with a positive, safe and supportive learning environment by:

- Assisting students to develop personal responsibility for learning, behaviour and well being.
- Maintaining the rights of students to learn and the rights of teachers to teach in an orderly, secure environment.
- Developing appropriate programs for individuals and groups exhibiting difficult-to-manage behaviours.

A copy of our Behaviour Management and Bullying Prevention Guidelines is provided on request from our office.

Our Rights:

1. We have the right to be free from harm.
2. We have the right to teach and learn.
3. We have the right for our property to be looked after.

Playground Rules:

1. Follow teacher directions at ALL times.
2. Stay on school grounds.
3. Play safe – no rough playing with sticks, stones or honky nuts.
4. Enter the classroom and wet areas only when a teacher is present.
5. Show respect for people and their property.
6. Walk bikes from bike racks along outward paths and the school oval.
7. Play only in allocated areas.
8. Wear sunsmart hats or stay in undercover areas.
9. Walk on paths.
10. Use common sense.

CONSEQUENCES will be consistently applied when children fail to adhere to the playground rules:

1. Teacher speaks to child about inappropriate behaviour (minor offences).
2. Serious offences are written in blue book (in triplicate).
3. Administration will determine consequences.
4. Child takes home blue slip detailing infringement and consequence.
5. Yellow slip copy to class teacher.
6. Child's name is recorded in class sheets in the office.
7. Detention room – student completes resolution form.
8. Teacher places resolution form and yellow slip in Class Behavioural Management File.
9. Students not wearing a sunsmart hat will be required to sit in undercover or non play areas.

(The “intent” of infringement determines the severity of the consequence.)

The Principal and/or Deputy Principals will determine out of school suspension for students who display dangerous or insolent behaviours.

BELL TIMES

School Starts	8.40am
Morning Session 1	8.40am – 10.50am
Recess	10.50am – 11.10am
Morning Session 2	11.10am – 12.40pm
Lunch	12.40pm – 1.15pm
Afternoon Session	1.15pm – 2.45pm



Warning sirens are sounded at 8.40am, 11.07am and 1.12pm.

Children who arrive at school after 8.40am must report to the Administration Office. They will be recorded as 'Late' on the attendance register.

KINDY TIMETABLE:

- K1** - All day Monday, Tuesday & Wednesday morning
K2 - All day Monday, Tuesday & Wednesday (Weeks 1, 3, 5, 7 & 9 of each term)
All day Monday & Tuesday only (Weeks 2, 4, 6, 8 & 10 of each term)
K3 - All day Thursday & Friday only (Weeks 1, 3, 5, 7 & 9 of each term)
All day Wednesday, Thursday & Friday (Weeks 2, 4, 6, 8 & 10 of each term)

BICYCLES

Parents need to make sure that children know and obey all cycle safety rules before they are allowed to ride to and from school. It is strongly recommended that parents of children under the age of 10 give serious consideration as to whether they should ride to school at all. This recommendation is consistent with police advice. Students must wear a helmet at all times riding their bicycle. Bikes must be walked, not ridden, on school grounds.



Although bikes are secured within the school grounds during school hours, it is also strongly recommended that a lock be provided as an additional security device to protect your child's bike. The school does not accept responsibility for the security of bikes.

Students who continue to disobey the rules will have permission to ride their bike to school withdrawn.

Please note that **scooters, skateboards and roller skates** are not permitted on school grounds.

BOOK CLUB



The school provides parents the opportunity to expand their child's home library by conducting a Book Club on a regular basis throughout the year. Brochures are forwarded home with each child detailing the books available and the prices.

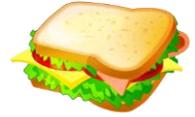
BULLYING

East Beechboro Primary School staff support a "no tolerance" approach to bullying in declaring the school environment a "Bully Free Zone". Parents can help by:

1. Taking an active interest in your child's social life and what is happening at school.
2. Model appropriate values.
3. Encourage your child to bring friends home and to accept and tolerate differences in others.
4. Build your child's self esteem by recognising and affirming his/her positive qualities. Value your child for who they are.
5. Discuss with your child the school's expectations about behaviour and ways to respond if their rights are infringed.
6. Encourage constructive responses. Physical bullying or persistent teasing should be reported. Hitting back or retaliating with name calling won't solve the problem.
7. Act. If your child is being bullied at school report it to your child's teacher, Deputy or Principal. Your report will be followed up.

CANTEEN (Mon, Wed & Fri)

The School Healthy Food Policy endorses and promotes healthy eating. The P&C Association operates a canteen, which provides a variety of meals at reasonable prices which are compliant with the 'Healthy Food and Drink' policy of the Department of Education W.A. Any parent willing to help in the canteen is asked to contact the canteen manageress through the school on 9279 7299.



To order lunches you are requested to record your child's name, room number and order details on an envelope or lunch bag with the money securely placed inside.

The order is then placed in the class lunch box located in each classroom before 9.00am, Monday, Wednesday and Friday. If a child requires change to make purchases at morning recess it must be indicated on the lunch order envelope/bag. Lunches are collected from the canteen and delivered to classes by selected class helpers. It is recommended that large amounts of money are not placed in lunch order bags as these can get lost.

A seasonal menu and price list is sent home at the beginning of each term.

COMPOSITE CLASS POLICY (Multiple Age Grouping – MAG)

Purpose:

To equitably allocate children to classes. It is the view of staff at East Beechboro Primary that being placed in a composite class does not disadvantage children. Given the developmental nature of learning and social interactions of children, composite classes optimise educational outcome opportunities.

Policy:

When students are allocated to composite classes, the following criteria will be considered:

1. Friendship groupings may be considered where they are not seen to impede learning outcomes.
2. Gender ratios.
3. Past behaviour history; in general students with difficult or challenging behaviours will be distributed across classes in order to minimise their disruption on the learning and teaching programs of other students.
4. Teaching and learning styles; where possible independent learners will be considered for MAG opportunities.
5. Avoidance where possible of very small numbers of children in one year level with a MAG class.
6. Students with learning difficulties will have their placements determined following very careful consideration of their needs.

Teacher professional judgement is the key to all placement decisions.

CONCERNS and COMPLAINTS

If at any time you have a matter which you feel you need to discuss please contact the school.

In most instances it is appropriate that the class teacher be the first point of contact. However, please feel free to contact the Principal or Deputy Principals directly if you feel this is warranted.

In some cases parents discuss what they feel are problems with other parents and neglect to notify the school. NO PROBLEM CAN BE SOLVED IF WE ARE NOT AWARE OF IT. It is often the case that 'stories' taken home by young children are misinterpreted versions of what really happened.

CUSTODY

If a parent has sole custody of a child the class teacher and Principal need to be informed and copies of court orders **must** be lodged at the school office. Unless the school has a copy of the approved court order the school cannot refuse to release children to either parent.

DOGS

They tend to become overexcited, presenting a nuisance and a danger. Dogs are not to be brought onto school grounds, even if on a lead.



EXCURSIONS

To enhance the curriculum and learning environment of all students, teachers may supplement class activities with selected excursions.

Charges for all excursions will be identified in the yearly "Contribution and Charges" schedule.



Before attending excursions all students must submit parental permission slips and current medical information.

Attending excursions, incursions or organised school activities is a privilege not a right. Continuous behavioural concerns may preclude a student from attending such activities.

FACTIONS

On entering the school each child is allocated to one of the following four factions:

Bandicoots
(Blue)

Numbats
(Red)

Wallabies
(Gold)

Bilbies
(Green)

HATS (K-6)

The school has a "NO HAT, NO PLAY POLICY". This means children's outdoor activities will be confined to undercover areas if no hat is available. This is a necessity when we consider how our environment is changing and the high rate of skin cancer in this country.

Please ensure your child's hat is clearly labelled with your child's name.



Sunsmart Hats:

East Beechboro Primary School is an accredited 'SunSmart' school. Therefore children are required to wear a SunSmart hat. These need to be maroon in colour. The wearing of the school SunSmart hat, which is part of the school uniform, is part of our Uniform Policy.

Hats with the school logo are available from the Uniform Shop.

STUDENT WORK AT HOME

Homework commences in Pre-Primary and increases in formality, complexity and time requirements as children progress through year levels. Although the issue is best clarified with teachers at class meetings, parents can generally expect that homework will consist of:

Reading/personal study;
Completion of class work;
Revision of recent work;
Teacher set consolidation work;
Preparation for tests; and
Projects/assignments.



As a guide, parents can anticipate that a reasonable amount of time for children to spend on homework, on four to five occasions per week, would be:

Junior Primary	-	10-20 minutes
Middle and Upper Primary	-	20-30 minutes

IMPORTANT DATES

Term Dates for 2017

Term 1 – Wednesday, 1st February – Friday, 7th April

Term 2 – Monday, 24th April - Friday, 30th June

Term 3 – Monday, 17th July - Friday, 22nd September

Term 4 – Monday, 9th October - Thursday, 14th December

*Note: Teachers commence on Monday, 30th January 2017. The school office will be open on from Wednesday, 25th January 2017.



School Development Days for 2017

Monday, 30th January Tuesday, 31st January

Monday, 24th April Friday, 18th August

Friday, 17th November Friday, 15th December

INFECTIOUS DISEASES

❖ Chicken Pox

Transmission: Airborne or droplet infection; direct with fluid from a vesicle or infected person. Once the scabs are dry they are no longer infectious.

Incubation Period: 13-17 days.

Period of communicability: From 2 days before rash until all blisters have crusted.

Exclusion: Exclude until at least 5 days after the eruptions first appear. Some remaining scabs do not justify exclusion.

Contacts: Any child with an immune deficiency (eg leukaemia) or receiving chemotherapy should be excluded for their own protection.

❖ Conjunctivitis

Transmission: Direct or indirect contact with secretion from infected eyes.

Incubation Period: 1 to 3 days.

Period of communicability: While eye discharge is present.

Exclusion: Exclude until discharge from eyes has ceased.

Contacts: Not excluded.

❖ Impetigo – School Sores

Transmission: Direct contact with an infected person.

Incubation Period: 1 to 3 days.

Period of Communicability: Until sores are healed.

Exclusion: Exclude until treatment has commenced. Sores on exposed surfaces must be covered with a dressing.

Contacts: Not excluded.

❖ Measles - Notifiable

Transmission: Airborne or droplet infection; or direct contact with contaminated nose or throat secretions.

Incubation period: 7 to 18 days.

Period of communicability: About 4 to 5 days before rash begins until fourth day after rash appears.

Exclusion: Exclude for at least 4 days after the onset of the rash.

Contacts: Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school.

Immunisation: Measles/Mumps/Rubella vaccine is recommended at 12 months and 4 years.

❖ Ringworm

Transmission: Contact with infected persons, articles or animals – especially cats.

Incubation Period: 4 to 14 days.

Period of communicability: As long as lesions contain fungus and spores.

Exclusion: Exclude until the day after treatment has commenced.

Contacts: Not excluded.

❖ Mumps – Notifiable

Transmission: Airborne or droplet infection; or direct contact with saliva of an infected person.

Incubation period: 12-21 days. Usually 18 days.

Period of communicability: From 6 days before to 9 days after the onset of swelling.

Exclusion: Exclude for at least 9 days after onset of symptoms.

Contacts: Do not exclude. Recommend immunisation if not vaccinated.

Immunisation: Measles/Mumps/Rubella vaccine is recommended at 12 months and after the 4th birthday.



❖ Rubella – Notifiable

Transmission: Airborne or droplet infection; direct contact with contaminated nose or throat secretions; mother to child.

Incubation period: 14 to 23 days. Usually 16 to 18 days.

Period of communicability: From 7 days before to at least 4 days after the onset of the rash.

Exclusion: Exclude until at least 4 days after onset or rash.

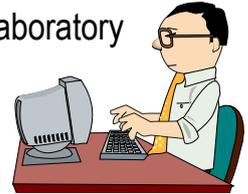
Contacts: not excluded.

Immunisation: Measles/Mumps/Rubella vaccine is recommended at 12 months and after the 4th birthday.

All females of childbearing age should ensure that they are immune.

INTERNET USAGE

East Beechboro Primary School has an extensive bank of classroom and laboratory computers with internet access. The internet is provided as a learning aid and will only be used in accordance to the Internet Policy guidelines.



Students and parents must return a signed record of internet understanding every year.

LATE ARRIVALS

If your child arrives after 8.50am they will need to sign in through the school office. Office staff will provide them with an official “late note” that they will need to present to their class teacher.

Students who identify as “at risk”, (those that show a pattern of late arrivals) will receive parent notification letters. Any disruption to a student’s classroom routine is a cause for concern as it impacts upon learning outcomes. Preparation for the school day and punctuality are vital educational considerations for all students.

LEAVING DURING THE SCHOOL DAY

If you need to collect your child during the school day (eg dental appointment), then please report to reception in the school office before going to the classroom. Only parents and other authorised persons may collect children. Each child being collected must be officially “signed out” through the school office.

LOCK DOWN

This is a term used in Risk Management situations to secure the school premises against perceived or actual threat.

As the school is a fenced facility the school lock down procedures will include the locking of all perimeter gates. This effectively excludes all parents and visitors. In this situation contact will only be maintained by phone and gates opened only after the “all-clear” is given.

These procedures are used in the event of perceived and actual threat for the protection of your children.

MEDICAL EMERGENCIES

Every effort will be made to contact parents if a medical emergency arises. However, in the case of a medical emergency children will be treated by staff, and if deemed necessary, an ambulance will be called.



Cost of an ambulance will be billed to the parent.

Please ensure that all data pertaining to HEALTH, EMERGENCY CONTACTS, and the name and telephone number of your MEDICAL PRACTITIONER on your child’s ENROLMENT CARD is up to date. Note that:

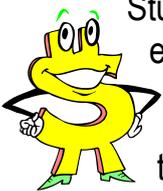
- (a) Medical Action Plans are developed for children with special medical requirements and needs.
- (b) Parents need to see a Deputy Principal if you wish medication to be administered at school.

If a student has an identified medical condition without a detailed Medical Action Plan they can not participate in out of school activities or programs as duty of care will be considered a risk.

MOBILE PHONES

The school recognises students may require mobile phones to ensure parents may contact them outside of school hours. When students are on site and in the care of staff there is no need for these mobile phones to be used as parents are required to contact their children through the school office. **Mobile phones are prohibited from use during school operational hours and on the school premises.** Students found using their phones at school will have the phone confiscated and parents will be asked to collect the phone from the office. Mobile phones are the responsibility of the owner and must be kept in school bags during the day. Parent support on this matter is greatly appreciated.

MONEY



Students will need to bring money to school at various times throughout the year, for excursions, swimming lessons, class activities etc.

Parents often find it safer to place the money in a sealed envelope with the child's name, the amount of money enclosed and its purpose, clearly stated on it. In the case of younger students this envelope could be placed in your child's homework folder with their reading book so it is not forgotten. Please ensure the correct currency is used as we are unable to bank foreign coins and this may disadvantage your child's chances of participating in school or class activities.

NAME CHANGES

If your child has had a legal change in their name please supply the office with a copy of the Change of Name Certificate issued by the Registrar of Births, Deaths and Marriages.

NEWSLETTERS

Newsletters are produced twice a term with Information Briefs being produced fortnightly. Both these publications are available on the school website and via the school app. There will be a limited number of printed copies available in the office. It is highly recommended that parents spend time reading the Newsletters and Information Briefs as it is our prime means of keeping you informed.

NITS AND LICE

Head lice are tiny insects which live in human hair. The eggs look like grains of salt stuck to the hair and are most often found behind the ears and along the forehead and temples.

If your child 'acquires' head lice do not be alarmed as they are quite common in schools.

Students are no longer subjected to mass hair inspections by school nurses or class teachers. The inspection of a child's hair will remain the responsibility of parents and guardians.

Head lice can be treated effectively following the conditioner treatment recommended by the Health Department of WA. Alternatively, a recommended insecticide shampoo or lotion can be used. Both treatments must be followed by regular combing and removal of the eggs. We suggest if your child's hair is shoulder length or longer, that it be tied back.

Contact your child's teacher or the school office for more information on this matter.

NO SMOKING

Parents and visitors are asked to adhere to Department of Education and Training policy prohibiting smoking on school grounds or at official Department of Education events i.e. sport carnivals, excursions or family events.

This policy is important with respect to:

- Unknown impacts of passive cigarette smoke on non-smokers; and
- Importance of providing models of appropriate behaviour for our children.



As even adult smokers are among those who discourage children from taking up this habit, we would greatly appreciate your support in this regard.

NO TOLERANCE TO GRAFFITI POLICY

Pride in personal presentation is regarded highly at East Beechboro Primary School. This extends to pride in all personal items and workbooks. It is not appropriate nor will it be acceptable for students to wilfully damage, etch, scribble on, draw on, “tag” or in any other way graffiti their personal items or workbooks.

Should this occur, parents will be informed and arrangements negotiated to replace or renew these items. Your support for this policy would be greatly appreciated as RESPECT is a “cornerstone” virtue at this school.

PARENT INVOLVEMENT

Parents are encouraged to involve themselves in as many school activities as possible.

- Parent Help Rosters – Many of the teachers appreciate the assistance of parents with regular class activities and excursions. Contact your child’s teacher if you would like to help out in the classroom.
- Parents and Citizen’s Association – The P&C plays a vital role in helping with the education of the students of the school. In addition to various fundraising enterprises, the P&C takes an active interest in school affairs and education developments, which are of interest to all parents and children. It’s also a good way to meet other parents. Meetings are held every month in the school staffroom. Parents are informed of forthcoming meetings through the newsletter. All parents are urged to become active members of this association.
- School Board – East Beechboro is an Independent Public School. The School Board meets twice a school term. Board members are elected in different ways. P & C representatives (2) by P&C ballot, the Principal is automatically on the board, staff members (2) are elected by ballot of staff members, Independent community members are invited to join the board. Members serve on the board for a period of no less than 2 years. The first board meeting of the year is a public open meeting at which all school and community members are invited to attend.



PARKING

Parking remains a contentious issue with too many people trying to fit into the limited space provided immediately outside the school buildings, especially at home time.

You are requested to make the safety of all children paramount when parking and to heed the road signs.

THE STAFF CAR PARK IS RESERVED FOR STAFF AND SERVICE VEHICLES ONLY. This policy exists for the safety of children. Parents are not permitted to use the car park unless prior arrangements have been made with the Principal.

P.E.A.C. (PRIMARY EXTENSION & ACADEMIC CHALLENGE)

Special interest and extension classes are offered to identified students throughout the year. Classes are taken by teachers especially appointed for the task and provide for a few children from each school in the district.

Parents will be notified in writing if their child is invited to participate in one of the off-site courses.

PEAC testing is conducted with Year 4 students each year. Please note that there may be costs associated with this testing.

PERFORMING ARTS PROGRAM



School Based Program – The school is supported by a Music Specialist.

All classes attend at least one Performing Arts lesson each week and students in Years 4-6 may be invited to join the choir.

Students are also provided with the opportunity to learn a musical instrument through 'The School of Instrumental Music'.

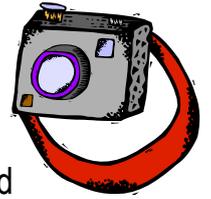
PERSONAL ITEMS LISTS (Booklists)

These are issued each November/December for the following year. We endeavour to keep the cost of Personal Items to a minimum and, in fact, some items on the list, eg calculators, pencil cases, can be carried forward from year to year.

The items on the Personal Items list are essential for day-to-day classroom learning and we ask that all children have these items. These items will need to be periodically replaced throughout the year. Parents are asked to ensure that all items are clearly labelled with the name of the student.

PHOTOS

Throughout the year student photos may be selected for newsletter displays, media publications, web page productions or other school promotional materials. If parents do not wish their child's photograph to be used, they must contact the office. **The school will assume that permission has been granted to publish your child's photograph unless otherwise advised.**



Students will be provided the opportunity to purchase school photos of class and individual poses during the school year.

POSITIVE INCENTIVE SCHEMES

Tokens:

The school operates a token reward system using "greenies", "pinkies", a series of Achievement Certificates and merit badges. The system is used throughout the school in the classroom and playground. Students are rewarded for good behaviour, demonstration of good work, effort and school values.

General:

Merit Certificates are issued by teachers to identified students for a variety of meritorious reasons. Students receive a variety of stamps, stickers and rewards from administration for application, achievement and exemplary work.

PRE-PRIMARY TIMETABLE

Pre-Primary is the commencement of compulsory schooling. Pre-Primary students attend five full days a week. Parents are always welcome to make an appointment to discuss their child's progress.

READING RESOURCES

Our reading resources continue to expand in order that children are exposed to a wide range of reading opportunities.

Parents are asked to ensure books are cared for and returned to school each day as only limited stock is available at each level in each series. Losses will cause an inconvenience and replacement books are expensive.

The school will request that parents pay for any books that are lost, damaged or destroyed so that we can purchase replacement books to maintain our collection.

RELIGIOUS INSTRUCTION

Religious instruction is the responsibility of parents and is not part of the school curriculum

REPORTING TO PARENTS

Parents are advised of the teaching program and their child's progress in a number of ways throughout the year including:



- Class information Sessions – conducted by teachers early in the school year OR an information sheet sent home.
- Student Work Samples – a selection of your child's work forwarded home for your consideration and comments throughout the year. These will be supported by a Department of Education Summative Report at the end of Semester 1 and Semester 2.
- Parent/Teacher Interviews: conducted at the request of parents or teachers at any time during the year.
- Parents of Kindergarten children will receive an Interim Report (Semester 1) and a Formal Report and Portfolio (Semester 2).

SICK CHILDREN

It may be advisable for all children with colds, sore throats, coughs and ear infections to be kept at home – even if they feel well and want to come to school. This will prevent infecting other children and avoid your child becoming distressed unnecessarily.

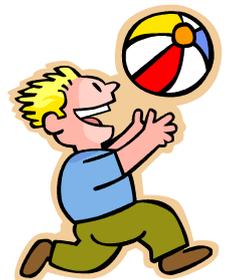
SOAP IN THE SCHOOL

The school supplies soap in teaching blocks. Children can wash their hands in supervised class times. Due to Occupational Health and Safety reasons soap is not provided in toilet areas.

We acknowledge and strongly commit to our educative responsibilities of teaching students the health benefits of hand washing especially after using the toilet and before eating. We also actively encourage each and every parent to provide personal toilet bags for their children inclusive of soap, cleansers and other optional personal hygiene products if they wish.

SPORT

Sport is a part of the school curriculum and as such all children are expected to participate. A parent note or doctor's certificate is required before a child can be excused. Physical Education lessons are conducted with all classes.



The school participates in many interschool sporting activities throughout the year.

STUDENT COUNCIL

The East Beechboro Student Council is comprised of six to eight Year 6 students elected each semester. Meetings are held on a regular basis with senior staff members.

The Council provides important leadership opportunities for our students. Councillors serve as representatives of the student body and have a leadership tradition of excellence. Suggestions are made for school improvement and frequently the group has initiated important fundraising activities for people in need.

STUDENT TEACHERS (Education Assistants/Structured Workplace Learning High School Students)

Each year our school supports the program of Edith Cowan University, TAFE Certificate III students and high school students by accepting a number of trainees for short and long term placement in classrooms.

SUPPORT SERVICES

Several services are available through the school. These include:

- **Dental Clinic** – The school Dental Clinic is located at Lockridge Primary School on Rosher Road, Lockridge. All Pre-Primary and new students to the school will be issued an enrolment form at the beginning of the year. All enrolled students are seen on a regular basis. The clinic makes its own appointments through cards sent to the school or to the home.

All Pre-Primary, Year 6 and Year 6 students will be screened during the year for a growth and development check.



If you wish to discuss a dental concern you can contact the clinic on 9279 2440.

- **School Nurse** – a school nurse visits the school twice per term or as arranged to monitor the health and physical development of all the children in the school. Responsibilities include hearing, eyesight and general growth and development checks. The nurse will see each Pre-Primary and Year 6 child at some stage during the year. Other students will be seen on a referral basis. You will be notified if there are any concerns.
- **School Psychologist** – A school psychologist is available one day per week to assist and advise staff and parents when a concern or problem arises with a child. Parental permission is required before any child can be referred. Appointments to access the school psychologist should be directed through the Deputy Principal/Case Manager.
- **School Chaplain** – The role of the School Chaplain is to offer pastoral care to our students.

TRANSFERS

Parents of children changing schools are asked to advise the school as soon as possible so that various records can be collected and library books, as well as reading books, can be recalled.

Families moving interstate are requested to advise the school in writing of the intended new school.

DRESS CODE

The School Board of East Beechboro Primary School has established a dress code for all students attending the school in line with the Department of Education's policies and guidelines. These guidelines include that **denim clothing in any form is not acceptable**. Please note that we are an accredited SunSmart school.

The School Council believes a school dress code:

- Fosters and enhances the public image of East Beechboro Primary School;
- Assists in building school and team spirit;
- Ensures students are safely dressed for specific school activities;
- Encourages equity among students;
- Prepares students for work, as many work places have dress and safety codes; and
- Is cost effective, as uniform clothing is generally cheaper to purchase than fashion clothing.

Availability of dress code items:

- Items in the designated school colours may be purchased from the Uniform Shop operated by the Uniform Committee.
- Second hand school clothes will also be available every fortnight at assembly.
- Students whose families may experience financial difficulties regarding the purchasing of a uniform should contact the Principal to discuss the situation.
- Students are reminded to keep jewellery to a minimum, avoid wearing dangling earrings, bracelets and chains. These items are not part of the uniform and if tangled or caught can, and do cause injury.

Consequence:

Students not following the dress code may be denied the opportunity to represent their school at official school activities, which include choir, sporting and social events, excursions and/or incursions.

Students who are persistently not wearing school uniform may not be able to hold student office, eg faction captain or student councillor.

This policy has been developed with community consultation.

UNIFORM REQUIREMENTS

Wearing of the school uniform is compulsory. Children are expected to be neatly and appropriately dressed for school activities.

Uniform Requirements

- Polo Shirt with collar, blue with school logo, short sleeves
- Crew Shirt no collar, blue with school logo, short sleeves
- Faction t-shirts in polo and crew styles, selected colours to be worn for faction sporting events only
- Unisex shorts – maroon
- Airflow Shorts – maroon
- Pleated skirt – maroon
- Skorts – maroon
- Track Pants – polar fleece – maroon
- Zip Jacket with school logo polar fleece – maroon
- Windcheater with school logo polar fleece – maroon
- Beanies and Scarves – maroon
- Sun Smart hat – wide brimmed, maroon hat

Year Six Uniform Requirements

- Shirts are specifically designed for the year 6 students. Shirts are specially designed with Leavers on the collar and on the back of the shirt. A student list is printed with the words “Year Six Leavers” and the year they graduate.
- Pre-paid orders are taken at the conclusion of year 5 (usually the end of third term) so that the shirts are ready for the commencement of Year 6.
- For students new to the school in these year groups, we will have a generic leavers shirt with no student list or year printed on the back and they will be available for purchase from the uniform shop.

Footwear Requirements

- The School Council encourages the wearing of footwear that provides appropriate protection for the feet.
- This includes closed in shoes such as sport shoes, school shoes and sandals that include support around the back of the ankle.
- Socks to be plain and not multi-coloured.
- Ugg Boots, thongs, masseur type scuffs, slides, backless sandals and shoes with a heel greater than 1.5 cms are not acceptable for safety and practicality reasons.
- Sporting footwear should be worn for all sporting activities.



WORK BOOK PRESENTATION

In an effort to ensure students develop a strong sense of pride and respect in their book work and general academic achievement we would ask parents to assist us by supporting the following school policy:

- All student work books must be covered at the beginning of the school year and as required throughout the year.
- Students will complete book work in pencil PP-Year 5.
- Biro is to be used when ready in Year 5-6 as directed by teacher.
- Pencil only for maths – all years.
- All drawings must be completed in pencil.
- Colouring is to be neat (no scribbling), no Texta is to be used in work books unless directed by a teacher.
- Pages are to be ruled up, margin down the left side, two lines across the top.
- Name on the left (if needed), date on the right above the title lines.
- Title in the centre of the title lines
- All worksheets, pictures or additional illustrations are to be glued in straight with all edges glued.
- East Beechboro Primary has a “No Tolerance to Graffiti” policy.

PRINCESS MARGARET HOSPITAL SUPPORT

The school supports Princess Margaret Hospital. In order to raise the necessary funds, cake stalls are held throughout the year. This is a marvellous opportunity for the children as they learn ways to help others not so fortunate and address Citizenship Responsibilities as outlined in the Curriculum Framework.

VISITORS

In the interest of student safety all visitors to the school inclusive of parent helpers are expected to present to the school office to register. Students will not be released to an adult without the official ‘sign-out’ form.

VIRTUES

The East Beechboro Primary School community is committed to the implementation and continued development of the whole school Virtues program. The following table shows the foci for 2014. All virtues are explicitly discussed in the classroom context, highlighted during assemblies and school announcements and referenced in school newsletters and internal communications.

	TERM 1	TERM 2	TERM 3	TERM 4
WEEK 1& 2	Honesty	Honesty & Truthfulness	Cooperation	Trustworthiness
WEEK 3& 4	Courtesy	Commitment	Forgiveness	Tolerance
WEEK 5& 6	Respect	Courage	Diligence	Assertiveness
WEEK 7& 8	Pride	Compassion	Reliability	Perseverance
WEEK 9 & 10	Self-Discipline	Responsibility	Determination	Friendliness
WEEK 11		Kindness & Helpfulness		

Notes....

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