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WELCOME

Banksia Park Primary School commenced operating on 1 February 1989. In 2017 we became an Independent Public School. Situated in the picturesque suburb of Leeming, the school is housed in attractive air-conditioned classrooms with extensive bushland surrounds. School facilities are of a high standard including classrooms, large library, art room, utility room, enclosed covered assembly area, canteen, tennis courts, cricket nets, playground equipment and grassed oval.

As the catchment area for Banksia Park is compact and almost completely built out, enrolment figures are stable. Over the years a real community spirit has evolved, with parents and staff working together to provide the best possible facilities and educational programmes for the students at the school. Students are well behaved and motivated to learn, parents are extremely supportive and the experienced teaching staff is hard-working and enthusiastic.

Parents are encouraged to participate in school activities and become involved in the many committees established by the P&C Association. Parents are represented on the School Board.

Banksia Park is renowned for its extensive music and art programmes. The school has bands and a choir which perform on a regular basis at venues around the metropolitan area. The visual art programme is of a very high standard.

Learning Technology is well supported having both a computer laboratory and networked classrooms with all computers linked to the Internet with Interactive Whiteboards in every classroom.

Japanese is taught by a specialist teacher.

In ensuing years, the school is aiming to regenerate the trees and bushland area. Staff, parents and students are working together on this project to create an awareness of the importance of preserving our environment for future generations.

Our school has much to offer to new residents and cross-boundary enrolments. The size of the school, the innovative and established education programmes and positive working relationships between staff and parents, all contribute to make this school a desirable location for potential student enrolments.

Martin Humphreys

Principal

SCHOOL PROFILE

MISSION STATEMENT

Banksia Park Primary School will provide a supportive environment in which each child can develop his/her cognitive, physical and social skills to the limit of his/her potential.

SCHOOL VISION

- Banksia Park Primary School Community embodies a vision that is characterised by individual students reaching their potential academically and socially.
- Our students are motivated and engaged in challenging learning programmes.
- Staff are responsive to change and motivated to develop knowledge and competencies commensurate with their roles.
- We are committed to stimulating learning environments that are inclusive and safe.
- The school values the partnership of staff, students and parent/caregivers working together to provide a quality education for our students.
- Our school community aims to foster social and civic responsibility together with responsibility for the environment.
- Our actions are guided by the Department of Education's four core values of LEARNING, EXCELLENCE, EQUITY and CARE

PERFORMANCE INDICATORS

The success of Banksia Park Primary School in fulfilling its purpose will be indicated by the extent to which students achieve the desired outcomes in:

- The Arts
- English
- Health and Physical Education
- Languages (Japanese)
- Mathematics
- Science
- Humanities and Social Sciences
- Technology
- Attendances Behaviour and Effort

ROUTINES AND PROCEDURES

ABSENCES

An explanation is required for each and every absence from school. Notes are kept on file by classroom teachers for perusal by Departmental Officers. A regular home visit for lunch can be covered by one written explanation. Holidays which occur during the term should be discussed with the Principal prior to departure.

ADMINISTRATION OF MEDICATION

The Department of Education in Western Australia is obliged to comply with reasonable requests for assistance in the administration of medication. Procedures have been developed to assist school staff in instances where there is no registered nurse, or other qualified health professional available to assist the students who are unable to administer their own medication. To access these procedures the necessary forms need to be completed and signed by the appropriate people. The forms are available from the school office. In very severe cases the School Nurse is called on to set up an action plan.

ARRIVAL AT SCHOOL

Children are not to arrive at school until 8:30am as there will be no staff to supervise them. Parents who leave for work early are to arrange for their children to be supervised at home or at an Out of School Care Centre. If students arrive a few minutes earlier, they are to report to the covered assembly area and sit quietly until released at 8:30am. The use of sporting equipment or playing of games before school is not allowed. Members of the Administration will be on duty from 8.30am. This system is designed to ensure the safety of our students.

ART

The students are required to bring pencil cases to all lessons. Art shirts will be stored in the Art Room from the start of term one along with each student's black marker pen.

An Art Folder containing work covered in the art lessons will be sent home at the end of each semester. The empty folder needs to be returned promptly to the classroom teacher ready for the next term.

A variety of children's artwork is on display throughout the year, so parents and family are invited to view, before and after school, if they wish. Displays can be viewed regularly in our school office, school library and art room. Individual displays are exhibited in classrooms for parent's night each year.

ASSEMBLIES

Conducted by the children, whole-school assemblies are held fortnightly on Thursday mornings at 8.50am. Matters of importance are announced, an item is performed, reports presented and Honour Certificates awarded. Parents are invited to attend school assemblies. Dates of School Assemblies are printed in the Newsletters and on Term Planners.

BAND

Children from Years 4 to 6 are eligible to join the School's Instrumental Band Programme. Membership of the programme involves children: -

1. Providing their own instrument.
2. Having professional tuition (arranged by the school).

3. Attending rehearsals.
4. Attending performances, camps etc as required.
5. Paying a band fee to cover costs of music and equipment.
6. Committing to involvement for the 3 year period.

The band is managed by a Parent Committee to which parents are encouraged to join. An information booklet is available from the school office.

BEHAVIOUR MANAGEMENT POLICY

A comprehensive Behaviour Management Policy is in force at Banksia Park Primary School.

Behaviour management procedures for students in the classroom and school grounds are -

MANAGING STUDENT BEHAVIOUR IN CLASSROOM

If a student displays unacceptable behaviour:

1. Teacher indicates to the student which right has been disregarded and discusses why behaviour is inappropriate.
2. Teacher completes a slip, which is taken home by the child, signed by a parent and returned to school. Once returned, the slip is submitted to Administration for filing on the student's Managing Student Behaviour (MSB) system.

MANAGING STUDENT BEHAVIOUR IN SCHOOL GROUNDS

If a student displays unacceptable behaviour:

Minor Misbehaviour

1. Duty teacher identifies inappropriate behaviour and warns student/s.
2. Duty teacher counsels student and issues inappropriate behaviour warning slip.
3. Slip sent to Deputy Principal

On receiving their third misbehaviour slip, the Deputy Principal will send home a slip.

Major Misbehaviour

1. Duty teacher counsels the student and issues a slip to the child.
2. Copy of slip to Deputy Principal

Duty Teacher completes a slip which is taken home by the student, signed by a parent and returned to school. Duplicate copy is submitted to Administration so that return of slips can be followed up. Once returned, slips are filed by Administration on the MSB record system.

CONSEQUENCES

3 slips	<ul style="list-style-type: none"> • Student M.S.B. record No.1. • Letter sent to parents by Administration. • Student to spend one day in in-school suspension in different classroom or Administration Area doing work prepared by own class teacher. <p>Staff will ensure that the student is supervised at all times, including the duration of alternative recess and lunch breaks. During these breaks, supervision may be carried out by administrative staff or other designated teachers.</p>
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Further 3 slips	<ul style="list-style-type: none"> • Student M.S.B. record No.2. • Letter sent to parents by Administration requesting an interview. • Student to spend three days in in-school suspension in different classroom or Administration Area doing work prepared by own class teacher. • Staff will ensure that the student is supervised at all times, including the duration of alternative recess and lunch breaks. During these breaks, supervision may be carried out by administrative staff or other designated teachers.
Further 3 slips	<ul style="list-style-type: none"> • Student M.S.B. No. 3. • Letter sent to parents by Administration requesting an interview. • Student to spend one week in in-school suspension in different classroom or Administration Area doing work prepared by own class teacher. • Staff will ensure that the student is supervised at all times, including the duration of alternative recess and lunch breaks. During these breaks, supervision may be carried out by administrative staff or other designated teachers.

Further entries on Student MSB record after 3 slips involve further in-school suspensions of one week.

Slip numbers are totalled over a given school year only and are not carried over to subsequent years.

Extreme cases involving any of the Categories of Suspension will be dealt with by the immediate withdrawal of the student to the Principal's Office, Deputies' Office or interview room; entry on student MSB record; parents notified with a letter of suspension and given the opportunity to be heard.

BEHAVIOURAL “GOOD STANDING” OF STUDENTS

- All students will be considered as having **GOOD STANDING** unless they are suspended.
- A student may regain their **GOOD STANDING** if they have been able to maintain a consistent period of time demonstrating good behaviour.
- A student may be exempt from special events if their **GOOD STANDING** is in question due to them not demonstrating good behaviour.

BE YOU (TRANSITIONING FROM KIDSMATTER)

In October 2018 the KidsMatter Initiative transitioned into a new, birth to 18 National Education Initiative (NEI), which was launched in November of the same year. The new name for the NEI is ‘Be You’.

Be You is about creating a mentally healthy learning community for *everyone* – staff, families, children and young people and beyond. When everyone in the community unite, together they can create meaningful change and improve the mental health of children and young people.

An evidence-based, online professional learning package will be accessible to all educators and learning communities. The teachers at Banksia Park will be undergoing extensive professional learning in the five domain areas, with content centred on creating and supporting mentally healthy communities:

The five domain areas are:

- Mentally Healthy Communities;
- Family Partnerships;
- Teaching;
- Early Support; and
- Responding together.

These domains will be a focus in the Social and Emotional Learning sessions in classrooms.

The School's Behaviour Management Policy supports the Be You Initiative and guides teachers' response to incidents of bullying. The School is proactive in including the School Community in the Social and Emotional Learning (SEL) Program.

The Banksia Park Primary School Anti-Bullying and Social and Emotional Learning Policy Pamphlet is provided to all students and parents at the commencement of each school year to discuss.

BOUNDARIES – LOCAL INTAKE AREA

The boundary for Banksia Park Primary School is as follows: -

From the intersection of South Street and Karel Avenue,
south along Karel Avenue to Beasley Road
east along Beasley Road to the eastern boundary of the Melville Glades Golf Course
south along the eastern boundary of the golf course to the Roe Highway,
northeast along the alignment of the Roe Highway to South Street and in a general
westerly direction along South Street to Karel Avenue.

The boundary parts of Melville Glades Golf Course (east side), Roe Highway (north side) and South Street (south side) are included within the area for Banksia Park Primary School. The sections to the West and South of the Golf Course are not part of Banksia Park boundary.

Children living within the area as provided above, are eligible to attend Banksia Park Primary School. If student numbers in classrooms are below the requirements set out by the Department of Education, parents of children out of the designated area can apply to cross boundaries to attend Banksia Park Primary School. Information regarding cross boundaries can be obtained from the school office.

BUS REGULATIONS

Pupils must obey these rules when travelling on buses for school excursions or In-term swimming lessons: -

- Do not change seats while the bus is in motion.
- Do not lean out of the window or against the door at any time.
- Do not cause any disturbance or interfere with other pupils.
- You must obey the instructions of the bus driver.
- After alighting from the bus, children must stand back until the bus has moved away and not cross the road until they can see that the road is clear.

CANTEEN

The canteen is open for recess and ordering lunches on Wednesdays and Fridays. Volunteer helpers are required on a regular basis to prepare lunches. Rosters for helpers are prepared each term. If you would like to be on the roster, please contact the school or call into the canteen on a Wednesday or Friday morning. Menus are prepared each term and are available at the canteen or the school office. Any alterations to the normal canteen procedures are notified in the Newsletter.

Lunch-ordering You can order online at www.Quickcliq.com.au or lunch bags can be purchased from the Canteen.

Procedure: Online orders must be in by 9:00am.
Canteen bags must have name and area number CLEARLY printed on the bag. CORRECT money to be enclosed. A separate bag for each child. The bag is to be folded to contain money and placed in Area basket at the canteen before 8.50am.

COMMENCEMENT OF TEACHING DAY

Teachers arrive early to prepare material and organise the day's activities. They may then spend some time in the staffroom but are back in the classroom by 8:50am for final preparation, greeting children, money collections, etc. This time is important for the efficient start to a full teaching day.

Parents are requested not to attempt discussions with class teachers after 8:40am. Preparation time is lost, children may be left unsupervised and valuable teaching time may be interrupted. Those parents who bring their children to school should leave immediately after seeing their children to the classrooms.

- We do not wish to discourage parents at school, but must emphasise that education is a complex process and every minute is important.
- Interviews with teachers can be freely arranged whenever required by following the accepted procedure.
- Parent helpers will be 'briefed' beforehand to ensure they can commence their tasks without the need for teacher presence.
- Pre-schoolers need to be closely supervised so as not to distract/interrupt other school activities.

CONCERNS OR PROBLEMS

If you have any matter, which you feel you need to discuss, please make an appointment with the class teacher or Principal. 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. Remember also that there are two sides to every story. Quite often stories, which go home with children, are confused versions of what really happened. Always give the school and teaching staff the chance to present their side of the story.

Interruptions to teaching must be avoided and direct parent/teacher discussion has to be arranged at convenient times to both parties.

CONNECT

Connect is a Department of Education messaging system that allows us to send messages, Newsletters and Student Reports to your email address. All new enrolments will receive a login and password for this system. If you have any problems with this system just contact the office for help. It is important that you update your email address with us if or when they are changed.

CONFIDENTIAL DECLARATION FORM

For the protection and safety of all our students, the Department of Education requires all parent/community helpers to fill in a CONFIDENTIAL DECLARATION form. All information supplied by participants is confidential and will be filed in the school office.

If you assist staff and the P&C with programmes during school hours, please call in at the school office and fill in the Confidential Declaration form.

Examples – canteen workers, kindy, pre-primary and classroom helpers, band committee members, assistants at excursions, sporting events.

We are sorry for this inconvenience but the school is sure you will understand the precautions we now need to take for the protection of our students.

COVERING OF BOOKS

As part of our endeavours to instil a pride in all we do, we request that all children's exercise and activity books are covered. Teachers will issue the books early in the year. We request your support and co-operation by ensuring the covered books are returned as soon as possible, as children will then need them for class use. All books, files and stationery are to be clearly marked with your child's name.

DAILY TIMETABLE

8:50am		- school commences
10:30am	- 10:50am	- morning recess
12:20pm	1:05pm	- lunch recess (lunch eaten under supervision between 12:20 to 12:30pm)
2:05pm	- 2:10pm	- afternoon recess
3:10pm		- children dismissed

The siren is used to summon children to classes in the morning and after recesses when they are outside the buildings. The P.A. system is used to dismiss the children for recess times.

DENTAL THERAPY CLINIC

A dental clinic situated at Leeming Primary School caters for children from PP - 6 at this school. There is a Dental Therapist and a Dental Assistant in the clinic every day and a Dental Officer visits weekly for major problems. This service is free for all children to Year 11.

An enrolment form and information sheet will be sent home early in the year for new admissions. These are to be returned to the Dental Therapy Clinic via the School. Children will be examined throughout the year, but emergencies will be dealt with immediately.

Appointment cards are issued and every effort should be made to keep to the time allocated. Appointments may be cancelled by phoning 9266 6700.

DOGS

Dogs are not permitted on school grounds. Parents are requested to ensure that their 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 the pets.

ENROLMENT

Proof of date of birth is required for all children starting at a new school. This is established by presenting to the school, a Birth Certificate or Extract of Birth on or before the date of admission. A copy of your child's Immunisation ACIR History Statement dated within 2 months of enrolment must be photocopied and given to the school upon enrolment. Children who turn 4 or 5 years of age between 1 July previous year and 30 June in the current year will be admitted to Kindergarten or Pre-Primary.

An Application to Enrol Form must be completed and approved by the Principal. Then an Enrolment Form must be completed and signed by the parent/guardian. All details must be properly completed. It is essential that the school has an alternative contact for your child in the event of accident or illness. We find it most convenient if you can supply the name and telephone number (if possible) of a neighbour or friend for this purpose. Preferably someone close enough to collect the child if you are unable to do so yourself. It is important that you update this information when changes to circumstances occur.

Students who are entering Kindergarten and Pre-Primary must complete an application for enrolment for each year the student enters these year levels.

EXCURSIONS

Throughout the year, excursions are arranged to places of interest as part of the educational programme. Visits of a cultural nature are also organised at times to provide different experiences for the children. Interschool sporting fixtures are arranged to foster correct attitudes of sportsmanship.

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 permission slip and medical information sheet, which must be signed by a parent and returned for each participant.

The cost to parents for school excursions is kept to a minimum. Charges (bus hire, etc) are divided by the number of children attending to arrive at the cost per child.

Only in the event of an unavoidable absence (sickness) will refunds be made and only upon receipt of a letter of explanation from the parents. Also, we must insist that all children pay before the excursion if they are to attend. These conditions are for the benefit of all and we hope parents appreciate the reasons for them.

The wearing of full school uniform is expected of all children going on school excursions.

HAT POLICY - NO HAT / NO PLAY

Parents are advised that the Dress Code includes a policy of "no hat no play" which is enforced. The staff would appreciate your co-operation in ensuring children have a suitable hat or cap to wear during recess breaks. Visors don't offer adequate protection and are not acceptable. Hats may be purchased from the school uniform shop. The Term Planners will indicate times for the opening of the Uniform Shop.

HOMEWORK POLICY

Homework can support higher levels of student achievement by extending the time available for students to consolidate skills and concepts learned at school. It also extends the time available for the exploration of new ideas and new situations. Homework can also extend the time available to the teacher for the monitoring of student progress.

Homework can be a means of furthering school – home relationships and can assist in keeping parents informed about students' learning programmes and progress. It is expected that

homework will relate directly to the learning and teaching programmes appropriate to the needs of students.

Our Homework Policy

- Is to be consistent with the Curriculum Framework and School Plan.
- Is developed with the school staff and parents and endorsed by the School Council.
- Is regularly communicated to staff and students.
- Is supported and implemented by all staff.
- Is used only to facilitate the achievement of learning outcomes.
- Forms part of a developmental programme that is responsive to individual needs.

Homework should:

- Support the development of the student's independence as a learner;
- Further the partnership between school and home;
- Avoid dependence on unreasonable levels of parental assistance or resources that are not readily available to the student;
- Be set without impinging on reasonable time for family, recreational, cultural and employment pursuits relevant to the student's age, development and educational aspirations;
- Be balanced across learning areas so as to avoid stress and overload;
- Be phased in gradually and consistently as students move through the upper primary years and sustained through the secondary years; and
- Be consistently applied, monitored and assessed in a whole-school approach that is responsive to individual needs and learning area requirements.

At the commencement of each year, staff will discuss their classroom homework policies at parent information evenings.

GENERAL OUTLINE OF REQUIREMENTS

Kindergarten/Pre-Primary

- No homework at this level.

Years 1,2,3

- Daily reading.
- The occasional short activity that reinforces, consolidates or revises concepts being covered in class.
- Some home preparation may be needed for oral language sessions.
eg news.

Years 4,5

- Set tasks (ie research, class work) that are not completed in class may be finished at home.
- Homework generally involves language and maths to reinforce skills across a variety of learning areas.
- Individual teachers may specify the amount of time spent on homework.

Years 6

- Homework could consist of completion of class activities and consolidation of skills taught.
- Personal and informational reading and related activities.

Art Homework

Occasionally children will be asked to do a small amount of Artwork at home. This will involve:

- “Catch-up”, where children are required to finish off a piece of work.
- “Research”, where children are required to prepare for an up and coming art lesson.

In most cases children will be given a week to complete homework and in all cases children will be expected to spend only 20-30 minutes on the task.

HOT WEATHER

The policy at this school is NOT to send children home when the temperature is over 40 degrees Celsius. The school is air-cooled and conditions are quite comfortable.

Any parents who are particularly concerned about the effect of the temperature on their child may personally visit the school and pick up their child from the class teacher. Please note that this is only for temperatures over 40 degrees. Parents must contact the class teacher in person and they can only pick up their own children.

Arrangements cannot be made by telephone and a note will have to be provided when the child returns to school.

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. You must provide the school with a copy of your child’s ACIR (Australian Childhood Immunisation Register) history statement when enrolling your child at school.

INSURANCE

Neither the school nor the Department of Education in Western Australia hold insurance policies which cover students in the event of accidental injury. Therefore, serious consideration should be given to the purchase of a policy that provides 24-hour cover against accidental injury. This is a parent responsibility. Students’ personal property is not covered by any policy held by the school or the Education Department.

INTERVIEWS

Parents are invited to discuss their child’s progress with the teacher as required. Appointments should be made for teacher interviews. A letter to the teacher requesting an interview or by telephone through the Registrar, are the accepted methods for gaining appointments.

LEAVING SCHOOL

Parents with children leaving the school permanently are asked to give at least one week’s prior notice to both the teacher and the school office. We also request parents assist their children to collect all student belongings for delivery to the new school.

LEAVING SCHOOL GROUNDS

It is compulsory for the school to be notified where a child leaves school during the day, for part of, or the remainder of the day.

Parents/Caregivers must sign the student out, in the book in the office, when a child is withdrawn from school during the day. If the child is to return on the same day (e.g. dental appointment) the parent/caregiver must put the return time in the book on the child's return.

LUNCHESES

Lunches are eaten under teacher supervision from 12:20 – 12:30pm in set areas. Adequate cool water is available but children may bring plastic flasks containing drinks to the school. No food is allowed to be eaten in the library. Children are not permitted to wander about the school whilst eating or drinking at any time.

MOBILE TELEPHONES

Whilst generally discouraged it is accepted that some students may have these as a form of communication. However, the following rules apply:

- Once on the school grounds mobile phones must be switched off and remain turned off.
- Mobile phones are not to be used during break times.
- The school bears no responsibility for damage or loss in relation to mobile phones.
- Students with smart watches must turn them to aeroplane mode for the duration of the school day.
- Any violation of this will result in confiscation of the telephone or watch.

MONEY COLLECTION

When money is sent to the school, please enclose it in an envelope, with the child/children's name, year level, teaching area and purpose of the payment printed on the outside. Please include the correct amount inside as change cannot be given. Your co-operation in this regard is requested. We also have credit card facilities for payments of \$10 or more.

To prevent losses by children, to maximise teaching time and to assist office banking procedures, money collections should be paid to class teachers not the school office. Class teachers and the office will not accept money after 10:00am.

There will be requests, either through the Newsletter or a note sent home, for money to be placed in the labelled boxes in the school office from time to time. These are usually for a short period of days as stated in the instructions requesting the money. When these requests are made please keep to the specified day/s as parent volunteers collect these monies.

School uniform purchases are paid for, on Uniform Days, direct to the Sub-Committee Members or placed in the collection box in the office.

NAMING ARTICLES – LOST PROPERTY

All items of stationery and clothing should have the owner's name clearly marked with permanent ink. Lost property is stored in containers in the covered assembly area. Children should be reminded to check these for missing items. At the end of each term unclaimed items of clothing will be sent to charitable organisations.

NEWSLETTERS

These will be uploaded onto Connect regularly each fortnight, to inform parents of school activities and forthcoming events. They will be numbered so that parents may tell whether they have missed one at any time. These are also available on the School Website. Please see the School Office if you would prefer a printed copy.

PARENTS & CITIZENS ASSOCIATION

Banksia Park Primary School has a rich history of parental involvement. All parents are welcome to meetings which are held twice each term. Dates and times will be advertised in the newsletter and on the website.

The P & C Association elects its Executive and Committees at the Annual General Meeting in February each year.

PARENT ASSISTANCE IN EDUCATIONAL PROGRAMMES

Classroom teachers encourage parents/carers to assist with educational programmes in classrooms or on excursions. We value parental involvement in school activities. However, it is up to each teacher's discretion to ask for parental assistance in classroom activities.

PARENT PARKING

In the interests of children's safety, we request that parents take great care when parking in and around the school. Certain restrictions apply and these are signposted.

- The staff car park is for the parking of vehicles belonging to staff or visitors to the school. It must NOT be used for setting down or picking up children. A number of bays marked for specific purposes (Disabled, Delivery, Principal, Deputy Principal, Registrar, etc) must be kept clear for those vehicles.
- The access road to the canteen and bulk bins is specifically for that purpose – access for service vehicles only.
- There are Kiss and Drop bays on Gracechurch Street.

Street parking around the school perimeter is controlled by the City of Melville and restrictions are clearly signposted. Occasional checks are made and infringement notices can be issued by the traffic officer employed by the City of Melville.

Each term the P&C Association holds a raffle which allows the winner to park in a specially designated bay in the staff car park for a term. Information regarding the raffle can be obtained at the school office.

PLAYGROUND SUPERVISION

Duty teachers supervise students at recess and lunch times in the designated eating areas. When the students have finished eating, the supervision is maintained during their play activities in the school grounds. A member of the administration team is on duty each morning from 8.30am until the first siren.

If problems arise in the playground, students must see the duty teacher and NOT report directly to the staff room or office.

PUPIL FREE DAYS

During the year there are a number of Pupil Free Days for staff professional learning. These are variable but common to the four Leeming schools and dates will be communicated at the start of each year.

PERSONAL USE ITEMS

Each year a personal items list is prepared by classroom teachers for the following year's requirements. A commercial supplier is contracted to supply the items and lists are sent home to parents, but you are free to purchase items from any supplier.

Advantages of a bulk-buying system include:

- Uniformity of materials as recommended by the school.
- Cheaper prices available to parents.
- Convenience of pre-packing.
- Some profit to the school.

Points to note about the system are: -

- Lists are to be returned to school in November for collection from the supplier in January.
- Parents may opt to purchase the stationery requirements themselves from alternative suppliers, as it is not compulsory to use this scheme.
- For new admissions, stationery lists are available from the school office throughout the year.

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, medical conditions, telephone numbers or emergency contacts. In the case of illness or emergency, unnecessary delays can be avoided with accurate information.

REPORTING TO PARENTS

Term 1	Parent Information Evening/Work Sample Package
Term 2	Formal Report
Term 3	School Open Night
Term 4	Formal Report

SCHOOL CHARGES AND VOLUNTARY CONTRIBUTIONS

The Education Act 1999 requires schools to outline, in advance of the New Year, all costs that the education of each student will incur. Apart from this notification, the school will continue to operate all activities with money collected as the costs are incurred. This will also allow parents to budget for the year. All fees and charges are endorsed by the School Board and distributed with the Newsletter.

The costs are allocated into various sections as follows:

1. Voluntary School Contributions
2. Optional costs associated with an Educational Program
3. Personal use items
4. Fund Raising Costs for purposes not part of the Education Program (P&C)
5. Optional costs for Non-educational Activities.

These costs are advised late in the preceding year.

PEAC Charges & Contributions (South Metropolitan Region)

- PEAC is a supplementary program and, as such, participation is optional.
- The total charges and contributions paid per student will depend on the number and type of PEAC courses chosen by that student.
- Charges and contributions are advised at the beginning of each cycle.
- PEAC charges and contributions are all inclusive and contribute to the cost of:
 - Consumable items
 - Entrance fees to venues
 - Transport
 - Catering
 - Accommodation

- Specialist equipment hire
- Specialist instructor fees
- There are **no** charges or contributions associated with Year 4 PEAC testing.

Details of specific PEAC courses, including charges and contributions, will be made available to parents each year.

SCHOOL BOARD

The School Board operates under the Education Act and School Education Regulations (1999). The School Board is comprised of the Principal, four staff members and six parent members who have students enrolled at the school. Meetings are held once or twice per term on a Wednesday beginning at 3.30 pm.

The key functions of the Board are: -

- (a) To take part -
 - (i) in establishing, and reviewing from time to time, the school's objectives, priorities and general policy directions;
 - (ii) in the planning of financial arrangements necessary to fund those objectives, priorities and directions and,
 - (iii) evaluating the school's performance in achieving them.
- (b) to promote the school in the community;
- (c) to take part in formulating codes of conduct for students at the school;
- (d) to determine, in consultation with students, their parents and staff of the school, a dress code for students when they are attending or representing the school;
- (e) to determine a general policy concerning the use in school activities of prayers, songs and other material based on religious, spiritual or moral values being used in a school activity as part of general religious education; the curriculum and teaching in government schools is not to promote any particular religious practice, denomination or sect.
- (f) approve the following:
 - (i) charges and contributions for the provision of certain materials, services and facilities that are components of the educational programme;
 - (ii) extra costs of optional components of educational programmes;
 - (iii) items for personal use in the educational programme.

SCHOOL HEALTH SERVICES

If a child is unwell or has an accident at school, every effort will be made to notify parents or emergency contacts. For health concerns parents are advised to consult their local medical officer.

A Community Health Nurse visits Banksia Park Primary School. With parent consent a health appraisal for kindy and pre-primary children is performed.

For your information, the following are the exclusion periods for common infectious diseases. In all cases, children can be re-admitted on a Medical Certificate stating that the child is no longer likely to convey the infection.

CHICKEN POX - Incubation period 13 to 17 days

Exclude until at least 5 days after the eruption first appears. Some remaining dry scabs do not justify further exclusion.

CONJUNCTIVITIS - Incubation period 1 to 3 days

Exclude until discharge from the eyes has ceased, or 3 days after antibiotic treatment has commenced.

GERMAN MEASLES (Rubella) - Incubation period 14 to 23 days (usually 16-18 days)

Exclude until at least 4 days after the onset of the rash.

GLANDULAR FEVER - Incubation period 4 to 6 weeks

Exclude until child has recovered.

HAND FOOT & MOUTH DISEASE - Incubation period 3 to 7 weeks

Exclude until all blisters have crusted.

HEAD LICE - Incubation period – eggs usually hatch in 7 to 10 days

Exclusion from school until treatment has commenced. For more details on facts and treatments please see school office.

HEPATITIS - Incubation period 3 to 5 weeks

Exclude until a medical certificate of recovery is received but not before 7 days after onset of illness.

HERPES SIMPLEX (Cold Sores) - Incubation period 3 to 10 days

Exclusion – Young children who are unable to comply with good oral hygiene practices should be excluded while lesions are uncovered and weeping. Lesions should be covered by a dressing where possible.

IMPETIGO (School Sores) - Incubation period 1 to 3 days

Exclude until treatment has commenced. Sores on exposed areas must be covered with a dressing.

INFLUENZA - Incubation period 1 to 3 days

Exclude until child is well.

MEASLES - Incubation period 7 to 18 days

Exclude for at least 4 days after the onset of the rash. Parent to notify school.

“Measles Exclusion Policy”. In the event of a Measles outbreak in the school, the Health Department will exclude children who are not immunised, for a period of 14 days after the first day of appearance of rash in the last case.

MUMPS - Incubation period 12 to 21 days, usually 18 days. Parent to notify school.

Exclude for at least 9 days after onset of symptoms.

RINGWORM - Incubation period 4 to 14 days

Exclude until the day after treatment has commenced. Keep affected areas covered until healed.

SCABIES - Incubation period 2 to 6 weeks before onset of itching if not previously infected.

Those individuals who have been previously infected develop an itch 1 to 4 days after re-exposure. Exclude until the day after treatment has commenced.

WHOOPING COUGH (Pertussis) - Incubation period 6 to 20 days (usually 7-10 days)

Exclude for 2 weeks from onset of cough or for 5 days after commencement of antibiotics.

PARVOVIRUS B19 (Slapped Cheek Syndrome or Fifth Disease)

Symptoms – fever, red cheeks and an itchy, lace-like rash on body and limbs. (May cause miscarriage or stillbirth in pregnant women). Incubation period is approx 1-2 weeks. Not

infectious once the rash appears. Children with a rash and fever should see a doctor. Exclude from school until well.

All parents must notify the school if their child has an infectious disease.

For further information regarding Communicable Diseases please contact your Doctor, Community Nurse or the Health Department of WA.

SCHOOL PROPERTY

All books, equipment, games etc remain the property of the school. Please encourage your child to treat these with respect. Damaged and lost items must be replaced. We would appreciate the return of any equipment, which may have come home by accident. Our supplies deplete rapidly and cannot be easily replenished. Damage and/or loss through careless use may result in a request for the cost of replacement.

SCHOOL PSYCHOLOGY SERVICE

The School Psychologist attends Banksia Park Primary School for half a day on a weekly basis. Parents may make appointments through the class teacher, learning support co-ordinator or the Principal if they have any concerns regarding the progress and development of their children.

SMOKING IN SCHOOLS

Parents are reminded of Departmental Policy for a smoke free work environment – no smoking is permitted within any government school and its surrounds. We request your co-operation in this regard.

SWIMMING LESSONS

In-term swimming lessons take up much very valuable school time and can only be justified when almost all children participate. Swimming lessons are considered as part of the pupil's normal Physical Education Programme and all children, from Pre-primary to Year 6, are expected to attend. Parents should advise the school in writing if there is some medical reason for which their child is to be excluded.

Lessons are free. However, parents are required to pay for pool entry and bus hire.

Refunds will only be made in the event of an unavoidable and sustained absence and only upon receipt of a written request from parents.

Money collection is very time consuming and to reduce this administration task to a manageable level, we request one total payment for all lessons in advance.

Lessons are arranged at Melville Aquatic Centre. Because our school is quite a distance from the pool, travelling time is considerable.

TEACHER / PARENT MEETINGS

Early in first term teaching staff hold short talks to outline classroom policies to interested parents of children in their classes. The opportunity to meet class teachers early in the year is most beneficial to the establishment of good rapport between home and school. Procedures concerning homework, discipline, teaching methods and home help are discussed and questions of a general nature answered.

It must be stressed that this is not an occasion for formal parent/teacher interviews and any discussion on an individual child should be the topic for a special meeting arranged at another time. Again, as the evening is designed as an information exchange between teachers and parents we request that if at all possible, children should not be included. An Open Night, which includes children, will be held later in the year.

UNIFORMS

All students are required to wear our school uniform as outlined in the policy. The School Uniform Shop is run by volunteers and operates out of the Uniform Shop in the Performing Arts Centre. New and second-hand uniforms are available.

Dress Code Requirements

Normal school wear for on site or excursion learning.

Dress Code Requirements

Normal school wear for onsite or excursion learning can be selected from:

- Gold polo T-shirt with school emblem
- Gold rugby top (long sleeve) with school emblem
- Navy Gabero or Cargo shorts (no stripes or logos) or navy pleated skirt or navy skirt
- Navy shorts with gold stripe
- Navy polar fleece jacket
- Navy fleece track pant (no stripes or logos)
- Navy track pant with gold stripe
- School summer checked dress

Kindy Students

Kindy students have a special kindy T shirt.

Year 6 Students

Year 6 students have a special "Leavers" shirt and jacket.

Footwear

- Flat enclosed shoes or flat sandals.

Scarves

- Plain navy blue

Sport

- Faction colour T-shirt with school emblem - in place of polo top.
- Appropriate footwear (e.g. sports' shoes).
- These are worn on 'sports' days or carnival days only.

Jewellery

- Watches, earrings (sleepers/studs) are the only jewellery items to be worn.

Hair

- Shoulder length or longer to be tied back at all times.
- Hair decorations are to be in the school colours. ie navy blue and or gold

Hats

- To be worn at all times outdoors. Visors are not permitted.

Nail Polish

- Is not to be applied/worn.

Note: The Principal may at his/her discretion allow alternative dress on special occasions. e.g. Mufti Day, School Camps.

USE OF SCHOOL GROUNDS AND PREMISES OUTSIDE NORMAL SCHOOL HOURS

Owing to the high incidence of vandalism over recent years in many schools, regulations have been formed which impose penalties for unauthorised entry to school property outside normal school hours and during school vacations. School security alarm systems are installed in all buildings and patrols by security guards are conducted.

It would be appreciated if parents could reinforce the importance of this at home. “Innocents” on site may attract suspicion in cases of damage being caused to the school. It is best to play safe and keep away if there is no reason to be in the school grounds.

Some social/sporting organisations may be given permission to use the school grounds after hours. Appropriate forms have to be completed and strict rules apply. Failure to observe the conditions will result in the permission being withdrawn.

If you observe vandalism occurring on school buildings or surrounds, please contact School Security (9264 4771), School Watch (1800 177 777), or Police (131 444).

VALUABLE ITEMS AT SCHOOL

Students are discouraged from bringing valuable personal items, collectables (e.g. toys), swap cards or large amounts of money to school. The school is not insured, nor will be held responsible for lost or stolen items of a personal nature. At times students bring a personal item for news telling sessions. These can be left on the teacher’s desk until the end of the school day and taken home immediately.

WET WEATHER POLICY

When an “official” wet weather day is declared over the P.A. system to all classes, certain conditions apply -

- All children remain under cover.
- No sports equipment is to be used.

**Banksia Park Primary School
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