



**BANNISTER CREEK**  
Primary School

***An Independent Public School***

**Parent & Carer  
Information Booklet  
2017**



|| COURAGE || WISDOM || HAPPINESS

## WELCOME TO BANNISTER CREEK PRIMARY SCHOOL

At Bannister Creek Primary School we seek to form positive working relationships with our parent community.

Communication within the school community is very important and this booklet is one way we can inform parents and carers of matters relating to the school and your child's education. We trust you find this booklet informative and helpful and we encourage you to refer to it throughout 2017.

If the information you seek is not in this booklet, please do not hesitate to ask at the office or visit our website [www.bannistercreekps.wa.edu.au](http://www.bannistercreekps.wa.edu.au). Our school office staff are always happy to assist. You will also receive a parent newsletter fortnightly. I encourage you to read this as it will keep you informed of school events as well as P&C (Parents & Citizens) and local community news. The newsletter is sent as a paper copy or via email so please ensure we have an up to date and accurate email address contact. A term planner containing school special events and dates will also be attached to the newsletter each term. Both the newsletter and the term planner can also be found on the website.

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

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

The teaching staff at Bannister Creek Primary School are aware of the importance of regular communication with parents and carers. There will be formal opportunities throughout the school year for parents to attend the school and speak with teachers; however teachers will communicate directly with parents or carers should they have any concerns.

Parents are asked to make contact with the class teachers should they wish to discuss any matters relating to their child's academic achievement, social development or behaviour. Please contact the class teacher directly or leave a message at the office. Obviously the class teacher is the first person to contact if you have concerns about your child's progress or matters relating to the classroom but I wish to reassure you that my door is always open and I am happy to speak with you. I value your feedback, involvement and interest in our school.

Lyn Macauley  
PRINCIPAL



## SCHOOL CONTACT DETAILS

Purley Crescent, Lynwood 6147  
Phone: 9350 9588 Fax: 9458 2058  
Email: [bannistercreek.ps@education.wa.edu.au](mailto:bannistercreek.ps@education.wa.edu.au)  
Website: [www.bannistercreekps.wa.edu.au](http://www.bannistercreekps.wa.edu.au)  
Skoolbag: Please refer to installation instructions on page 7.  
Dental Therapy Centre: 9451 1761

## 2017 IMPORTANT DATES

### TERM DATES

- Term 1 Wednesday 1<sup>st</sup> February to Friday 7<sup>th</sup> April  
Term 2 Monday 24<sup>th</sup> April to Friday 30<sup>th</sup> June  
Term 3 Tuesday 18<sup>th</sup> July to Friday 22<sup>nd</sup> September  
Term 4 Tuesday 10<sup>th</sup> October to Thursday 14<sup>th</sup> December



### SCHOOL PROFESSIONAL DEVELOPMENT DAYS

Students are not required to attend on the following days:

Friday 3<sup>rd</sup> March Monday 17<sup>th</sup> July Monday 9<sup>th</sup> October

### PUBLIC HOLIDAYS (during school term)

Labour Day Monday 6<sup>th</sup> March  
ANZAC Day Tuesday 25<sup>th</sup> April  
Western Australia Day Monday 5<sup>th</sup> June

## OUR VISION

Bannister Creek Primary School is dedicated to providing:

- Excellence in education through a range of inclusive and contemporary programs across all learning areas.
- A learning environment that is safe, positive and stimulating. A place where everyone is encouraged to develop resilience and reach their full potential.
- Opportunities for open communication by all members of the school community that supports an environment where COURAGE, WISDOM and HAPPINESS are embraced.

## OUR VALUES

**LEARNING** - At Bannister Creek we have a positive approach to developing life long learning in all members of our school community. We believe that everyone has the capacity to learn and develop skills that are essential to becoming valuable members of society.

**EXCELLENCE** - We set high expectations and challenge all members of the school to strive for and achieve excellence.

**EQUITY** - At Bannister Creek we recognise that we are all different. We endeavour to provide an inclusive environment where cultural, social and learning differences are recognised so that individual needs can be catered for in an accepting and non-discriminatory way.

**CARE** - We endeavour to develop and maintain a school culture that is characterised by trust, mutual respect, strong partnerships with community members and a strong value for the environment.

## OUR SCHOOL BUSINESS PLAN

The 2017-2019 School Business Plan, outlines the school's long term strategic direction in broad terms, describing key focus areas of development which are intended to have maximum impact on overall student performance in both academic and non-academic contexts.

The Business Plan also includes student achievement of improvement targets used to monitor and make judgements about school performance in key focus areas.

Our Business Plan may be viewed on our website: [www.bannistercreekpswa.edu.au](http://www.bannistercreekpswa.edu.au) from early 2017.

### SCHOOL FOCUS AREAS FOR 2017-2019

- Success for all students
- High quality teaching
- Effective leadership
- Governance support

### CURRICULUM / LEARNING AREAS

From K – Year 6, the curriculum is delivered in ways that integrate learning across the eight key learning areas which are: The Arts, English, Health & Physical Education, Languages Other Than English (LOTE), Mathematics, Science, Humanities and Social Sciences (HASS) and Technology and Enterprise.

## SCHOOL ADMINISTRATION

### 2017 OFFICE ADMINISTRATION

Principal	Lyn Macauley
Deputy Principal	Travis Miller
Deputy Principal	Andi Hill
Registrar	Dianne Ridley
School Officers	Grace Edson Chris Steel Robyne Williams

### OFFICE HOURS

The school office is open between 8:30am and 3:30pm during the school term.

## HOURS OF INSTRUCTION

8:40am	First Siren – School commences
10:40am	Morning Recess
11:00am	Classes Resume
1:00pm	Lunch Break
1:35pm	Classes resume
2:45pm	Final Siren – School Ends

### BEGINNING OF THE SCHOOL DAY

Classrooms are opened from 8.30am. For safety reasons, please do not arrive prior to this time. Where early arrival is unavoidable, children must wait on the seats outside the school library.

### LATE TO SCHOOL

If a student is late to school, they should go to the Front Office where they will be recorded as arriving late and given a late pass to present to the class teacher.

## LEAVING SCHOOL DURING THE SCHOOL DAY

If a student is to leave school during the day a 'Leave Slip' must be obtained from the office. The slip must then be presented to the class teacher.

## END OF THE SCHOOL DAY

Please ensure that you are prompt to collect your child at the end of the day, as children may become distressed when their parents are late. A pre-arranged collection / waiting point is advised so that children know where to wait if you are slightly late. **Children are not permitted to play on school play equipment or in the school grounds after the end of the day, as there are no teachers to ensure duty of care.**

## ABSENCES

If your child is absent please notify the School using one of the following options:

- Phone 9350 9588
- Complete an absence slip in your child's Communication Book
- Send a text message to **0418 928 939** stating your child's name, the date and reason for absence. For example; Mary Smith, 01/05/2017, fever.
- Send a Skoolbag absence notification

## OUT OF SCHOOL HOURS CARE

Out of school hours care is provided by the Helping Hands Network, on school grounds. Please phone 1300 612 462 or ask at the school office for an information pack.

## DRESS CODE

All students are required to adhere to the Department of Education's *Dress Requirements for Students* policy. The Bannister Creek Primary School Board has developed a dress code, and there is an expectation that students will wear the School Uniform.

The wearing of school uniforms does much to establish a positive tone within our School and encourages a pride in Bannister Creek Primary School.

If a uniform is not worn, students are requested to wear clothing appropriate for school. Offensive logos on clothing are considered unsuitable for school. Parents may be contacted regarding clothing considered inappropriate for school. **Denim jeans may not be worn to school.**

Sunscreen should be applied at home.

School uniforms are available from **Willetton Uniforms/Totally School Wear – U2, Rear 185 High Rd Willetton WA.**

The following items are the school uniform of Bannister Creek Primary School.

<b>BOYS:</b>	<b>GIRLS:</b>
<ul style="list-style-type: none"><li>• Polo style shirt (teal)</li><li>• Track pants (black)</li><li>• Shorts (black)</li><li>• Wide Brimmed hat</li><li>• Jacket (black)</li><li>• Closed in footwear suitable for taking part safely in the range of activities at school</li></ul>	<ul style="list-style-type: none"><li>• Polo style shirt (teal)</li><li>• Track pants (black)</li><li>• Sports Skirt with sports briefs (black)</li><li>• Shorts or Skorts (black)</li><li>• Wide brimmed hat</li><li>• Jacket (black)</li><li>• Closed in footwear suitable for taking part safely in the range of activities at school</li></ul>

**Children attending school excursions and activities must wear school uniform.**

## **HATS**

In the interests of the children's well-being, health and safety it has been agreed that hats should be worn during all outside activities in the sun. **The NO HAT NO SUN Policy** means that children are required to play undercover if they do not wear a suitable hat.

Long hair is to be tied back.

## **JEWELLERY**

For safety reasons the wearing of jewellery is discouraged. Theft, damage, and the risk of injury to the child or other children from earrings, rings, brooches, etc. are always a concern. Earrings should be limited to small studs or sleepers. The wearing of makeup is strongly discouraged.

## **COMMUNICATION**

Please check the noticeboard at your child's classroom for relevant information.

### **PARENT / TEACHER INTERVIEWS**

Interviews may be made with class teachers. It is preferred that these are made through your child's communication book or by contacting the class teacher directly.

### **TERM PLANNER**

A school Term Planner is produced each term and highlights important days and events during the term. Parents are asked to use the schedule as a reminder and organisational tool.

### **COMMUNICATION BOOKS**

Each child in the School is asked to purchase a Bannister Creek Primary School Communication Book from the Front Office. This provides an opportunity for School staff and parents to be able to communicate about issues affecting individual students. Communication Books will be sent home at the end of each week and will contain any important information, notes and newsletters. Please check it, sign it and return it the next day your child attends.

### **NEWSLETTER**

The school newsletter goes out to parents, via the eldest child in the family by email or hard copy on a fortnightly basis. The newsletter is also available on the school website. We strongly recommend that parents take the time to read the newsletter to keep up to date with important information regarding upcoming events and policies at school.

### **ASSEMBLIES**

Assemblies are held fortnightly on Wednesday mornings at 8:45am. Kindergarten classes only attend school assemblies occasionally in Term 4. Pre-Primary classes attend all assemblies. Matters of interest are announced, items are performed, class reports given and Honour Certificates presented. Parents are invited to attend assemblies and in doing so make this a special occasion for students.

### **REPORTING TO PARENTS**

Towards the end of Term 1, an early close Parent Interview afternoon is held. Parents are able to book 10 minute interviews with their children's teachers. All students receive a formal report at the end of Terms 2 and 4. We are pleased to host an Open Night in Term 3, parents and family members are invited to come along and spend time with their children in their classrooms.

### **COMPLAINTS PROCEDURE**

Parents are encouraged to establish and maintain positive communication with teachers and the School. If unable to satisfactorily resolve a problem with the classroom teacher, please contact the school office to arrange a meeting with the Deputies or the Principal.

## SMS COMMUNICATION

The school may use this service to communicate important School Community messages such as an unexpected school closure or information about school activities.

### 'SKOOLBAG' APP



This School Mobile App provides a communication link between the school and parents. It is an efficient and easy way for parents to contact the school and of keeping parents informed about school news. The App is **FREE!** We encourage all parents to download the App. Once downloaded, you will receive alerts on your phone when messages are posted. It has easy links to our website and newsletter and many other features. Installation instructions are provided below.

#### ***For iPhone and iPad users:***

1. Click the "App Store" icon on your Apple Device.
2. Type your school name in the search, using the suburb name will help.
3. You will see your school appear, click "Get" then "Install".
4. The app is FREE to download.
5. When installed click "Open".
6. Select "OK" to receive push notifications, when asked.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable to you by tapping the on/off switch.



#### ***For Android users:***

You must have signed up with a Google Account before installing the app.

1. Click the "Play Store" button on your Android device.
2. Click the magnifying glass icon at the top and type in your school name, using the suburb name will help.
3. Click the school name when it appears in the search.
4. Click the "Install" button.
5. Click "Accept" for various permissions (please note, we do not modify any of your personal data on your phone).
6. Click "Open" when installed.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable to you by tapping the on/off switch.



*Please Note:* Some brands of Android phones need the setting in "notification Manager" changed to "Allow" instead of "Notify" in order for the push notifications to work. The phone must also be running at least version 4 system software to run the app.

#### ***For Windows 8.1 Phone and Windows 8.1 or 10 device users:***

1. Go to the Windows Store on your 8.1 Windows Phone or Windows 8.1/10 Device.
2. Search for "Skoolbag" in the keyword app search.
3. Install the Skoolbag app.
4. Find your school either by using the keyword search or location service.
5. Click the "Pin" icon to pin the school tile to your Windows Phone home screen.
6. Click the "More" button on the bottom right of the App, then "Setup".
7. Toggle the Push Categories that are applicable to you by tapping the on/off switch.



***Find out more at [www.skoolbag.com.au](http://www.skoolbag.com.au)***

## BEHAVIOUR MANAGEMENT

There is a *Whole School Approach* to Behaviour Management which can be found on the School's website. Staff members reinforce expected behaviours in a positive manner.

### RIGHTS AND RESPONSIBILITIES OF THE SCHOOL COMMUNITY

*Rights, responsibilities and rules are inextricably aligned and need to be considered in conjunction with one another.*

<b>RIGHTS</b>	<b>RESPONSIBILITIES</b>
<p><b>Students have the right to:</b></p> <ul style="list-style-type: none"> <li>• Learn in a purposeful and supportive environment</li> <li>• Work and play in a safe, secure, friendly and clean environment</li> <li>• Be treated with respect, courtesy and honesty</li> <li>• Be heard</li> </ul>	<p><b>Students have the responsibility to:</b></p> <ul style="list-style-type: none"> <li>• Ensure their behaviour is not disruptive to the learning of others</li> <li>• Ensure that the school environment is kept neat, tidy and secure</li> <li>• Ensure that they are punctual, polite and prepared</li> <li>• Display a positive manner</li> <li>• Behave in a way that protects the safety and wellbeing of others</li> <li>• Communicate issues and concerns to parents and teachers</li> <li>• Value and respect the whole school community</li> <li>• Follow school rules</li> <li>• Accept consequences for their actions</li> </ul>
<p><b>Staff have the right to:</b></p> <ul style="list-style-type: none"> <li>• Be treated with respect, courtesy and honesty</li> <li>• Teach in a safe, secure and clean environment</li> <li>• Teach in a purposeful and non-disruptive environment</li> <li>• Receive cooperation and support from parents</li> </ul>	<p><b>Staff have the responsibility to:</b></p> <ul style="list-style-type: none"> <li>• Model respectful, courteous and honest behaviour</li> <li>• Ensure that the school environment is kept neat, tidy and secure</li> <li>• Establish positive relationships with students</li> <li>• Ensure good organisation and planning</li> <li>• Report student progress to parents and students</li> <li>• Implement the school behaviour management plan</li> <li>• Know the school rules and incentive programs and show consistency when enforcing them</li> </ul>
<p><b>Parents have the right to:</b></p> <ul style="list-style-type: none"> <li>• Be treated with respect, courtesy and honesty</li> <li>• Be informed of course and curriculum material, behaviour management procedures and decisions affecting their child's education, health and welfare</li> <li>• Be informed of their child's progress</li> <li>• Access a meaningful and adequate education for their child</li> <li>• Be heard in an appropriate forum on matters related to the rights of their child's education</li> </ul>	<p><b>Parents have the responsibility to:</b></p> <ul style="list-style-type: none"> <li>• Model respectful, courteous and honest behaviour</li> <li>• Ensure that their child attends school and is punctual</li> <li>• Ensure that their child's health and welfare is at an optimum for learning</li> <li>• Ensure that their child has the materials to participate in all learning activities</li> <li>• Support the school in the education of their child</li> <li>• Value and respect other members of the school community</li> </ul>



## GENERAL INFORMATION

### 2017 SCHOOL BOARD

The School Board has an important role in the governance of the school. This means taking part in the shaping and monitoring of the school's objectives, priorities and general policy direction.

The Board is formed with the fundamental purpose of enabling parents and members of the community to engage in activities that are in the best interests of students and will enhance the education provided by the school. It is about providing additional expertise to help the school achieve the best outcomes for the students.

Our Board members bring their experiences and expertise to represent the school community on setting the strategic direction of our school. They are committed to ensuring that we continue to promote excellence and maximize educational opportunity and potential for our students. Their considered input is valued as we work together to reflect upon our vision and direction, in order to improve our great school.

The School Board includes the following members:

- Principal
- Parent Representatives
- P&C Representative
- Community Members
- Staff Representatives

Further information on the role of the School Board and School Board member profiles are available on our School's website.

### ENROLMENT INFORMATION

Bannister Creek Primary School is a Local Intake Area School. Children who live within this area are eligible to attend Bannister Creek PS. Birth Certificates, Immunisation Records and Proof of Address are required when a child enrolls at the school. Overseas students are also required to present their passport and visa details. It is essential that the contact details provided to the school are accurate and it is of the utmost importance that parents advise the school of any changes to contact address and telephone numbers. In the case of illness or emergency, unnecessary delays can be avoided when accurate information is on file.

### MOVING TO ANOTHER SCHOOL

Parents with children leaving the school are asked to give at least one week's prior notice where possible. This gives teachers time to prepare an interim report if necessary and gather up the student's work for sending home. School records also need to be updated with the student's movement information.

### PREPARING FOR THE SCHOOL DAY

Prior to lessons, teachers prepare materials and organise the day's activities. Teachers are in classrooms by 8.30 a.m. for final preparation, greeting children, money collections, etc. This time is important for the efficient start of a teaching day.

Punctuality is an important life-skill; it is of great benefit for children to arrive at school in good time to prepare themselves and their equipment for the day's activities. Students should be encouraged to enter the room and prepare for the day independently. Parents are requested not to attempt lengthy discussions with class teachers in the morning as preparation time is lost, children may be left unsupervised and valuable teaching time may be interrupted.

See information in the Communication section on communications with staff.

## **STUDENT IMAGES**

As part of the enrolment form, parents' permission is sought for use of student images in a range of media: within the classroom; in school newsletters; in promoting and advertising the school; in local newspapers etc.

## **CUSTODY**

Parents who have **custody papers or court orders should provide copies for the school**. The class teacher and school administration should be made aware of any custody issues.

## **LUNCHES**

Lunches are eaten under teacher supervision from 1:00pm – 1:10pm. Students will be seated in the courtyard at the front of each teaching block. Children are not permitted to move about the school during this time. Children are released from the lunch area by the Duty Teacher.

## **HOMEWORK**

The school has a homework policy on the school website. Homework appropriate for their specific year level/class will be provided. Parents will be informed of requirements early in the school year.

## **INTERNET USE**

As part of the standard learning programme within the School, students are encouraged to use the Internet to source information. Students in higher year levels are requested to sign an Internet Agreement which asks them to abide by certain rules to ensure their safety. Parents are asked to sign on behalf of students in lower year levels. For further information please see the Student's Online Policy on the Department of Education's website.

## **PERSONAL BELONGINGS**

Personal belongings / toys should not be brought to school. Loss, damage or theft of these items causes distress and the School does not accept responsibility for personal belongings at school.

## **MOBILE PHONES**

If mobile phones are needed by students, parents are requested to discuss the need with the class teacher. They should be handed to teachers for safe keeping and turned off. The School takes no responsibility for lost or damaged phones.

## **SCHOOL FACTIONS**

The faction colours are red, blue, green and gold. The School policy is to place siblings in the same faction. Students are encouraged to wear faction shirts for Term 3 athletics.

## **FACTION ACTIVITIES**

During the year all children participate in an inter-faction sports carnival, which encourages maximum participation in a wide range of events.

## **INTERSCHOOL SPORTS ACTIVITIES**

During the year students in years 4 – 6 may be selected to participate in a range of Inter School Sporting activities. Participation is not compulsory. Students are required to pay a small amount to cover bus fares to and from the venue.

## **ABSENCES FROM PHYSICAL EDUCATION**

Sport and Physical Education are essential components of the school curriculum and students are obliged to participate. A note of explanation from parents/caregivers is required for exclusion from a lesson.

## **EXCURSIONS**

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

Only in the event of an unavoidable absence will refunds be made and only upon receipt of a letter of explanation from the parents. Buses and venues are usually booked according to the number of students attending so if your child indicated they will attend but is absent on the day, costs for the school remain the same. It has been agreed that wearing of full school uniform is considered essential for students representing the School and going on school outings.

## **INCURSIONS**

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

## **PRIMARY EXTENTION AND CHALLENGE (PEAC)**

In Year 4 students undertake testing to determine eligibility for inclusion in the PEAC program. This program is administered through the Fremantle District Education Office and caters for nominated students in Year 5 – 6. It provides a range of course offerings designed to extend and challenge students. Further information is available through the Front Office.

## **SCHOOL OF INSTRUMENTAL MUSIC (SIM)**

In Year 5 students undertake musical aptitude testing to determine eligibility for inclusion in the SIM program. This program is administered across the state by the School of Instrumental Music and caters for nominated students in Year 6. It provides tuition in selected instruments from specialist teachers during school time. Further information is available through the Front Office.

## **VISITORS / CLASSROOM ACCESS**

All visitors to the school grounds, including parents, are asked to sign in at the school office before entering.

As a matter of courtesy, parents should seek permission before entering classrooms. Unauthorised entry to classrooms has the potential to create problems and in order to avoid any misunderstanding; parents are asked to check with class teachers to determine when it is appropriate for them to enter the room.

## **SCHOOL GROUNDS**

For safety and security, out of school hours entry onto school premises is prohibited unless approval of the Principal is obtained previously.

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

## **PARKING**

The staff parking area is for staff and *official* school visitors only. For safety reasons, the car park is an out-of-bounds area for children. Parents must not use the staff car park. A speed limit of 40km/hour has been imposed around the school precinct. In the interests of student safety, please abide by the restrictions.

## **DISABLED PARKING**

The disabled parking bays are for use by parents / carers and visitors displaying a current Accrod parking sticker. Fines may be imposed if these are used inappropriately.

## CONTRIBUTIONS AND CHARGES

### CONTRIBUTIONS

In order to support the educational program offered to your child, the school requests that each family pay a contribution. Contributions collected from parents are used to provide materials and resources directly consumed by students. The Contributions and Charges schedule is approved by the Bannister Creek School Board and Finance Committee. **The contributions for 2017 are \$60 per child.**

Contribution payments can be made at the office by cash, cheque, EFTPOS or credit card (minimum \$10.00). **If paying cash, please tender the correct amount.**

### CHARGES for Extra Cost Optional Components

A breakdown of estimated charges for your child's participation in incursions, excursions and other activities for 2017 has been included in the schedule below. Detail on charges collected in previous years has informed our 2017 charges schedule. Students will only incur costs when they are involved in a particular activity. The amounts indicated on the schedule represent the maximum charged for scheduled activities in 2017. As in the past, you will be asked to make payment for each activity as it approaches.

The charges schedule includes costs associated with:

- specific learning activities and available to **all** students, but conditional on a payment being made, e.g. incursions, excursions.
- specific learning activities and available to **selected** students, but conditional on a payment being made, e.g. PEAC courses
- other activities available to all students, but conditional on a payment being made, e.g. a graduation lunch.

Activity	K	PP	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6
Camp								\$450
Performing Arts			\$100	\$100	\$100	\$100	\$100	\$100
Classroom Activities	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20
Dance Program/s			\$50	\$50	\$50	\$50	\$50	\$50
Excursions	\$30	\$30	\$45	\$45	\$45	\$45	\$45	\$45
Charity support	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10
Graduation Dinner Dance								\$80
Graduation T-Shirt								\$80
Graduation excursion								\$45
Incursions	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
In Term Swimming		\$65	\$65	\$65	\$65	\$65	\$65	\$65
Interschool Sport					\$40	\$40	\$40	\$40
Instrumental Music							\$150	\$150
PEAC Program (costs dependant on courses selected)							\$300	\$300
School Photographs	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$80
Graduation Fundraising (e.g. hotdog day, free dress etc.)	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20

### FINANCIAL HARDSHIP

Parents are asked to speak to the Principal, should they be experiencing financial difficulty preventing their children participating in school events. Payment plans can be arranged to assist. Students will not be able to attend additional programs if they have not paid the required amount, unless prior arrangements have been made.

### MONEY COLLECTION

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

- **Correct change** is placed in a sealed envelope marked with the student's name and class.
- All monies are handed to class teachers or school office promptly each morning.

### STUDENT ILLNESSES

*If a child is ill - they should not be at school. It is in the best interests of the child to recuperate at home.* In the case of illness or injury, parents / guardians / emergency contacts will be contacted and must assume responsibility for their child. **The need for an emergency contact is essential.**

The School will act in the best interests of the child. If contact cannot be made with a parent/caregiver this may require a visit to a local doctor or hospital, in all cases, the parent/caregiver will be liable for expenses incurred.

### MEDICATION

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

### ADMINISTRATION OF MEDICATION

Under Department of Education Policy, parents of any child required to take or be given medication at school must complete a Health Care Authorisation Form (forms are to be kept by the School until the student is 25 years old). All medication is to be stored in the Administration Office area of the school. Under no circumstances should a child have medication in their school bag, pocket or desk.

Students, who have special medical needs that require crisis management, may have medication administered by a staff member. Chronic asthma, anaphylaxis, epilepsy and diabetes are examples of medical conditions, which may result in such a situation. To cater for these children, parents will be required to discuss their child's medical needs with the Principal/Deputy Principal. If accepted by the Principal/Deputy Principal, the parents/guardian will complete a "Health Care Authorisation form" and the Principal/Deputy Principal will arrange for a staff member to administer the medication and/or notify relief teachers. The Deputy Principal (Student Services) will also be responsible for the maintenance of the records.

### STUDENT HEALTH FORMS

A Student Health Form for each student is sent home at the start of the school year, to ensure that the School has up-to-date information on every child's health status. This information is taken by the staff on any excursions that are conducted during the year. Parents are requested to notify their child's teacher should any health details change during the year.

### SUN SAFE POLICY

Students are encouraged to wear sunscreen and wide brimmed hats during recess, lunch breaks and sports sessions. Whilst staff exercise as much care as possible, the provision of sunscreen and appropriate hats are seen to be a parent responsibility.

Bannister Creek Primary has a **"NO HAT - NO SUN"** policy which is enforced throughout the year. Wide brimmed hats are part of the dress code/uniform.

Parents are requested to assist the school in minimising risks by discussing the dangers of exposure to the sun and further by providing appropriate clothing, hats and sunscreen.

### SCHOOL NURSE

The Community Health Nurses visit the school by arrangement and:

- Provide assistance with and monitoring of children with chronic medical conditions.

- Undertake assessments on children, with parental consent, to detect and refer on, when required, conditions adversely affecting learning.
- Participate in and provide assistance to health promotion and education programs.
- Provide health related short-term counselling and crisis intervention on health related issues.
- Provide advocacy on health related issues when required.

The nurses can be consulted by parents/care-givers to discuss any health related issue affecting their children by contacting them via the Front Office.

## **IMMUNISATION**

All children entering school should be fully immunised. Free clinics are advertised regularly in the newspapers. It is most important that your child has the appropriate injections and boosters and a written record is kept of them. This record needs to be produced when enrolling your child at school. The Health Department and Department of Education advise that children should be immunised against measles before coming to school. Schools have been instructed to check this when children are enrolled and to inform the Health Department of Pre-Primary and Year 1 children who are not immunised. If a case of measles is detected and if an outbreak is identified, all children in contact and under 12 years of age who have no documentary evidence of immunity to measles will be excluded for 13 days.

## **COMMON COMMUNICABLE / INFECTIOUS DISEASES**

Attendance, whilst suffering from the early symptoms of a disease or when convalescing but still retaining infection, causes problems for others. The exclusion period as stated in Regulations is set out below for your information:

### **Chicken Pox**

Exclude from school. Where no medical certificate of recovery is available, re-admit when sufficiently recovered. (Contacts not excluded).

### **Measles**

Exclude from school. Where no medical certificate of recovery is available, re-admit 7 days from appearance of spots. (Contacts not excluded except those children who have not been immunised).

### **Mumps**

Exclude from school, re-admit on medical certificate of recovery. (Contacts not excluded).

### **Ringworm**

Exclude from school, re-admit on medical certificate that the child is no longer likely to convey infection. Infected area must be covered. (Contacts not excluded).

### **Rubella (German Measles)**

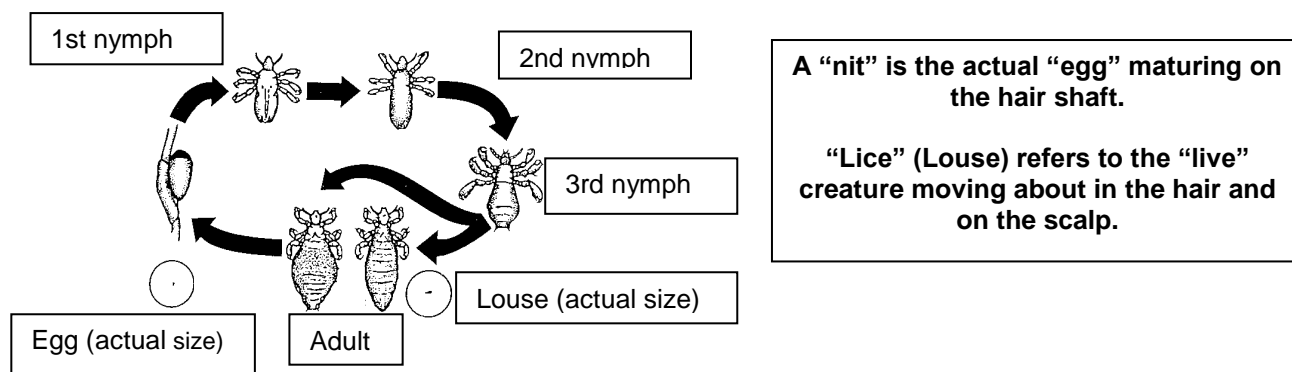
Exclude from school, re-admit on subsidence of symptoms - sore throat, rash. (Contacts not excluded).

### **Whooping Cough**

Exclude from school, re-admit on medical certificate of recovery. (Contacts not exclude).

## Head Lice:

### 21 – Day Life Cycle of Head Lice



The Department of Health’s preferred treatment is the **10 Day Hair Conditioner Treatment**. However, advice on insecticide treatment is also provided in the Department’s Head Lice Fact Sheet, available free from the school office or at: [www.health.wa.gov.au/headlice](http://www.health.wa.gov.au/headlice).

Students who have been identified with live head lice will be sent home from class and excluded until treatment has commenced.

### **SCHOOL DENTAL SERVICE**

Throughout Western Australia the School Dental Service provides general and preventative dental care for school aged children from Pre-Primary to Year 11 who have a completed enrolment form. Bannister Creek Primary School is fortunate to have an on-site Dental Therapy Centre, adjacent to the Administration Block, seeing children throughout the day. For further information please phone the clinic on 9451 1761.

### **SCHOOL PSYCHOLOGIST**

The school has an Educational Psychologist who works with the Student Services Team to support students. Details of services will be provided on request. Initial contact for any services is made through the class teacher and/or the School Administration. Written and signed consent is necessary.

### **SCHOOL CHAPLAIN**

Our School Chaplain provides pastoral care support to students and families. She is available to offer support in personal, relationship or spiritual matters. Appointments can be made through the school office.

### **INSURANCE**

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

### **INTERNET USE**

As part of the standard learning programme within the School, students are encouraged to use the Internet to source information. Students in higher year levels are requested to sign an Internet Agreement which asks them to abide by certain rules to ensure their safety.

### **WALKING / RIDING TO SCHOOL**

Students are encouraged to stay fit and healthy by walking or riding their bicycles (under supervision) to school.

The following information is intended to ensure that all students ride safely.

- Bicycle racks are provided for pupil bicycles in a number of places around the school.

- All bicycles should be wheeled in and out of the school grounds.
  - **It is essential that bicycles be locked** when placed in the racks and identified by engraving.
  - When riding bicycles to and from school, students must wear a bicycle helmet.
- The School cannot accept responsibility for the safety of a bicycle at school.

### **SAFE AGE FOR RIDING TO SCHOOL**

Children below the age of 9 are encouraged to walk or ride to school in the company of an adult. Research conducted by the Child Accident Prevention Foundation of Australia (CAPF) has found children below the age of 9 are at serious risk riding bicycles in traffic. This is because neither peripheral vision nor hearing has developed sufficiently to give warning before this age. Bicycles are not toys and children are subject to all road rules. Parents, please remember that your child's safety is your responsibility.

### **DOGS ON SCHOOL GROUNDS**

Dogs are prohibited from the school grounds. This includes dogs on leash or even hand carried. Parents are requested to ensure that dogs do not follow their children to school. Dogs create a considerable nuisance and dangerous situations may arise. It is unpleasant to request the rangers to call at the school to impound pets.

### **SMOKE FREE ZONE**

As smoking is not permitted on Department of Education premises, parents are requested to refrain from smoking while on the school grounds.





## **PARENT INVOLVEMENT AT THE SCHOOL**

### **CANTEEN**

Our school canteen is currently operating on Mondays, Wednesday and Fridays with lunch orders being placed at the canteen before the start of school. Snack items are available at recess and lunch times for Year 1 to 6 students. On-line ordering is also available.

### **PARENT HELPERS**

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

- The P&C committee is dependent upon the involvement and enthusiasm of parents to operate. New parents are very welcome.
- Parents are always welcome at school assemblies, sporting fixtures and special events.
- The library contains many items besides books and is for the use of teachers, parents and children in both the Pre-Primary and Primary years. Parent help is most necessary for the smooth functioning of the library.
- Parents are encouraged to assist class teachers by hearing children read, helping with art and craft activities, repairing games and books, making teaching aids, and supervising small groups of children.
- The sports program is another option for parent support such as coaching, umpiring and supervision.
- Regular help is also required in the school canteen.

### **CONFIDENTIAL DECLARATIONS**

Parents, who assist in classrooms or on excursions etc., will be asked to complete a Confidential Declaration form. This process is a legal requirement to help safeguard students. It is not designed to prevent parents assisting and participating in educational programs.

### **PARENTS AND CITIZENS ASSOCIATION**

The objectives of the P & C Association are to promote the interests of the school through:

- Co-operation between parents, teachers, students and members of the general community.
- Assisting in the provision of resources, facilities and amenities for the school.
- The fostering of community interest in educational matters.

P & C meetings are held each month in the staffroom at school.

### **CANTEEN**

Our school canteen is currently operating on Tuesdays and Fridays with lunch orders being placed at the canteen before the start of school. Snack items are available at recess and lunch times for Year 1 to 6 students. On-line ordering is also available.

If you are able to volunteer as a canteen helper, please contact the Canteen Manager through the school office on 9350 9588.

