BECKENHAM PRIMARY SCHOOL

PARENT INFORMATION HANDBOOK
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</table>
Welcome to our school

We look forward to a long and happy association with your family, ensuring that your child’s time here is enjoyable and rewarding. Parents play a very important part in a child’s education and are always very welcome to visit the school to discuss educational programs and academic, social or emotional progress.

Background

Beckenham Primary School has a long and proud history having been a part of the local community for over 100 years. In this time the school has grown and prospered and currently has an enrolment of around 500 students from a diverse range of cultural backgrounds. We celebrate this diversity and welcome the richness it brings to student learning. We offer students specialist Art, Science and Physical Education classes as well as exposure to a growing number of sustainability projects with the highlight being our commitment to the Stephanie Alexander Kitchen Garden Program. We are committed to maintaining our positive reputation and aim to do this by working in partnership with the school community to ensure the best possible educational opportunities are afforded to all students.

Vision Statement

Our vision for Beckenham Primary School is to provide an innovative learning community of excellence where we work together to help each child achieve their full potential.

Siren Times

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:50am</td>
<td>School day commences</td>
</tr>
<tr>
<td>10:40am – 11:00am</td>
<td>Morning recess</td>
</tr>
<tr>
<td>1:00pm</td>
<td>Lunch eating time</td>
</tr>
<tr>
<td>1:10pm – 1:37pm then 1.40pm</td>
<td>Lunch break</td>
</tr>
<tr>
<td>3:00pm</td>
<td>School finishes</td>
</tr>
</tbody>
</table>

Students are supervised in the undercover area between 8.00am and 8.50am.
Students should not be on school premises BEFORE 8:00am.
Students move to supervised classroom from 8.30am until the siren sounds at 8.50am.
Students should not remain at school after 3:00pm as adequate teacher supervision cannot be provided.
Students arriving after the siren must sign into the late book and obtain a late pass to present to the class teacher.
Visitors must report to the school office and sign the visitors book and obtain a badge.

School Term Dates 2016

<table>
<thead>
<tr>
<th>Term</th>
<th>Begins</th>
<th>Ends</th>
<th>Days</th>
<th>For</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1 begins</td>
<td>Monday</td>
<td>1/2/2016</td>
<td>For all students</td>
<td></td>
</tr>
<tr>
<td>Term 1 ends</td>
<td>Friday</td>
<td>8/4/2016</td>
<td>For all staff and students</td>
<td></td>
</tr>
<tr>
<td>Term 2 begins</td>
<td>Wednesday</td>
<td>27/04/2016</td>
<td>For all students</td>
<td></td>
</tr>
<tr>
<td>Term 2 ends</td>
<td>Friday</td>
<td>1/07/2016</td>
<td>For all staff and students</td>
<td></td>
</tr>
<tr>
<td>Term 3 begins</td>
<td>Tuesday</td>
<td>19/07/2016</td>
<td>For all students</td>
<td></td>
</tr>
<tr>
<td>Term 3 ends</td>
<td>Friday</td>
<td>23/09/2016</td>
<td>For all staff and students</td>
<td></td>
</tr>
<tr>
<td>Term 4 begins</td>
<td>Wednesday</td>
<td>12/10/2016</td>
<td>For all students</td>
<td></td>
</tr>
<tr>
<td>Term 4 ends</td>
<td>Thursday</td>
<td>15/12/2016</td>
<td>For all students</td>
<td></td>
</tr>
</tbody>
</table>

School Development Days

There are seven school development days during 2016 where students do not attend. These are: January 28th and 29th, April 26th, July 18th, October 10th and 11th.
Attendance Program—SMS (Short Message Service)

The school uses a SMS Attendance program. An SMS will be sent to your mobile phone by 10:30am on the day your child is absent. We encourage you to reply to this message and give a reason for your child’s absence. You may also reply with a brief note or telephone call. Under the provisions of the Education Act all absences and late arrivals must be explained. A medical certificate is required for any extended absences. Attendance letters are always sent to parents who fail to authorise a child’s absence or lateness. When replying to this letter please include your child’s name, the date and specific reason for the absence.

Allergies/Specific Medical Conditions

If your child has known allergies (for example to nuts, grass, eggs, bees) or any other health problems, such as asthma, please speak to our Associate Principal or Deputy Principal immediately.

Assemblies

Assemblies are held in the undercover area regularly on Fridays starting at 9:00am. All classes take turns to host an assembly during the year. Honour Certificates are presented at these assemblies. You will be informed ahead of time by SMS if your child is to be awarded a certificate. Parents, friends and relatives are encouraged to attend. Please check the term planner on our website for assembly dates.

Behaviour Management

Discipline is rated highly by parents as a characteristic of a good school. We reward students for their cooperative behaviour by issuing mega draws, faction points, reward play, faction rewards and special class rewards during the year and significant prizes presented at the end of each term. It is in the best interest of the educational outcomes for all of our students that parents, staff and students are aware of their rights and responsibilities with regard to mutual respect in our school.

All members of the school community have rights.

Students have the right to:

- Respect, courtesy, honesty and fair treatment.
- Learn in a purposeful, supportive and non-disruptive environment.
- Work and play in a safe, secure, friendly and clean environment.
- Access to the best possible education.

Staff have the right to:

- Respect, courtesy, honesty and fair treatment.
- Work in a purposeful, supportive and non-disruptive environment.
- Work in a safe, secure and clean environment.
- Cooperation and support from parents/carers.

Parents have the right to:

- Respect, courtesy, honesty and fair treatment.
- Be informed of curriculum material, behaviour management procedures and decisions affecting their child’s health, safety and wellbeing.
- Be informed of their child’s progress.
- Be heard in an appropriate forum on matters related to the rights of their child to an appropriate education.
Members of the school community have varying responsibilities

**Principal, Associate Principal & Deputy Principal agree to the best of their ability to:**
- Provide a link between parents and staff.
- Support teachers with behaviour management and development of individual plans.
- Ensure consistency in the implementation and maintenance of the behaviour management procedures throughout the school.
- Design and assist with programs for individual students with behaviour problems.
- Provide relief teachers with guidelines pertaining to behaviour management procedures.
- Ensure school behaviour management plans are monitored and reviewed regularly.

**Teachers agree to the best of their ability to:**
- Develop and maintain a positive classroom environment.
- Display and discuss Values, Rights and Responsibilities; Playground Rules; Classroom Rules; and play areas.
- Document inappropriate student behaviour and correctional strategies.
- Contribute to a review of school Behaviour Management Plans.
- Include administration staff, where appropriate, in discussions with parents regarding student behaviour management.
- Be consistent in the implementation of the school’s Behaviour Management Plan.
- Use motivating and engaging teaching strategies.
- Provide opportunities for parents and students to discuss behaviour management issues.
- Model respectful, courteous and honest behaviour.
- Establish positive relationships with students and parents.
- Ensure the school environment is kept safe.

**Parents agree to the best of their ability to:**
- Contact the school immediately an issue or concern arises. Matters are dealt with in confidence. The order of contact should be the class teacher, Deputy Principal/Associate Principal and Principal.
- Ensure their child/ren attends school.
- Support the school in providing the best possible education for their child.
- Ensure their child is provided with appropriate materials to make effective use of the learning environment.

**Behaviour Policy**

Students commence each day with a “clean slate.” Positive praise should be consistent and regular. All teachers follow these Classroom Behaviour Management Procedures. In the event of extreme/challenging behaviour,

<table>
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<th>Steps</th>
<th>Teacher Response</th>
<th>Consequences</th>
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<tr>
<td>Step 1</td>
<td>Formal Warning</td>
<td>Student’s name on board in classroom.</td>
</tr>
<tr>
<td>Step 2</td>
<td>One tick</td>
<td>5 minute isolation in the classroom – continues with given work if possible</td>
</tr>
<tr>
<td>Step 3</td>
<td>Two ticks against name</td>
<td>10–15 minutes isolation in the classroom – complete Behaviour Tracker sheet</td>
</tr>
<tr>
<td>Step 4</td>
<td></td>
<td>Student sent to a timeout room with work for a maximum of 20 minutes. Parents are notified.</td>
</tr>
</tbody>
</table>
| Step 5 | | Student sent to Deputy Principal, Associate Principal or Principal with completed Behaviour Report.  
Student is counselled and consequence determined. Student could be withdrawn to the office to complete work set by the class teacher for a period of time determined by the administrator.  
Parents are notified. |
| Step 6 | | Student returns to Principal, Associate Principal or Deputy Principal for In-school withdrawal. |
| Step 7 | | Extended – In-school suspension – (includes alternative break times for student) |
| Step 8 | | Out of school suspension – Admin determines number of days |
**Bullying**

Research shows that one in six Australian school children are bullied each week. The Beckenham Primary School (BPS) community aims to reduce bullying and ultimately, eliminate it. We believe the environment for all members of the school community should be: safe and caring; free from violence and harassment; and free of bullying of any kind. Bullying, violence and harassment are not tolerated in any circumstances because they infringe on our fundamental rights to safety and fair treatment.

All members of the school community have a responsibility to prevent bullying.

The school community seeks to:

- Minimise incidences of bullying.
- Foster student self-worth.
- Develop social and personal skills to better equip students to solve problems and relate to peers without resorting to bullying.
- Provide students with strategies to explore and understand social and human aspects associated with bullying.

When dealing with incidents of bullying we use a ‘no blame’ approach, which is a reactive approach that gives teachers/administration techniques for intervention.

Parents need to act as facilitators for their child/ren, listening non-judgementally and providing support. Before approaching the school, ask your child what they have already tried, if they were helpful and what they would try next time. Ask them how they would like to approach the problem with the school. Discuss what outcome your child/ren wants from involving the school. Other strategies include:

1. Telephone the school and ask who is best placed to help your child. It may be best to go directly to the class teacher first. You can meet informally before or after school.
2. Make a time to talk. It is best for your child to come with you to the meeting, so ensure the time is convenient for all involved. Try to avoid turning up without an appointment.
3. Explain what you know. It may help to have some notes or information about the behaviour to show as examples and a record of the timing of incidents, particularly if it is bullying behaviour.
   1. Describe strategies your child has tried and how successful they have been.
   2. Ask for a plan of action. The plan will most likely vary according to the situation. Teachers may wish to consult with other staff before deciding on a course of action.
   3. Consider setting another date and time for a follow-up meeting to talk about how the situation is progressing.
   4. If your child does not attend the meeting ensure that you discuss with you child what happened and the agreed strategies. It is important to ensure your child is comfortable with the actions agreed upon.

A copy of the schools Bullying Policy is available on request by contacting a member of the administration team.

**Bicycles**

We are a TravelSmart school and encourage students to walk or cycle to school. Parents are requested to ensure that students understand the rules of the road (as applied to cyclists) before allowing them to ride bicycles on the open road. It is recommended by the Road Safety Council that students in Kindergarten, Pre Primary and Years 1, 2 and 3 do not ride their bicycles to school unless they are accompanied by an adult.

Bike racks are provided for students’ bicycles. Students who ride bicycles to school must observe the following rules:

- Bicycle helmets are worn when riding bicycles.
- Bicycles should not be ridden in school grounds.
- Bicycles are placed in bike racks.
- Bicycles are locked with a padlock and chain.
Breakfast Club
Everyone is welcome to attend the Breakfast Club which operates from 8:15am to 8:45am each morning in the school kitchen. It is run by our dedicated support staff and supported by Foodbank WA. Students are offered a variety of healthy breakfast options from cereal, fresh or tinned fruit, yoghurt, toast, baked beans and spaghetti. Parent volunteers are welcome.

Changes to Students’ Personal Information
It is extremely important that parents keep us up to date with the following:

- Home address
- Home and mobile telephone numbers
- Work telephone numbers
- Emergency telephone numbers
- Email addresses
- Certified copies of specific Family Court orders
- Copies of restraining orders
- Medical conditions requiring medication
- Changes to Visa and/or residency status

Please email Beckenham.ps@education.wa.edu.au or telephone the school office on 9458 4666 immediately with any changes.

Child Health Service
The Health Department of Western Australia provides a nursing service for our school on a periodic basis. Appointments for children can be made by contacting the school office.

Communication
We welcome open communication. From time to time parents have concerns about their child or the way business is conducted at school. Communication is an important way to ensure parents’ queries and concerns are addressed. The following steps should be observed when/if you have any concerns:

1. Informally meet with class teacher – eg before or after school.
2. Contact school office to arrange a meeting with a class teacher.
3. Contact the Associate/Deputy Principal or Principal if the problem is not resolved to your satisfaction.

Under the Education Act, parents or community members who are abusive to, or, threaten staff or students can be removed from school premises by law and prohibited from entering the site. Significant fines are in place to protect public officers.

Parents send their children to school in the knowledge that they are in a safe, nurturing environment where they will be cared for and educated. To ensure safety we will have no hesitation in calling the police to remove any persons who breach the good order of our school. Persons who behave in this manner may also have restrictions placed on their access to certain staff members, such as a ban on face-to-face meetings. In more serious circumstances, a restraining order may be taken out in a local court forbidding access to school premises.

Dental Services
The designated dentist for Beckenham PS is Queens Park Dental located at Queens Park Primary School.
The telephone number is 9451 1015
The dental service is located on the corner of Cross and Treasure Roads, Queens Park.

Dogs on school premises
Dogs are banned from school premises. The City of Gosnells Ranger Services will be notified when dogs wander on to school property.
Dress Code

All students in Western Australia attending government schools are required to wear a school uniform. This policy is supported by our School Board. School uniform is important because it:

- Instils pride in students and school.
- Provides students with a sense of belonging.
- Encourages identification with Beckenham Primary School.
- Promotes a sense of equality amongst students.
- Increases safety while walking to and from school or on excursions, making identification of students easier.
- Is cost effective for parents and caregivers.

Please ensure all clothing is clearly marked with your child’s name. Students are responsible for their own items of clothing. A lost property basket is kept in the timeout room, next to administration. Unclaimed, unmarked clothing is eventually laundered and sold through our P & C uniform shop or placed in the Cystic Fibrosis recycling bin on the school site.

Supporting and wearing the appropriate clothing within the Dress Code guidelines is part of showing pride.

Here are some guidelines to assist parents and students.

- If students are not in dress code they may be unable to attend excursions.
- Students are required to be clean and tidy in appearance. At all times, clothing should conform to standards of modesty acceptable to the school.
- Extremes of fashion or cult wear, as determined by the School Board and Administration, are not acceptable. If hair is tinted or styled it should be discreet and not distracting or extreme.
- Leggings can only be worn under other items of clothing.
- Piercings are discouraged. They should be discreet and not generate health and safety issues or be distracting.
- Jewellery should be discreet and minimal to comply with Occupational Health and Safety regulations. Two pairs of sleepers/studs in the ear are acceptable.
- Articles of clothing which are transparent, too short or too tight are unsuitable school wear.
- Items proudly displaying the school logo are preferred. Items with other logos are not part of the Dress Code.
- T-shirts/undergarments of clothing should not be visible at sleeves, hemline and waistline, except at the neck (plain navy blue or white).
- Board shorts, skate pants and similarly styled garments are not suitable.
- Headwear: Wide-brimmed, bucket or Legionnaire style hats are encouraged for sun protection. Baseball (peaked) caps are less than ideal for sun protection and are discouraged. Beanies are NOT part of the school dress code.
- Hats are not to be worn in classrooms (unless directed by teacher).
- In practical classes, for health and safety reasons, students with long hair should have their hair tied back.
- NO DENIM. Jeans are not acceptable.
- Sun smart: Wearing hats and sunscreen in the outdoors is common sense in our sunny climate. Brimmed hats are more “sunsmart” than baseball caps. The school has smart and durable hats for sale in the Uniform Shop. The school implements a No Hat, No Play policy.
- Footwear: Safety is important. Shoes, sneakers or plain low sandals, strapped to the foot are the most appropriate footwear for school. Thongs or slip on footwear are inappropriate for school. Students should wear closed in shoes when working in Science and Kitchen Garden Activities.

A student who does not comply with our Dress Code will be sent to the Deputy Principal, Associate Principal or Principal with a completed Dress Code Notification form.
Royal Blue T-shirt (no collar) with Beckenham Logo
Royal Blue Zip Jacket with Beckenham Logo
Royal Blue Polo shirt (with collar) with Beckenham Logo
Royal Blue Boys shorts
Royal Blue Girls Skorts
Royal Blue tracksuit pants
Royal Blue Bucket Hat
Royal Blue Broad Brim Hat
Faction shirts when applicable (Can be worn on PE days)
Year 6 Leavers Shirts
Royal Blue girls jazz pants.

Do not hesitate to contact Classroom Teachers or Administration if you have any queries about the school’s Dress Code.

### Dress Code Violation

<table>
<thead>
<tr>
<th>Violation</th>
<th>Action</th>
<th>Who</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Time</td>
<td>Warning</td>
<td>Class Teacher</td>
</tr>
<tr>
<td>Second Time</td>
<td>Warning</td>
<td>Class Teacher</td>
</tr>
<tr>
<td>Third Time</td>
<td>Warning, Parent contact via phone or letter, Contact is documented.</td>
<td>Class Teacher</td>
</tr>
<tr>
<td>Fourth Time</td>
<td>Teacher contacts the office, Admin contacts Parents, Loan uniform is provided</td>
<td>Class Teacher, Administration</td>
</tr>
<tr>
<td>Subsequent Times</td>
<td>Parent conference, Loan uniform offered, Behaviour management response if all other avenues exhausted</td>
<td>Administration</td>
</tr>
</tbody>
</table>
Beckenham Primary School
Uniform Shop

OPEN: FRIDAY 8:30 – 9:30am (during school terms)
PAYMENT: EFTPOS, Credit Card (not AMEX), cash and cheque accepted. EFPTOS incurs 0.50c surcharge.
ORDERS: Order forms are available from the Uniform Shop and the Front Office.
Orders MUST include full payment or they cannot be processed. Filled orders are delivered to student’s classrooms.
REFUNDS AND EXCHANGES: We gladly exchange and refund on all new items.
Please bring the receipt. Items must have original tags attached.
SECOND HAND ITEMS: Second hand uniform items are available.
Donations of pre-loved items are welcome.

2016 Uniform Shop Price List:

<table>
<thead>
<tr>
<th>UNISEX</th>
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<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Polo Shirt</td>
<td>4, 6, 8, 10, 12, 14</td>
<td>$24</td>
<td>XS, S, M</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(embroidered logo)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>T-Shirt</td>
<td>4, 6, 8, 10, 12, 14</td>
<td>$14</td>
<td>XS, S, M</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Screen print logo)</td>
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<td></td>
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</tr>
<tr>
<td>Jacket</td>
<td>4, 6, 8, 10, 12, 14</td>
<td>$35</td>
<td>XS, S, M</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(embroidered logo)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Track Pants</td>
<td>4, 6, 8, 10, 12, 14</td>
<td>$24</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| BOYS                        |         |         |         |         |         |         |
| Shorts                      | 4, 6, 8, 10, 12, 14 | $15     |         |         |         |         |

| GIRLS                       |         |         |         |         |         |         |
| Skort                       | 4, 6, 8, 10, 12, 14 | $17     | XS, S, M |         |         |         |
| Jazz Pants                  | 4, 6, 8, 10, 12, 14 | $24     | XS, S, M |         |         |         |

| HATS                        |         |         |         |         |         |         |
| Broadbrim recommended for KINDY / PP / Yr1 | S, M | $7 |         |         |         |         |
| Bucket Yr2 - Yr6            | S/M, L/XL | $7 |         |         |         |         |

| OTHER                       |         |         |         |         |         |         |
| School Bag with logo        |         |         |         |         |         | $35     |
| Faction Shirt (various sizes, not all available) | 4-16 | $4 |         |         |         |         |
| Iron on 2-colour Logo       |         |         |         |         |         | $5      |

All prices include GST and are subject to change without notice.
Excursions / Incursions

We endeavour to keep the cost of excursions and incursions as low as possible. At the beginning of each term a planner is provided showing activities planned for the term. This, we hope, ensures parents have time to budget for upcoming events. **Parent permission forms and payment must be received 2 days before the event takes place.** Students will not be able to attend if forms or payment has not been received in time. If you experience financial difficulties, please contact the office and organise a payment plan.
Friendly Families Initiative

This initiative addresses the social and emotional learning of children through explicit classroom teaching and learning strategies and the development of a whole school culture and organisation. We have created structures that re-inforce and uphold the essential understands, skills and competencies of the Friendly Schools Plus initiative. The initiative provides a shared understanding and language for discussion between students, families and school about bullying and social and emotional learning. For example, dealing with emotions, how to get along with others, relationship skills, dealing with fights and arguments and decision making skills. The school provides ongoing strategies and actions to use at home that are consistent with those being learnt at school as part of the initiative. These strategies are communicated on a regular basis in the school newsletter.

Homework

The School has a documented approach to homework that takes into account the needs of the students and their phase of development, and reflects the context of our school. Homework can support higher levels of student achievement by extending the time available for students to consolidate skills and concepts learned at school and extend the time available to the teacher for the monitoring of student progress. It is expected that homework given by teachers will relate directly to the learning and teaching programs appropriate to the needs of students.

Homework SHOULD:
- be consistent with the Australian Curriculum and the School Business & Operational Plans.
- be regularly communicated to students and parents.
- include general guidelines for parents as to how they can support and assist their children.
- be supported and implemented by staff.
- 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.
- be phased in gradually and consistently as students move through the upper primary years.
- be consistently monitored by teachers and be responsive to individual needs and learning area requirements.

Homework MUST:
- only be used to facilitate the achievement of learning outcomes.
- form part of a developmental learning program that is responsive to individual needs, clearly relevant, supported by classroom practice and where appropriate be developed in collaboration with students.
- be disassociated from any form of punishing students or means of securing discipline.

Homework:

Year 1 – 3 students: Home Reading/Spelling & where appropriate teachers will provide numeracy homework.
Year 4 – 6 students: Where appropriate class teachers will provide up to 2 hours of homework related to class activities per week.
Healthy Eating Policy

- Students will not bring (red foods), large bags of potato chips, bags of lollies, soft drink or cordial, chocolate or chewing gum to school. Single/small serves of potato chips are permitted.
- Lollies and chocolates are not be used as rewards.
- Chocolates / lollies are not to be used excessively as a fundraiser.
- Ice-creams can be sold once a term and should be fruit or milk based.
- Students should be encouraged to eat at least one piece of fruit each day.
- One class party each year, in the last week of school and should include healthy options and/or align with class theme.
- Birthday cakes can be brought to school on a student’s birthday. Small serves are encouraged. ie cup cakes
- Teachers have the discretion to distribute festive/celebratory foods in moderation.

Insurance/Accidents
This school, as with all government schools, does not carry an insurance policy against student accidents. Teachers are on duty in all the main areas of the school during recess and lunch break times. Parents are able to insure their children privately if they are concerned.

In Term Holidays
Holidays taken during the school term are recorded as an ‘Unauthorised Absence’. For the holiday to be recorded as ‘Authorised,’ parents /carers must agree to provide some educational opportunities for their children. Parents must inform the Principal by completing the form, ‘Students taking in-term holidays’ and returning it to administration prior to the planned holiday. Parents/carers must agree to provide some educational opportunities for their child/ren. Teachers are not expected to provide work for students who take holidays. Parents should ask their child/ren to make a record or diary of their holiday, real life map reading, a research project on the holiday destination.

Kiss and Ride
The Kiss and Ride zone typically allows parents to pick up and drop off children next to the main school entrance. Never leave your car unattended in the Kiss and Ride area as it is often patrolled in the morning and afternoons by the City of Gosnells Ranger Services during the school term. Fines apply for parking in the Kiss and Ride area during the hours specified on the signs. Further information can be obtained from the office about Safety around Schools.

Late Pass
All students arriving at school after the morning siren (8:50am) must sign in and collect a Late Pass from the front office before going to class. Parents will receive an SMS each time a student is late for school requesting an explanation. If this behaviour is repeated regularly the student can be required to catch up on missed work by spending recess and lunchtimes in the detention room. A letter will be posted home to parents to inform them of this action.

Leave Pass
A Leave Pass must be completed in the school office if you wish to remove your child from the school grounds during school hours. When you take this pass to the classroom teacher your child will be released to your care. Students will not be released during school hours to make their own way home.

Library/Resource Centre
All classes visit the Library Resource Centre with their class teacher once a week. Books may be borrowed on a weekly basis by students, only if they have a library bag to protect the books. Parents will be asked to reimburse the school for any lost or damaged library books.

Medications
Medications taken by students during school hours should be handed to the Associate Principal or Deputy Principal. Please note we can only administer medication to students when medical forms have been completed. Please talk to the School Officer who will ensure that you are issued with the correct forms. Class teachers are updated on all current medical arrangements. Asthma inhalers may remain with students during the school day, provided they are able to self-administer.
Mobile telephones/Mobile devices
Generally the school does not allow students to bring expensive items of equipment to school and mobile telephones are no exception. Due to their small size they are easily stolen or broken. Mobiles devices are not allowed in the classroom. **If mobile devices are brought to school, they must be handed to the School Officer before school.** It is the student’s responsibility to collect the equipment at the end of the day.

Money Management
When it is necessary to send money to school, via your child, for excursions, incursions etc. always place money in one of our printed envelopes with the details written on the outside. Your child should place the envelope in the **blue box** outside the school office. **Do not hand** the envelope to a staff member. **Please place the correct money in the envelope as we do not carry change.**

Newsletter
Our newsletter is published every **alternate** Thursday and is accessible via our website and school app. The newsletter provides information concerning school activities/events/photos/awards etc. Hard copies are always available at the front office, outside the Time Out Room and opposite Rooms 1 and 2. Our website link is [http://beckenhamps.wa.edu.au](http://beckenhamps.wa.edu.au) The school app is free and can be downloaded from your app store.

Out of School Care—Helping Hands
**Helping Hands** have partnered with Beckenham Primary School to provide a Before School, After School and Holiday Program.

Opening Hours
- **Before School:** 6:30am – 9:00am
- **After School:** 2:30pm – 6:00pm
- **Holiday Program:** 6:30am – 6:00pm

Helping Hands provides high quality Out of School Care (OSHC) services for Kindy and primary school aged children in a safe and stimulating environment. The programs are designed to be fun, but also educational so that each child has a positive learning experience but can also relax and enjoy themselves.

Activities include Arts & Craft, Cooking 4 Kids, Sports, Outdoor Games, Music, Drama, Dance, Indoor Games and much more.

Vacation Care Programs also include incursions and excursions which provide a range of exciting and fun interactive activities for the children to experience and enjoy.

OSHC fees are kept to a minimum, whilst providing a high quality service. Many families are entitled to a discount on their fees based on their family income. Most families are also eligible for the Child Care Tax Rebate (CCTR) and will receive 50% of all out of pocket costs back from attending the program. CCTR will be paid directly into a nominated bank account fortnightly or quarterly. If you have any questions contact Helping Hands on 0478 398 270.

Parents and Citizens Association
Your support of our P & C is of great benefit to our staff and students. It allows you to take an active part in school development and contribute to the efficient running of our school. Throughout the year meeting times are advised in newsletters and on the website. The P & C run several fund raising events during the year, including Mother’s & Father’s Day stalls, Christmas stalls, discos, sausage sizzles etc. Our P & C also sell new and used uniforms on Friday mornings between 8:15am and 9:15am.

Passport Program
Beckenham Primary School is fortunate to be part of the School Passport Program. Parents and other volunteers can now be rewarded for the fantastic work they do by earning points in their ‘Passport’. These points can then be converted into ‘Beckenham dollars’ which can be exchanged or put towards the cost of uniforms, excursions, incursions, school fees etc. You can earn points by helping in your child’s classroom, working in the school garden, assisting in the kitchen, joining the Minilit/Multilit program, helping with sports carnivals, joining the P & C, attending meetings and other negotiated assistance required to support students and school.
Reporting to Parents

We endeavour to make this an ongoing process so parents are aware of their child’s progress throughout the year. All students receive an interim report at the end of term 1 to provide parents with information about how their child is progressing. Parent interviews are also held to ensure teachers and parents have opportunities to discuss learning/behaviour concerns or issues. A standard Education Department summative report is provided at the end of each Semester. Student work books highlight progress throughout the year and can be viewed at any time.

School Banking

Beckenham Primary School’s P&C Association is a proud member of the Commonwealth Bank School Banking Program. School Banking is run every Wednesday from 8.15am to 9.15am. If your child doesn’t attend school on this day, a P&C Red Box is located outside Admin. You are welcome to place completed books and money into the box. P&C representatives will collect, process and return the book to the student. When it comes to a child’s education, knowing how to manage money is essential. Our school banking program gives schools an easy, fun and interactive way to teach kids money management skills they’ll use for the rest of their lives. There is a great Rewards Program that promotes good savings behaviour. Every time a deposit is made into a child’s savings account, regardless of how much, students receive a Dollarmites token. These tokens can then be exchanged for gifts of varying value. The more tokens children save, the more reward items they can choose from. The school earns commission for each new student and deposits. They also run competitions throughout the year for sports equipment, which the school can qualify for, depending on the number of bankers each week.

School Business Plan

This plan is developed by school staff and ratified by the School Board, an elected staff/parent and community group which reviews our academic progress, budget and school policies during the year. Copies of our School Business Plan are available from Administration. Annual School Reports are available on Education Departments website http://www.det.wa.edu.au/schoolsonline/school_list.do

School Chaplain

The school is fortunate to have the services of a School Chaplain, through YouthCARE three days each fortnight. The Chaplain is available to assist students and families with issues or concerns. The support or counselling provided is not of a religious nature. Parents can contact the Associate/Deputy Principal or school officer for a referral form.

School Counsellor

The school employs the services of a Counsellor, through Parkerville Children and Youth Care (Inc). The Counsellor is available each Wednesday. Parents and class teachers are able to refer a child by collecting a referral form from the office. Parents can contact the Associate/Deputy Principal or school officer for a referral form.

School Psychologist

During the course of the year there may be students who require additional support. It is essential that parents discuss any concerns they have regarding the progress and development of their child with the class teacher in the first instance. If the class teacher is concerned about the academic, social, emotional or behavioural progress of a student, it will be discussed with members of the admin team. Parents will be invited to meet and discuss concerns with the SAER team and permission obtained before outside agencies are involved.

Student Representative Council

All students have a voice in the decision making process at the school. This outstanding program promotes active citizenship and values. A student from each classroom is elected by their peers, based on agreed criteria using a formal election process. They meet weekly to discuss areas of importance for students and the community and ensure the school is meeting the needs of its students.

Sick Children

Minor injuries or illnesses during the day are normally attended to at school. In more serious emergencies every endeavour is made to contact a primary or secondary contact (as detailed in our Schools Information System).
Sick Students

Minor injuries or illnesses during the day are normally attended to at school. In more serious emergencies every endeavour is made to contact a primary or secondary contact (as detailed in our Schools Information System).

In an extreme emergency a child may be sent to a doctor or hospital by ambulance. Please be aware that if this is necessary, the cost of an ambulance is the responsibility of the parent/guardian.

Smoke Free School

Smoking is prohibited on the school grounds. Department of Education buildings and work sites became “smoke free” in January 1991. When visiting the school, members of the public are expected to comply with this Health and Safety regulation.

Sporting Schools—Playing for life—After School Activities

Sporting Schools is Australia’s largest school-based sports participation programme to help children foster a lifelong interest in sport. Sporting Schools brings together schools and sports to help get Aussie children active in their local communities. Sporting Schools is open to all Australian primary schools, and with quality programmes developed by over 30 national sporting organisations, it offers a fun and supportive environment for children and coaches. Activities are organised by the Physical Education Specialist each term.

Stephanie Alexander Kitchen Garden Program

In 561 schools Australia-wide, around 60,000 children are enthusiastically getting their hands dirty and learning how to grow, harvest, prepare and share fresh, seasonal food. We are fortunate to have been part of this program since 2011. The fundamental philosophy that underpins the SAKG Program is that by setting good examples and engaging children’s curiosity, as well as their energy and their taste buds, we can provide positive and memorable food experiences that will form the basis of positive lifelong eating habits.

All students in years 1 - 6 spend structured time in our productive veggie garden and kitchen as part of their everyday school experience. Students learn skills that will last them a lifetime, and discover just how much fun it is to grow and cook their own seasonal vegetables and fruits. They also have the opportunity to learn about how to take care of chickens. If you are interested in volunteering in the kitchen or garden please contact the program co-ordinator Mrs Jo Harper on 94584666.

Toys/Valuable Items

As a general rule, personal items should not be brought to school. While every care is taken, the school cannot assume responsibility for loss or damage to personal property. On special occasions, where it has been organised, students may bring a favourite object for ‘Show and Tell.’

Transferring Schools

When leaving the school we request that you complete a ‘Student Exit Form.’ This can be obtained from Administration. It alerts staff to the fact that your child/ren are intending to leave the school and ensures that the class teacher is made aware of the imminent departure, that the student has collected all belongings, have returned all library resources, paid for the loss of any library books and any outstanding money.

Voluntary Contributions

Voluntary Contributions for 2016 from Kindergarten to Year 6 are $40.00 per student. These charges represent less than a $1.00 per week contribution to your child’s education.

Voluntary Contributions for our school have been contained within the $60.00 maximum amount per child set down in the School Education Regulations 2000. The quality of our teaching and learning programme is maximised when each family makes its contribution to the cost of supplementing funding gained from other sources, including the State and Commonwealth Governments. The level of our Voluntary Contributions and charges is approved by our School Board. A range of payment options is available and may be negotiated with the Principal.
EARLY CHILDHOOD EDUCATION

Kindergarten is an exciting place. It is where everything is geared to children. To a young child work is play; to play is also to learn. Your child will spend the day learning many things. Some of the most important concepts they will learn is how to play happily and safely with a variety of people. Emotional and social learning during early childhood is basic to later relationships and achievements. Kindergartens provide an environment for ample experience in discovery learning, problem solving and creative thinking.

It is time to:

- Trust new people
- Socialise with other children
- Have a new and stimulating environment
- Work in a group situation but also act as an individual
- Learn how to think logically
- Have fun while learning

Kindergarten Session Times

Kindergarten operates five days per fortnight (3 days one week and 2 days the following week). A planner will be provided each term outlining the days/dates your child will attend.

Transition: Children will attend half days for the first 2 weeks of school in 2016. You will receive a separate timetable outlining day/time your child attends. It is important that you know the group your child is in, what days they attend and if they are to attend in the morning or afternoon session for the transition period.

Birthdays

Each child’s birthday will be celebrated (unless we are informed by you to do otherwise). We always have a pretend birthday cake on hand and light the candles and sing happy birthday. You are welcome to bring in individual cupcakes or something similar to share with your child’s classmates. Please check with your teacher for any allergies or food intolerances in your child’s classroom.

Dropping off or Collecting students

A parent or designated person must accompany each child to the classroom door each day. All classrooms are opened and supervised from about 8.30am each day. Children must be collected again from the classroom door when school finishes at 3:00pm.

Important: Please inform the class teacher if your child is to be picked up or dropped off by someone other than yourself.

Note: If your child attends day care please complete the form provided, which outlines the arrangements and contact details. Please hand the form back to the class teacher ASAP, as this is our authority to release the child to the caregiver.

Late Arrivals: If you arrive at school after 8.50am you must go to the office to fill get a Late Pass which will be handed to the teacher when you deliver your child to class.

Early Departures: If you need to collect your child from class before 3.00pm, you must go to the front office to fill in a Leave Pass. This must be handed to the class teacher before your child can be released. Your child will not be released unless the teacher has the leave pass.

Daily Food Requirements

Morning Tea: Please supply 1 piece of fruit or vegetable each day for us to cut up and share. This can be placed in the fruit bowl on entry to the class.

Lunch: Children are required to bring a lunchbox containing a selection of healthy food. We are a ‘Crunch&Sip’ school and we also support the ‘traffic light’ system which encourages green and amber foods. Please do not put chocolate, lollies, crisps or sweet biscuits in lunch boxes, as these are red foods and children will not be allowed to eat these at school. These foods are best used as sometime treats at home.
Parent Participation

Parents play an important part in our programme. Your help is needed with the parent roster, which is prepared at the beginning of each term and commencing in term 2 or at the discretion of the teacher. By volunteering your time it gives us as educators, more time to teach, but more importantly, you will be spending quality time with your child. Parents and grandparents are welcome to write their names on the roster nominating the day that suits them best.

Parent help only takes place in morning sessions of the Kindergarten day. Younger siblings are unable to attend, as this is quality time spent with your child. As parents/grandparents you bring your individual knowledge and skills to our centre. The mixing of generations enriches the lives of the young and the aged alike. We welcome the opportunity for you to come along and share your special skills and interests with our students. These can include cooking, knitting, sewing, carpentry, model making, arts & craft or a hobby you wish to share with our children.

Printing your child’s name in Kindergarten

When helping your child write his/her name at home, please use upper case for first letter - lower case letters for the remainder of the name e.g. Courtney, Adam. Kindergarten and Pre Primary will be using N.S.W. print.

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A B C D E F G H I J K L M N O P Q R S T
U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z
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What to bring to school each day:

- A piece of fruit or vegetable to share each day, plus one piece in their lunchbox
- A school bag (clearly named)
- A sun-safe hat, Wide brimmed, Bucket or Legionnaire style (clearly named – no hat no play)
- A lunchbox with name on lid and box (clearly named)
- A drink bottle (with name clearly marked) with water only.
- 1 set of spare clothes – clearly named—including underpants, left in your child’s bag is essential. There are occasions when accidents happen and/or clothes get soiled during activities. Having a spare set of familiar clothing in the bag relieves some of the child’s anxiety.
- 1 towel for rest time in the afternoon. (clearly named)
- Shoes with Velcro (no thongs or laces)