

BECKENHAM PRIMARY SCHOOL



PARENT INFORMATION BOOKLET 2021



CONTACT INFORMATION

386 Railway Parade, BECKENHAM, WA 6107

Phone: 92783700

Email: Beckenham.ps@education.wa.edu.au

Website: Beckenhamps.wa.edu.au

Facebook: Beckenham Primary School

Absentee Line: 0409 687 220

Skoolbag App

Office Hours

Monday to Friday 8:00am to 4:00pm

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BECKENHAM PRIMARY SCHOOL STAFF 2021

Principal

Mr John Gillett

Associate Principal

Mrs Raelene Hogg

Deputy Principal

Mrs Joanne Harper

Manager Corporate Services

Mrs Jane Chesson

TEACHERS

Michelle Barry
Claire Baxtrem
Sayra Buchanan
Kerinne Castle
Kriba Chellan
Sarah Clements
Stephen Davis
Kate Driscoll
Nadia Dry
Dayle Fletcher
Andrea Hantke
Cathy Hearman
Yvonne Hunt
Linda Jubb
Maureen Kriegler
Erica Nemeth
Ursula O'Sullivan
Tammy Offer
Coral Perhavec
Katrina Prodger
Padmini Saxena
Richard Sheppard
Charlotte Sorrairie
Sue Tiao
Shelby Woodhams
Cassandra Wootton

SCHOOL CHAPLAIN

Remi Toluwade

LIBRARY OFFICER

Barbara MacDonald

GARDENER

Kevin Andrews

SCHOOL OFFICER

Deborah Holloway

EDUCATION ASSISTANTS

Tonii Fletcher
Maree Knowles
Chandima Meegamarachchi
Janet Mortimore
Lynette Thomson

SPECIAL EDUCATIONAL NEEDS ASSISTANTS

Michelle Bertone
Irene Clewer
Lia Eliades
Julie Harvey
Vanessa Pithan
Sam Trigg
Ila Wahlsten

STUDENT SUPPORT OFFICER

Irene Clewer

SIMS TEACHER

Robert Graham

SCHOOL PSYCHOLOGIST

Elizabeth Moran

ABORIGINAL EDUCATION ASSISTANT

Kathleen Troy

CLEANERS

Sharon Kennedy
Danielle Mortimer
Wendy Smith

This staff list is correct at time of printing and is subject to change.

Welcome to our school

We look forward to a long and happy partnership 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 470 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 a 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

Beckenham Primary School is a dynamic and culturally diverse learning community with passionate, innovative educators. They collaboratively reflect on their practice and embrace quality teaching, which inspires all students to succeed.

Siren Times

8:50am	School day commences
10:40am – 11:00am	Morning recess
1:00pm	Lunch eating time
1:10pm – 1:37pm then 1:40pm	Lunch break
3:00pm	School finishes

Students are supervised in the undercover area between 8.00am and 8.30am.

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 stamp their hand to show their class teacher they have signed in late.

Visitors must report to the school office and sign into the passtab system/sign in book and obtain a badge.

Students leaving for appointments or illness must be signed out using the passtab system in the office by a parent/carer. A teacher will not release the student unless they have a printed pass sticker.

Term 1 begins	Monday	1st February 2021	For all students
Term 1 ends	Thursday	1st April 2021	For all staff and students
Term 2 begins	Tuesday	20th April 2021	For all students
Term 2 ends	Friday	2nd July 2021	For all staff and students
Term 3 begins	Tuesday	20th July 2021	For all students
Term 3 ends	Friday	24th September 2021	For all staff and students
Term 4 begins	Tuesday	12th October 2021	For all students
Term 4 ends	Thursday	16th December 2021	For all students

School Term Dates 2021

School Development Days

The school development days during 2021 are:

Thursday 28 January and Friday 29 January : 19th April: 19th July: 11th October, 17th December 2021.

Attendance Program—SMS (Short Message Service)

Under the Education Act (1999) all absences from school must be explained. Legitimate reasons for absence are genuine illness, medical appointment that could not be expected to be made outside of school hours. We request that you advise us via the school's message system (0409 687 220), in writing or telephone (92783700) 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. 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 reason for the absence. Please put this number into your phone, **0409 687 220**.

Allergies/Specific Medical Conditions

We have students enrolled who have severe allergic reaction to many food items, especially nuts. This condition known as Anaphylaxis requires close monitoring. We take all reasonable care for the safety and wellbeing of ALL students while at school. This requires not only protection from known hazards, but also protection from harm that could foreseeably arise and against which preventative measures can be taken. 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. We discourage the sharing of food and avoid known allergens in the Kitchen Garden Program.

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 Bestie 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.

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.
- Encourage a positive attitude by modelling appropriate social interaction.
- 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 regularly.
- 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, the teacher can send a red card to Administration for immediate assistance.

Steps	Teacher Response	Consequences
Step 1	Formal Warning	Student's name on board in classroom.
Step 2	One tick against name	5 minute isolation in the classroom – continues with given work if possible
Step 3	Two ticks against name	10–15 minutes isolation in the classroom – complete Behaviour Tracker sheet
Step 4		Student sent to a timeout room with work for a maximum of 20 minutes. Parents are informed/notified. Completed Reflection Sheet sent to Deputy Principal, Associate Principal or Principal.
Step 5		Student sent to Deputy Principal, Associate Principal or Principal with completed Behaviour Report. Student is conferenced 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. Parent/teacher conference arranged by Admin.
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 restorative 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 *Positive Behaviour and Wellbeing Policy* is available on request by contacting a member of the administration team.

Bicycles

We 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 must be worn when riding bicycles.
- Students must wheel their bicycles on the school grounds.
- For security reason students are advised to chain and lock their bikes to the racks provided behind Room 1 and 2.



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 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.

Canteen

There is no school canteen. There is an arrangement with Subway where students can order a Subway Lunch before Tuesday for delivery on Wednesday. (This arrangement is subject to change).

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 to be administered at school.
- Changes to Visa and/or residency status



Please email Beckenham.ps@education.wa.edu.au or telephone the school office on 92783700 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:

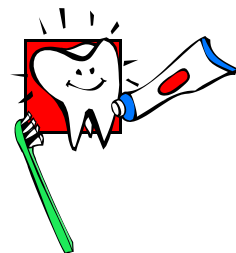
1. Informally meet with class teacher – eg before or after school.
2. Contact school office to arrange a meeting with a class teacher.
3. Contact the Associate/Deputy Principal or Principal if the problem is not resolved to your satisfaction.

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 attending a WA 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 the school
- Gives students 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 care givers.

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. Clothing should conform to standards of modesty acceptable to the school at all times.
- ◆ **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.
- ◆ Long hair should be tied up or back.
- ◆ Royal Blue 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.
- ◆ Makeup or nail polish is not permitted. Students found wearing makeup/nail polish will be asked to remove it.
- ◆ Articles of clothing which are transparent, too short or too tight are unsuitable for 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. Beanies / caps / novelty hats are NOT part of the school dress code.
- ◆ Hats are not to be worn in classrooms (unless directed by teacher).
- ◆ **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:** Shoes, sneakers or plain low sandals, strapped to the foot. Flat shoes for girls are appropriate. Safety is important. Thongs or slip on footwear are inappropriate for school. No novelty footwear including lights or wheels.
- ◆ **School uniforms should be clearly marked with your child's name.** Students are responsible for their own items of clothing. Lost property is kept in a box in the chill-out room (located near Administration). Unclaimed, unmarked clothing is eventually laundered and given away or placed in the Cystic Fibrosis recycling bin on the school site.

Royal Blue T-shirt (no collar) with Beckenham Logo
 Royal Blue Zip Jacket with Beckenham Logo
 Royal Blue T-shirt (no collar)
 Royal Blue Polo shirt (with red collar) with Beckenham Logo
 Royal Blue Polo shirt (with collar)
 Royal Blue Jumper (no collar)
 Royal Blue shorts
 Royal Blue Skorts
 Royal Blue Rugby shorts
 Royal Blue leggings
 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



Non-compliance with the dress code

A student who does not comply with our Dress Code is referred to the Deputy Principal, Associate Principal or Principal by the classroom teacher if reminders and warnings are not effective.

Dress Code Violation	Action	Who
First Time	Reminder	Classroom Teacher
Second Time	Warning	Classroom Teacher
Third Time	Warning Teacher contacts the office. Admin contacts Parents. Loan uniform is provided.	Classroom Teacher Administration
Subsequent Times	Loan uniform is provided. Parent conference organised. Behaviour management response if all other avenues exhausted.	Administration

Do not hesitate to contact Classroom Teachers or Administration if you have any queries about the school's Dress Code. The uniform shop is run by Neatagear Les and Helen are helpful and happy to assist you.

SchoolBanking

BECKENHAM PRIMARY SCHOOL

Get involved in the School Banking program!

Beckenham Primary School offers the Commonwealth Bank School Banking program to all students. The School Banking program provides children with an opportunity to deposit money into their Commonwealth Bank Youthsaver account at school each week. The program is about how often your child makes deposits, not how much they deposit.

The program offers an exciting Rewards Program. Every deposit earns your child a silver Dollarmites token, and once they've collected 10 tokens they can redeem them for a reward. Plus Commonwealth Bank runs regular competitions.

School Banking is also a great fundraiser for our school. Our school receives \$5 when a student makes their first ever School Banking deposit and 5% on every deposit made through the school (to a maximum of \$10 per individual deposit).

Getting involved in School Banking is easy!

All you need to get involved in the School Banking program is a Commonwealth Bank Youthsaver account. To open an account for your child, you can visit your local branch. All you need to bring is your current personal identification as well as your child's birth certificate.

School banking is open every Wednesday 8:15am — 9am, in the uniform shop.



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. This 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. There may be circumstances where students are excluded from attending an excursion because they have lost their 'good standing.' The final decision, about a student attending an excursion or not, rests with the administration team.



Factions

The school is divided into four Factions: Red, Blue, Gold and Green. Students are placed in a faction as part of the enrolment process. They usually remain in the same faction throughout their stay at the school. Parents can purchase faction coloured shirts from the Uniform shop. Students are permitted to wear the shirts on their physical education day and for sporting events.



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-enforce and uphold the essential understandings, 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 on-going 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.

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. All students are encouraged to read books of their own choice at home.

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 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. i.e. 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 is designed to facilitate a quick 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 Gosnell's 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.

Languages Other than English

Students in Year 3, 4 and 5 currently study Mandarin. Effective 2021 , Year 6 students will also study Mandarin as an additional language.

Late Arrival

All students arriving at school after the morning siren (8:50am) must sign in at the office **before** going to class. Students need to stamp the back of their hand and show it to the teacher when they enter class. Parents **will** receive an absence SMS notification of their child's absence if they have not come in to inform the office of being late. If this behaviour is repeated regularly the student may be required to catch up on missed work by spending recess and lunchtimes in the office. A letter will be posted home to parents to inform them of this action.

Leave Passes

To ensure the safety of all students, parents/carers are requested, when removing students from the school during the hours of instruction (8:50am—3:00pm) to arrange for a leave pass from the school office before collecting the student from the classroom. 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 without a consenting listed Guardian/family member.

Library

Each class is rostered to visit the library weekly. All students are required to bring a bag with them on the day they attend the library. This bag should be made of material and measure approximately 40cm x 35cm with a draw string or handle. When a book is lost or damaged, Parents will be asked to reimburse the school.

Lost Property

The school accumulates large quantities of lost property. Parents should ensure all items of clothing have the students name clearly marked. Lost property can be inspected at any time. Any unclaimed property will be disposed of at the end of each term.

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

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.** Payments by direct deposit can be made to ANZ BSB:066-040 ACCOUNT: 19902028. You must include your child's name as the reference when making deposits. Any refunds due to students not attending an activity may be credited to another activity that your child will be involved in. If you require the money to be refunded, you need to come to the office and complete a School Payment Voucher. At the time of completion, you will be required to provide us with your bank account details so that we can transfer the refund directly to your account.

Newsletter

Our newsletter is published every **alternate** Thursday and is accessible via our website, the Skoolbag App and the Beckenham Primary School Facebook page. The newsletter provides information concerning school activities/events/photos/awards etc. Hard copies are always available at the front office, outside the school office.

Our website link is <http://beckenhamps.wa.edu.au>.

Out of School Care

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 Term Planner. The P & C run several fund raising events during the year, including Mother's & Father's Day stalls, Christmas stalls, Pizza days, sausage sizzles etc.

Parent Volunteer

Parent/carers/grandparent volunteers are always welcome. In the past many parents have given valuable assistance by listening to students read, assist with music performances, help with sporting events and training, helping in the kitchen or garden and attending excursions. Many these opportunities will be available again in 2020. If you would like to volunteer you would be required to complete a confidential declaration.

Personal Items List

Personal use items charges vary from student to student and include items used in lessons eg stationery, calculators, library bags and art shirts. Each year we distribute personal Items lists to students for the following year. When parents have completed their orders and send them back to school, we send them to Campion to be filled and made ready for collection before Term 1 begins. Whilst parents are not obliged to use this system, it does provide our school with a commission and therefore benefits all students.



Reporting to Parents

We endeavour to make this an ongoing process so parents are aware of their child's progress and achievement throughout the year. 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 Board

The School Board consists of the Principal, staff and community representatives. The Board is formed with the 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. The Board has the following functions. To take part in:

- establishing and reviewing from time to time, the school objectives, priorities and general policy directions.
- planning the financial arrangements necessary to fund those objectives, priorities and directions.
- Evaluating the school's performance in achieving them.
- Formulating codes of conduct for students at the school; and to promote the school in the community

The Board does not:

- intervene in the control or management of the school.
- Intervene in the educational instruction of students.
- Exercise authority over teaching staff or other persons employed at the school; or
- intervene in the management of a school fund.

School Chaplain

The school is fortunate to have the services of a School Chaplain, through YouthCARE two days a week. 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 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 Health and Wellbeing Co-ordinator

The school employs the services of a Counsellor. The Counsellor is available each Tuesday. 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. Please contact office for the further details.

Student Representative Council

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



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.



Skoolbag App

The school utilises an app called 'Skoolbag'. The app is used to distribute the newsletter and communicate with families. The app can be used to submit absences and change of detail information. It also has the term plan and forms such as the uniform shop order form. The app can be easily downloaded through your app store on your phone or device. Simply search out 'Skoolbag' then type in Beckenham to select the school.

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.**

Stephanie Alexander Kitchen Garden Program

In many 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 philosophy that underpins the Program is that of setting good examples and engaging children's curiosity, as well as their energy and their taste buds. We attempt to 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 vegetable 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 Charlotte Sorraïne on 92783700.

Subway

Subway can be ordered on Tuesday for a Wednesday lunch delivery. Please place the correct change in a clear plastic sleeve (available at the office) and place in the blue box outside the office.

Toys/Valuable Items

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 2021 from Kindergarten to Year 6 are \$50.00 per student. These charges represent \$1.25 per week contribution to your child's education.

Voluntary Contributions for our school are contained within the \$60.00 maximum amount per child set down in the School Education Regulations 2000. The quality of our teaching and learning program is maximised when each family makes its contribution to the cost of supplementing funds 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.

Website

Our school website address is <http://beckenhamps.wa.edu.au/>. A copy of the parent handbook can be found on the website as well as information about how to contact us. The events of the term and fortnightly newsletters are updated regularly.



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. Kindergarten provides 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.

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 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 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 obtain 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 should 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

We encourage parents in partnership with the Kindergarten teachers to take a vital role in your child's education. Your assistance is appreciated with the "Cracking the Code: program, which begins in about Week 9 of Term 1.

Volunteering for this program allows us as educators time to explicitly teach the important skills of Phonological Awareness through small group game rotations to the students. These concepts are the building blocks for oral language, reading and writing development.

Parent help only takes place in the morning sessions of the Kindergarten day. Younger siblings are unable to attend, as this is quality time spent with the 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 Foundation print.

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
0 1 2 3 4 5 6 7 8 9

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).



Email address:

Beckenham.ps@education.wa.edu.au

Phone 9278 3700

You can find us on Facebook
Beckenham Primary School