



Bambara Primary School

Kindergarten - Year 6

Parent Handbook

2017

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All Correspondence

All enrolments, mail, general enquiries and financial transactions are completed through the school's office which is located in the Administration building. Matters of policy should be directed through the Office Staff to a member of the School Executive Team:

Linda Knox **Principal**
Shelley Smith **Deputy Principal**

Please note: ECE 1 and ECE 2 do not have a direct telephone line. Pre-Primary and Kindergarten teachers and staff can be contacted by phoning the main school as above.

Principal's Welcome

Bambara PS became an Independent Public School (IPS) in 2015.

It is a successful school, with a proven track record of providing a caring and safe learning environment for all students. Our strong values based program embodies diversity and is inclusive of the learning needs of all students and their families.

Our unique blend of educational and co-curricular programs are designed to nurture academic achievement, creativity, problem solving and the unique skills and talents of each student.

We aim to instil in our students a love of learning and provide them with the skill set of learning how to learn.

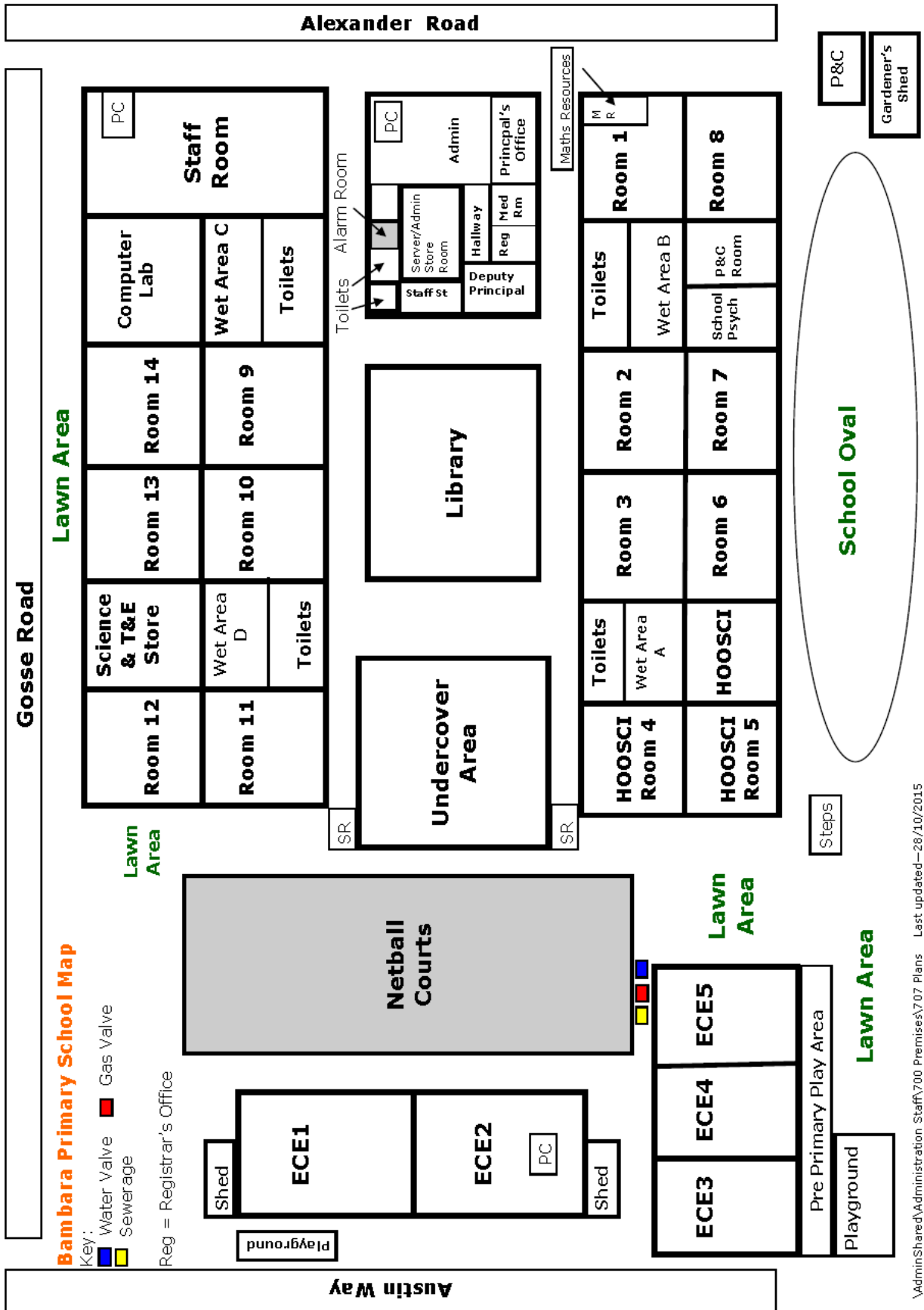
We employ staff who are committed and demonstrate professional integrity. They communicate effectively and work to build positive working relations with colleagues and parents.

The school has developed a strong ethos in partnering with parents and working to provide an educational service that is responsive and second to none.

Parents are invited to join me and the staff in bringing to life our school motto 'We are the Future'. In partnership we will work to develop a positive future for all our students by building their knowledge, skills, attitudes and talents.

Linda Knox
Principal

School Map



AdminShared\Administration Staff\700 Premises\707 Plans Last updated—28/10/2015

School Times

First Day of school, Pre Primary to Year 6 is Wednesday 1 February 2016.

First siren:	8.35am
School commences:	8.45am
Recess:	10.30am to 10.50am
Lunch:	12.30pm to 1.10pm
School finishes:	3.00pm
Wednesday:	2.35pm Early Close

Kindergarten Timetable, first two weeks of school

A staggered start has been arranged to aid transition from home to school for our Kindergarten students. This will also assist teachers to get to know each student in the first few days of school. Kindergarten students are divided into two groups A and B. Each group is rostered to attend school at different times in Week 1. In Week 2, all students will attend for half a day and will build this up to a full day by the end of Week 2.

Full time attendance commences from Week 3 for all students.

Week 1	Tues	Wed	Thurs
8.45-11.45	No school	Group A	Group A
1.00-3.00pm	No school		Group B

Week 2	Tues	Wed	Thurs
8.45-11.45	Group B	Group B	Whole Class
1.00-3.00pm	Group A		Whole Class

Kindergarten Timetable from Week 3

Tuesday:	8.35am to 3.00pm
Wednesday:	8.35am to 11.40am
Thursday:	8.35am to 3.00pm

Term Dates 2017

Semester 1

Term 1:	Wednesday 1 February - Friday 7 April
Term Break:	Saturday 8 April – Sunday 23 April
Term 2:	Wednesday 26 April - Friday 30 June
Term Break:	Saturday 1 July - Sunday 16 July

Semester 2

Term 3:	Monday 17 July - Friday 22 September
Term Break:	Saturday 23 September - Sunday 8 October
Term 4:	Tuesday 10 October -Thursday 14 December

Pupil Free Days or School Development Days

Throughout Terms 1, 2 and 4 the school has 6 scheduled Pupil Free Days, these days are known as School Development Days and are used by staff for planning and professional development. On these days the school is closed and students do not attend school.

Term 1:	Monday 30 and Tuesday 31 January
Term 2:	Monday 24 April (Tuesday 25 April – ANZAC day) Friday 2 June
Term 3:	None Scheduled
Term 4:	Monday 9 October Friday 15 December

Uniform

Parents, staff and students support the School's Dress Code. Enrolment at the school is on the understanding that the School's Dress Code will be adhered to. Students on excursions must be in uniform unless the consent of the Principal has been granted.

The Dress Code is not enforced for Kindergarten or Pre-Primary Students though they are welcome and encouraged to wear the uniform.

BOYS	GIRLS
SUMMER	SUMMER
<ul style="list-style-type: none"> · Gold polo shirt with blue school logo · Royal blue shorts 	<ul style="list-style-type: none"> · Gold polo shirt with blue school logo · Royal blue skirts or A line skirt · Blue checked dress
BOYS	GIRLS
WINTER	WINTER
<ul style="list-style-type: none"> · Gold polo shirt with blue school logo · Royal blue microfibre pants · Royal blue microfibre jacket with school logo · Royal blue fleece windcheater with gold school logo 	<ul style="list-style-type: none"> · Gold polo shirt with blue school logo · Royal blue microfibre pants · Royal blue microfibre jacket with school logo · Royal blue fleece windcheater with gold school logo
SPORT – Pre-Primary to Year 6	SPORT – Pre-Primary to Year 6
<ul style="list-style-type: none"> · Faction colour shirt · Royal blue shorts and joggers · Royal blue footy/soccer socks 	<ul style="list-style-type: none"> · Faction colour shirt · Royal blue skirts and joggers

Royal blue microfibre bucket hat is compulsory at every year level

Notes

Jewellery	Watch, stud or sleeper earrings.
Cosmetics	The wearing of cosmetics is not acceptable.
Special Groups	Cultural dress such as head-dress worn by members of the Muslim community can be incorporated into the school dress by negotiation with the Principal.
Hair	Long hair should be tied back.

Footwear

Students are required to wear sensible, closed-in footwear or approved sandals to school. Thongs, 'Ugg' boots and masseur type thongs are NOT considered to be appropriate footwear. Should a student's medical condition necessitate the wearing of any of these items then a written note must be provided by the Parent/Caregiver.

Hair

All students must ensure that their hair does not create a safety or health risk. Students with long hair who attend practical classes will be required to tie their hair back before they are permitted to participate in lessons. We recommend that long hair be tied back as a preventive measure in avoiding/containing the spread of head lice.

Hats

It is a part of our school policy that ALL children are to wear microfibre bucket hats for all organised physical education activities and while playing outside during recess and lunch time. The 'no hat no play' policy is fully supported by the Cancer Foundation as an effective means of protecting students from the harmful effects of over exposure to UV rays. Please support this policy in the interests of your child's long term health. Microfibre bucket hats may be purchased through Lowes in Whitford City Shopping Centre.

Uniform Shop

The P&C has contracted Lowes of Whitfords to supply the Bambara PS uniform. Lowes is located in the Westfield Whitford City Shopping Centre opposite Best and Less.

Lowes can be contacted on Phone 9401 3662 or ordering is available online at www.lowesschoolwear.com.au where your order will then be emailed to the store.

Arriving at School

Students are encouraged not to arrive to school before 8.35am. If you need to drop your child off at school before this time, then they are to assemble in the Undercover Area. They will be supervised by a member of the Admin Team from 8.10am. At 8:35am the first school siren will sound. The students go to their classroom at this time and prepare for the school day. It is the parents' and caregivers' responsibility to ensure that necessary arrangements are made to have our students arrive at school no later than the second siren at 8.45am. Our school learning program begins at this time.

Late Arrival

Students arriving late to school are requested to go to the front office to obtain a late note. This is to be given to the class teacher to update the attendance records.

Drop-Off of Kindergarten and Pre-Primary Students

Parents are asked to deliver Kindergarten and Pre-Primary Students directly to class no later than 8.35am. Parents are encouraged to stay in the classroom until the siren at 8.45am this helps the student settle in before the start of the school day. You are encouraged to read to your child, complete puzzles etc.

Pick-Up of Kindergarten and Pre-Primary Students

Students will only be released to parents at the end of the school day. If a student is going to be collected by another adult the classroom teacher will need to be notified. It is important that students are collected on time, as students will often experience anxiety if their parent is late to pick up. Please notify the school should this occur so that the teacher can advise the student or complete the 'alternative pick-up roster' on the whiteboard outside the classroom.

Leaving school during school time - Leave Pass

During school hours the students are strictly under the responsibility and care of school staff. No student is permitted to leave the school grounds without prior approval of their parent or caregiver and consent of the Principal.

Should a student be required to leave school during the school day due to a prior appointment, they will need to be signed out through the school office. It is recommended that parents firstly go to the office to complete a leave pass; the leave pass (or yellow slip) must be handed to the teacher before the student is released to the parent.

Attendance

Regular attendance is integral to developing a good attitude to school and is vital to maintain a high level of student achievement and progress. At Bambara we aim for 100% attendance throughout the year however due to illness this may not be achieved by all students. Families taking vacation throughout the school term is discouraged as this also impacts on learning. If a mid-term vacation is unavoidable parents must seek permission from the Principal in writing or email.

We require a note of explanation, phone call, SMS, Skoolbag App form, email or via the quick links on the website bambara.ps@education.wa.edu.au if your child is absent from school for whatever reason. An SMS message will be sent by 10am each day for unexplained absences. Parents and Carers may use the mobile number attached to the SMS Messages (0418 921 117) as a way of contacting the school to advise of a child's absence. Students who need to leave the school during the day are to be signed out by a parent or nominated contact at the office. A pass is then issued and is taken to the classroom where the student can be collected. Students will not be released from the class without the leave pass. Parents are legally obliged to –

- Ensure regular, punctual student attendance
- Promptly provide a written explanation for student absences

Student work assignments are usually available to students whose absence are unavoidable (for example due to illness or injury) or if there are extenuating circumstances. Please advise your child's teacher of an illness or injury which is likely to result in the child being absent for more than several days.

Communication

Assemblies

Bambara Primary School conducts two types of Assemblies throughout the year.

Assemblies are held every Thursday morning at 8:50am in the Undercover Area. Please let the Principal know if your child receives a special award outside of school as we are keen to make mention of such events at Assemblies.

Whole School Assemblies occur on a regular basis each term, usually in Weeks 3, 6 and 9 depending on school planning. Whole School Assemblies are hosted by individual classes and feature a class presentation. Their main purpose is to acknowledge student achievement and to communicate information. Assembly dates and times are published in the School Newsletter and on each Term Planner.

The attendance of parents and interested community members at assemblies is appreciated and encouraged by students and staff. Please come along and support our school!

Home Communication

An important aspect of the school's operating procedure is the fostering of a healthy and constructive home-school relationship.

We welcome your involvement in your child's education. To foster this, the school has an open door policy which welcomes discussion, comments and suggestions.

Newsletter

School newsletters are issued on a fortnightly basis as a means of conveying information about forthcoming events. It is a report on events and activities in the school. Our School P&C has a regular section regarding upcoming fundraising events such as sausage sizzles, pizza days and discos.

All newsletters are available on the school's website. No paper copies will be sent home but limited hard copies will be available in the front office. Our school newsletters are in colour and feature class reports and photos. Newsletters and term planners are also published on our school's website: www.bambaraps.wa.edu.au

The oldest child in the family is given notices and also receives copies of notes and the term planner.

School Website and Facebook

Our school website is kept up to date with newsletters, term planners, Values booklets and other important news and events – www.bambaraps.wa.edu.au

We have a Facebook page for parents to join. This is a closed group and you can request to join by looking for the group: <https://www.facebook.com/groups/BambaraPS/>

Skoolbag APP

We also have an App for your iPhone, Android or Windows phones and devices. Simply Search for 'Bambara' in your providers store and download the Skoolbag app. Full instructions on how to setup your device can be found in the front office or on our website - <http://www.bambaraps.wa.edu.au/wp-content/uploads/parentinstructions.pdf>

Term Planner

The term planner summarises the student events and activities for the school term. This is forwarded to parents at the commencement of each term and is a useful means for parents to keep informed. The term planner is also found on the school website and is updated regularly to reflect any changes to planning.

Parent Information Meeting

Parents are invited to an information meeting with their child's classroom teacher during the first couple of weeks of Term 1. At these meetings the teacher will share their classroom philosophy and discuss the curriculum, classroom management plans and student expectations.

Parent Teacher Interviews

Following on from the Semester 1 Report all parents will be invited to meet with their child's teacher to discuss achievement, progress, effort and behaviour. The meetings will be scheduled for mid-afternoon and will conclude in the evening allowing opportunities for working and non-working parents to attend.

It is expected that should a student experience difficulty with their learning the classroom teacher or Learning Support Team (comprising of the School Principal, Deputy Principal, School Psychologist and Classroom Teacher) will meet with parents before the first report to discuss and plan intervention strategies.

Reporting to Parents

There are a number of ways that Classroom Teachers report to parents about their child's progress and achievement. The Semester 1 and 2 reports are the formal means of reporting

however student work-sample folders and learning journey evenings are some of the more informal methods.

Bags and Possessions

- Each child will need a **LARGE BACK PACK** clearly named so that he/ she can carry their work home. Back Packs can be purchased from Lowes Uniform Shop
- A **BOOK BAG** is also required, available from Lowes, to ensure the safe passage of library books, parent notes and the like between school and home.
- Microfibre bucket school hat
- Change of clothing (Kindergarten and Pre-Primary Students only)
- Mid-morning snack
- Lunch
- Water bottle
- All bags should be clearly labelled with first and last name.

Bikes

Students who ride their bikes to school should leave them in the bike enclosure near the staff car park. This is locked during the school day. The wearing of bike helmets is **COMPULSARY** by law. Please support our school by insisting your child wears their helmet when riding a bike/scooter.

Due to the possibility of theft, the school strongly advises that no property is left in the bike enclosure out of school hours even if the area is locked.

Booklist

Pupil Requirement Lists are available from the school office/ website and are available for purchase through OfficeMax. Items can be sourced through a supplier of your choice. Kindergarten and Pre-Primary students do not need to name label their items except for school books and display folders.

Contributions and Charges

A Contributions and Charges schedule is available from the front office and the school's website. The charges are the maximum amount that the school can request for incursions and excursions during the year.

Charges are incurred for special in-school programs and excursions, Payment will be requested as each activity approaches.

A school voluntary contribution of \$60.00 is requested for each student attending Bambara Primary School. This supports the classroom program and allows teachers to purchase a variety of items such as class text books, photocopying materials etc. Your support is important.

A P&C voluntary contribution of \$40.00 is requested for each student. This allows the P&C to reduce the number of fundraising activities throughout the year and for their ongoing commitments made to the school.

Payments can be made by:

- Direct Bank Deposit: BSB: 016 494 Account: 3408 34052
Please quote your child/s surname in the reference field and notify the Registrar by email bambara.ps@education.wa.edu.au that a payment has been made.
- Cash, EFTPOS and cheque (payable to Bambara Primary School) through the front office.

Dental

The School Dentist provides dental treatment at no cost for eligible school aged children. Specialist treatment is not available. The School Dentist is based on grounds at Padbury Primary School. Appointments will be sent home with your child. For emergencies, parents may contact the School Dentist directly on 9401 7285.

Excursions and Incursions

All excursions and incursions will be notified to parents and caregivers through a permission form. Each excursion and incursion is also placed in the Term Planner and School Newsletter.

Parent permission slips and medical forms must be returned to the class teacher. Payments should be placed in a clearly labelled Payment Collection Envelope and placed in the collection box in the Front Office.

Should you have difficulty in paying for the activity, and you would like your child/children to participate in the event, please contact the Office to discuss payment options. EFTPOS facilities are available at the office.

Students attending excursions must be in the full school uniform. Excursions and Incursions support the learning program conducted by teachers.

All permission notes, current medical forms, student contact details and payment must be returned prior to the attendance of the event. If these have not been returned your child will not attend and no follow up calls will be made.

Extra Curricular Activities

During the year it is expected that all Pre-Primary to Year 6 students will participate in the following activities:

- In-term swimming lessons: Held at Craigie Leisure Centre with qualified Education Department swimming teachers. You will receive more details closer to the date.
- Dance: Where qualified instructors come to the school to teach the students dance.
- Faction sports Day
- Sporting Schools Program: This is funded through the Federal Government and enables the school to engage various sporting activities to coach the students at no extra cost to families.

Factions

Students will be allocated a faction when they first enrol at the school. Factions are allocated to maintain a number balance between each faction and as such students are unable to request a particular faction colour. Siblings are in the same faction. Faction names and colours at the school are:

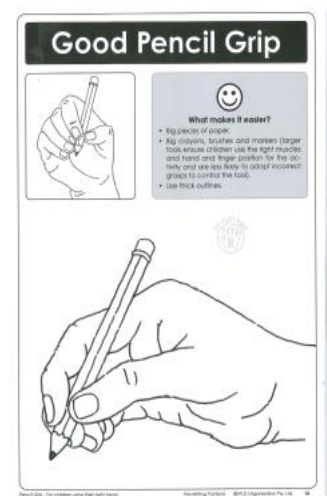
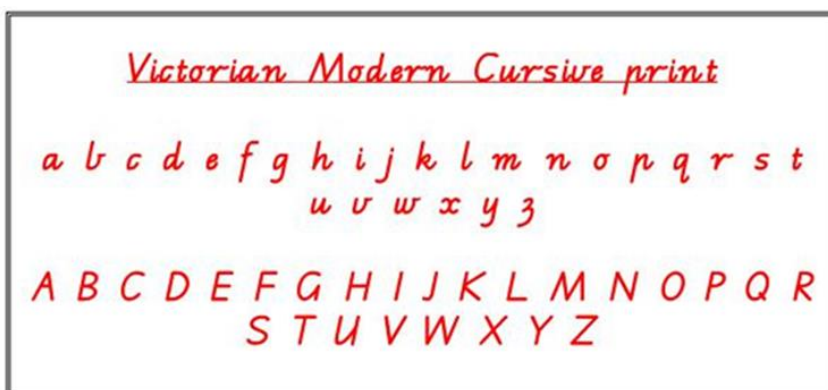
Forest: **Green**
Stirling: **Red**
Windich: **Orange**

Families of students from Pre-Primary to Year 6 only, are asked to purchase a faction t-shirt which may be worn during Physical Education lessons and at faction competition days. Please contact the front office if you are unsure what faction your child has been allocated to.

Handwriting

Parents of students in the early years, Kindergarten to Year 2, are encouraged to keep the correct pencil grip and form letters correctly during homework. If you wish to encourage your child to write their name, notes etc. Please demonstrate the print style that is used at Bambara Primary School.

Correct pencil hold should always be encouraged.



Homework

Homework in primary school serves a number of purposes:

- To reinforce skills learnt during the day.
- To develop individual student responsibility in carrying out a task in their own time. Self discipline and study skills are needed to succeed at secondary or higher education levels.
- To provide an opportunity for Parents/Caregivers to be involved in the tasks their children are doing at school.

Parents/Caregivers are asked to assist in this matter whenever needed.

HOOSCI

Hillarys Out Of School Care Incorporated (HOOSCI) uses the school's facilities to run their after school and vacation care program. They are located at the end of Block A.

They also offer after school care for a Wednesday afternoon for our Kindergarten students.

Please note that HOOSCI is a separate entity to the school and as such all enquiries must be directed to HOOSCI. HOOSCI may be contacted by telephoning 9307 8879.

Library

Each class has a designated library time each week. Students will only be permitted to take home a library book or reading book if they have a protective book bag. The book bag can be handmade, a pillow case or alternatively you may purchase a book bag from the Office. The book bag ensures safe keeping of library books, home reading books, newsletters etc. Bambara book bags are available from Lowes in Whitford City Shopping Centre.

Lunches and Recess

A daily packed lunch and recess is required. The school encourages healthy lunches that are free of high sugar, salt and fatty treats. Recess is similarly to be a healthy snack and fruit.

Each child should have their own water bottle to drink from during the day. For Kindergarten students, their bottle will remain at school. Drink bottles and lunch boxes **must** be labelled with your child's first and last name.

The school discourages the consumption of nuts and nut products, strawberries and kiwi fruit due to students with life threatening allergies.

All students have a lunch break between 12.30pm and 1.10pm. Kindergarten and Pre Primary students eat their lunch within their areas, students in Years 1 to Year 6 eat their lunch in the Undercover Area. All areas are under teacher supervision. Duty teachers release students to play at 12.40pm once they have eaten their lunch or have indicated that they have had sufficient food.

Students who have not bought their lunch from home may request an emergency lunch from the staff room at a cost of \$1.00 to the parent/Caregiver. A note will be sent home with the student requesting payment for the emergency lunch. This is only to be used when students have forgotten their lunch.

Lunch Orders

The school does not operate a canteen however, we do provide a lunch service from Duncraig Senior High school on a Monday and Friday. Orders can be made through – www.flexischools.com . The cut off time for lunch orders is 8.00am.

Medical

If your child has a medical condition, you will be required to complete a Health Care Summary and if necessary, a Health Care Management Plan. These are available from the front office.

Medical Communicable Diseases

DISEASE	EXCLUSION FROM SCHOOL
MUMPS	Return to school when medical certificate indicates child has recovered.
MEASLES	Return to school when medical certificate indicates child has recovered, or at least 7 days from the appearance of the rash, if the child is well.
GERMAN MEASLES	Return to school when well and no spots. ALWAYS NOTIFY THE SCHOOL.
CHICKEN POX	Return to the school when scabs are healed and child is well.
IMPETIGO (school sores)	Return to school when sores are healed.
WHOOPING COUGH	Return to school when medical certificate indicates child has recovered.
CONJUNCTIVITIS	Return to school when medically controlled and discharge from eyes has ceased.
RINGWORM	Return to school when medical certificate indicates that child is no longer likely to convey the infection.
INFLUENZA	Return to school when the child is feeling well.
HEAD LICE	Return to school after effective treatment has been instituted and nits are removed from the hair. Family contacts will probably be infected and should be treated accordingly.

Parents and Citizens' Association (P&C)

Your involvement in the P&C is one of the best ways of being aware of school activities and what is planned to improve the Learning Environment for your child. There are many ways of supporting the P&C however, personal involvement is one of the most appreciated. Meetings are held twice per term. This is your opportunity to share your ideas. Meeting dates and times are published in the School Newsletter and on the Term Planner.

From time to time the P&C engages in fundraising activities. All help is greatly appreciated and this is a great opportunity to socialise with others in the school community.

The P&C Association has been an active contributor to the school's educational program and the development of school facilities. It is hoped that you will help maintain this support. We always value our new members.

A classroom representative is appointed to each class. At the commencement of the school year, parents are asked to nominate for this position by the P&C committee. The role and duties of this position are available from the P&C.

Parents as Partners

The Kindergarten and Pre-Primary parents are encouraged to be on class helper roster. For this reason, and as a part of the on-going policy of parent involvement at Bambara Primary School, it is desirable that parents attend as often as possible. You will participate in activities, share experiences with your child, observe their interaction with other children and view their progress throughout the year. We are sure you will enjoy the experience as much as your child. Bambara Primary School has a firm commitment to parents as partners in their child's education.

Safety

Dogs

In the interest of the students' safety please ensure that dogs are not brought onto the school grounds. Some students are scared of them and some dogs' behaviour is unpredictable.

Manned Crosswalk

Students, parents and staff must use the Crosswalk on Alexander Drive. This is attended before and after school.

Parking

Parents are requested *not* to use the staff car park for the purpose of dropping off or collecting children. Please follow parking signs. Parking is available on the indented area on Austin Way. Parking on the verge is highly dangerous as it blocks vision of other drivers, so please refrain from doing this.

School Board

What is the School Board?

The aim of the School Board is to make it possible for members of the school community to share in making decisions about the school's Learning Environment. Its main function is to collaborate with the school on priorities, school resources, and the review and ratification of the School Budget.

What does the School Board do?

In general terms, the School Board:

- Represents the educational needs and aspirations of students, teachers, parents/caregivers and the community.
- Determines school priorities in conjunction with the School Leadership Team.
- Assists in the formation of the School Strategic Plan in conjunction with the School Leadership Team.
- Monitors the allocation of resources [financial and human] to achieve the priorities set down in the School Strategic Plan.
- Determines level of financial contributions to be sought from parents.
- Determines the dress code for the school.
- Advises on policy matters but does not become involved in the day-to-day management of the school.
- The School Board meets at least once per term.

How do people join the School Board?

With the exception of the Principal, members of the School Board are elected for a period of up to three years. Parent representatives are elected to their positions by parents and carers who have their details registered on their child's enrolment card. Please notify the Office if

you would like to become a School Board Representative. Staff representatives are elected to their positions by Non-Teaching and Teaching School Staff.

How is the School Board different to the P&C?

The P&C Association has several functions:

- Conducts fund raising events so that additional resources can be purchased for the school
- Fosters community interest and support of educational matters and the school in general.

School Creed

This is our school,
Let peace abide here,
Let the rooms be full of contentment,
Let love abide here,
Love of one another,
Love of God,
Love of mankind,
And love of life itself,
Let us remember, that
As many hands build a house,
So many hearts make a school.

School Song

Bambara Primary School,
The place to be.
Small but we've got it all,
Everything we need.
Computers, sport and music,
We learn Japanese.
In this great environment,
Our learning comes with ease.....

CHORUS

B for Bambara, and B for the Best,
P for the Primary School that stands out from the rest,
And S is for that Sense of pride
We feel deep down inside.

We are winners,
We all aim for high.
Yellow for the sun,
And blue for the sky.
The people here are friendly, they really care.
Whenever we need a friend,
Someone's always there!

CHORUS