



# Kindergarten - Year 6 Parent Handbook 2020

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## **Principal's Welcome**

Bambara Primary School 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.

Our unique blend of educational and co-curricular programs are designed to nurture collaboration, academic excellence and life-long learning. We aim to instil in our students a love of learning and provide them with the skill set to develop their capabilities to be successful in all their endeavours.

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

The school has developed a strong community, partnering with parents 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.

Linda Knox  
Principal



**Students as Learners**





# School Times

First day of school, Pre Primary to Year 6 is Monday 4 February 2019.

<b>First siren:</b>	<b>8.35am</b>
<b>School commences:</b>	<b>8.45am</b>
<b>Recess:</b>	<b>10.30am to 10.50am</b>
<b>Lunch:</b>	<b>12.20pm to 1:00pm</b>
<b>School finishes:</b>	<b>3.00pm</b>
<b>Wednesday:</b>	<b>2.35pm Early Close</b>

## Semester 1

<b>Term 1:</b>	Monday 3 February - Thursday 9 April
<b>Term Break:</b>	Friday 10 April – Monday 27 April
<b>Term 2:</b>	Tuesday 28 April - Friday 3 July
<b>Term Break:</b>	Saturday 4 July - Sunday 19 July

## Semester 2

<b>Term 3:</b>	Monday 20 July - Friday 25 September
<b>Term Break:</b>	Saturday 26 September - Sunday 11 October
<b>Term 4:</b>	Monday 12 October -Thursday 17 December

# Pupil Free Days or School Development Days

Throughout the year 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.

<b>Term 1:</b>	Thursday 30 January and Friday 31 January
<b>Term 2:</b>	Friday 29 May
<b>Term 3:</b>	Wednesday 19 August
<b>Term 4:</b>	Wednesday 11 November and Friday 18 December

# 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.

## Executive Team

<b>Linda Knox</b>	<b>Principal</b>
<b>Shelley Smith</b>	<b>Deputy Principal</b>
<b>Meegan Payne</b>	<b>Manager Corporate Services</b>

Please note: The Pre Primary and Kindergarten centres can only be contacted by phoning the main school line on 08 9307 5911.

## Kindergarten Information (entry off Austin way)

A staggered start has been arranged to aid transition from home to school for children who are starting Kindergarten. The staggered start will assist teachers to get to know each student in the first few days of school. Each Kindergarten class is divided into two groups, Group A and Group B. Please see the table below to identify when your child is rostered to attend school in the first two weeks of Term One.

Week 1	Tues	Wed	Thurs
8.45-11.40	Group A	No Class	Group B
1.00-3.00pm	Group B		Group A

Week 2	Tues	Wed	Thurs
8.45-11.40	Group A	Whole Class	Group B
1.00-3.00pm	Group A		Group B

**Full time attendance commences from Week 3 for all students.**

### Kindergarten Timetable from Week 3

Tuesday:	8.35am to 3.00pm
Wednesday:	8.35am to 11.40am (half day only)
Thursday:	8.35am to 3.00pm

## HOOSCI (Hillarys Out of School Care Inc)

An afterschool program is available for Kindergarten students each Wednesday from 11.45am.

## Drop-Off at Kindergarten

Parents are asked to accompany Kindergarten students and take them directly to class no later than 8.35am. Parents are encouraged to read to their child, complete puzzles etc. before the siren sounds at 8:45am.

## Pick-Up from Kindergarten

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.

# Student Requirements

- 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).
- Crunch and Sip
  - Crunch (fresh fruit or vegetables cut into bite size pieces for snacking at different times of the day.
  - Sip (water bottle)
- Recess snack
- Lunch
- All containers should be clearly labelled with first and last name.

## 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 12.20pm and 1.00pm. Kindergarten and Pre Primary students eat their lunch within their areas, students in Years 1 to Year 6 eat their lunch in the Covered Assembly Area. All areas are under teacher supervision. Duty teachers release students to play at 12.30pm once they have eaten their lunch or have indicated that they have had sufficient food.

Students who have forgotten to bring their lunch from home may request an emergency lunch from the staff room.

## Lunch Orders

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

## 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 should have their name on school books and display folders but not on consumable stationary.

## Excursions and Incursions

From time to time special activities are planned for students that may incur a fee. Parents and carers will be informed through a permission note. These notes will need to be returned to school with payment on or before the due date for students to participate. Notice of planned excursions and incursions is also placed in the Term Planner and School Newsletter.



### Permission to participate in School Events

Signed notes and payments should be placed in a clearly labeled Payment Collection Envelope and placed in the collection box in the school 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 school 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.

### 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.

### 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/Carers to be involved in the tasks their children are doing at school.
- Parents/Carers are asked to assist in this matter whenever needed

### Library

Each class has a designated library time each week to borrow library books. Students will need a protective book bag. The book bag can be handmade or alternatively you may purchase a book bag from Lowes Uniform Shop. The book bag ensures safe keeping of library books, home reading books, newsletters etc.

## 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.

## 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.

# Uniform

Parents, staff and students support the School's Dress Code. Enrolment at the school is on the understanding that all students from Pre Primary to Year 6 will wear the school uniform daily. Kindergarten students are encouraged to wear the school uniform.

Boys and Girls
<ul style="list-style-type: none"><li>· Short or long sleeved gold polo shirt with blue school logo</li><li>· Royal blue shorts (Boys), skorts or skirt with inset briefs (Girls)</li><li>· Blue tartan dress (Girls)</li><li>· Royal blue microfibre pant</li><li>· Royal blue microfibre jacket with school logo</li><li>· Royal blue fleece windcheater with gold school logo</li><li>· Royal blue fleece track pant</li><li>· Black sports shoes</li><li>· White socks</li></ul>
SPORT – Pre Primary to Year 6
<ul style="list-style-type: none"><li>· Faction colour shirt</li><li>· Royal blue shorts and joggers</li><li>· Royal blue footy/soccer socks</li></ul>
<b>Royal blue microfibre bucket hat is compulsory at every year level</b>

In 2018 the school updated its school logo. From 2019 all uniforms will be manufactured with the updated logo. The Bambara School Board has deemed that uniforms with the old logo will be phased out by the end of 2020.

## Cosmetics

The wearing of cosmetics is not acceptable.

## Jewellery

Watch, stud or sleeper earrings are acceptable items however the wearing of these items cannot impact on a student's ability to participate in physical activities.

## Cultural Head Dress

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.

## Footwear

Students are required to wear sensible, closed-in footwear or approved sandals to school. Thongs, 'Ugg' boots and masseur type footwear 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/Carer.

## Hair

All students must ensure that their hair does not create a safety or health risk. Students with long hair will be required to tie their hair back. 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, Lakeside Shopping Centre, Joondalup.

## Uniform Shop

The P&C has contracted Lowes to supply the Bambara PS uniform. Lowes is located in the Lakeside Shopping Centre, Joondalup. Lowes can be contacted on telephone 9301 4016 or ordering is available online at [www.lowesschoolwear.com.au](http://www.lowesschoolwear.com.au) where your order will then be emailed to the store. From time to time second hand uniforms are advertised by parents for purchase through the school's internal Facebook Group.

# Attendance

At Bambara we aim for 100% attendance throughout the year and request regular, punctual student attendance.

What to do if your child is absent from school:

- We require a note, phone call, SMS, via the 'Contact Us' Page on the website or email [bambara.ps@education.wa.edu.au](mailto:bambara.ps@education.wa.edu.au) if your child is absent from school.
- An SMS message will be sent by 9.30am 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 absent from school due to medical illness for more than 2 days will require a medical certificate from their doctor. The medical certificate should be given to the classroom teacher on the student's return to school.

Student work assignments are usually available to students whose absence is unavoidable (for example due to illness or injury). Please advise your child's teacher of an illness or injury which is likely to result in the child being absent for 2 days or more.

Families taking vacation throughout the school term is discouraged as this impacts on learning. **If a mid-term vacation is unavoidable parents must seek permission from the Principal in writing or email. Homework will not be provided during mid-term vacation.**

## 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 COMPULSORY by law. Please support our school by insisting your child wears their helmet when riding a bike/scooter. It is recommended that students under the age of ten should not ride to school unaccompanied.

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.

### Arriving Early at School

Students should not be at school before 8:15am. Students who arrive at 8:15am are to remain seated in the Covered Assembly Area until staff arrive on duty. **Early arrivers will be sent to HOOSCI and parents will be charged accordingly.**

### Start of the School Day

The first siren of the morning is at 8:35am when students enter classrooms to prepare for the school day. A second siren will sound at 8:45am for lessons to commence. Parents or carers are responsible to have students at school by the second siren at 8.45am. **Students arriving later than 8:45am must go to the school office for a late note. This note is to be given to the classroom teacher.**

### Drop-Off at Kindergarten and Pre-Primary

Parents are asked to accompany Kindergarten and Pre-Primary Students directly to their 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 from Kindergarten and Pre-Primary

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.

## Communication

### Assemblies

Bambara Primary School has an assembly every Thursday morning at 8:50am in the Covered Assembly 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.

The main purpose of our assemblies is to acknowledge student achievement and share information about classroom programs and events. 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 operations is to foster healthy and constructive home-school relationships. Student diaries (Year 1-6) can be used to communicate daily with the classroom teacher.

Alternatively, parent participation in school activities, committees and as classroom helpers are means of keeping informed about the school.

We welcome your involvement in your child's education and welcome discussion, comments and suggestions.

### **Newsletter**

School newsletters are issued on a fortnightly basis as a means of conveying information about forthcoming events and reporting on school and classroom activities. 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 Facebook or website. A limited number of hard copies are available from the school office. Our school newsletters are in colour and feature class reports and photos.

**The oldest child in the family is given school notes and copies of the term planner to take home.**

### **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](http://www.bambaraps.wa.edu.au)

The school also has a Facebook Group only accessible on request. This is a closed group and you can request to join by looking for the group: <https://www.facebook.com/groups/BambaraPS/>

Find us on our Facebook page : <https://www.facebook.com/bambaraprimarieschool/>

### **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 evening with their child's classroom teacher during the first couple of weeks of Term 1. At these meetings the teacher will talk about their classroom philosophy and discuss the curriculum, classroom management plans and student expectations.

### **Term Updates**

At the commencement of each term classroom teachers provide parents with a classroom timetable and an outline of classroom programs and events. These updates can be used by parents to springboard discussion with their children about what they are learning.

### **Parent Teacher Meetings**

Parent Teacher meetings are scheduled on the last week in Term 1 to discuss a student's disposition to learning, their work habits, progress and achievement. The school meetings will start at 12:30pm and will conclude at 6.00pm to allow working parents to attend.

If a student experiences difficulty in the classroom or playground, teachers may request support from the Learning Support Team (comprising of the School Principal, Deputy Principal, School Psychologist and Classroom Teacher). A meeting may be planned for parents to meet with the team and discuss intervention plans and strategies.

## Reporting to Parents

There are a number of ways that Classroom Teachers report to parents about their child's progress and achievement.

- Term 1 Parent Teacher meeting
- The Semester 1 and 2 reports
- Student work-sample folders sent home each term except Term 4
- Learning journey evening in Term 3

## 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: 066-160    Account: 1106 1066  
Please quote your child/s surname in the reference field.  
NOTE - Interbank transfers between CBA will appear immediately in the School's bank account
- Cash, EFTPOS and cheque (payable to Bambara Primary School) through the front office.

## Extra-Curricular Activities

During the year all Pre Primary to Year 6 students are invited to the following activities:

- In-term swimming lessons held at the Craigie Leisure Centre pool and beach with Department swimming teachers. You will receive more details closer to the date.
- Dance: qualified instructors come to the school to teach the students dance.
- Faction Sports Day and Interschool Sports Carnivals.
- 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.
- NAIDOC celebration, Indonesian Cultural Day, Science and STEM expo.
- Running Club.
- Kitchen Garden Club.

## HOOSCI

Hillarys Out Of School Care Incorporated (HOOSCI) uses the school's facilities to run their before, after and school vacation 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.

## 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.

Please contact us by email – [bambarapandc@hotmail.com](mailto:bambarapandc@hotmail.com)

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 help in the classroom at least once a term. Parent involvement is highly desirable and enables parents to 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.

## Pre School Programs

**Bambara Playgroup** - 0-4 Years playgroup every Monday morning from 8.45 – 10.45am in ECE 2. The playgroup is run by parents and no bookings are required. Please bring a hat and a piece of fruit to share.



# 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 should use the Crosswalk on Alexander Drive. This is attended before and after school.

## Parking

Parents are requested **not** to use the staff car parks for the purpose of dropping off or collecting children. Please follow parking signs. Parking is available on Austin Way and Gosse Road. Do not park on the road verges, it is highly dangerous as it blocks vision of other drivers. The City or Joondalup Rangers will frequently conduct regular visits and issue fines.

# 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.  
Indonesian, sport and music  
and learning with IT.  
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