INFORMATION FOR PARENTS 2016

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WELCOME FROM THE PRINCIPAL

We at Bindoon extend a warm welcome to you and your family. We look forward to a long, productive and happy relationship with you and your children. At Bindoon Primary School we offer an excellent K-6 education in a caring, respectful and inclusive environment where we focus on the values of Respect, Responsibility and Resilience.

We hope that you and your family find Bindoon Primary School to be as enjoyable and rewarding as we do. If you have any queries, please do not hesitate to contact administration, your child’s classroom teacher or myself.

Linda Toms
Principal

Our School’s Vision

Is to become a Kindergarten to Year 12 school.

Our School’s Purpose

Is to provide excellence in education.

Our School’s Ethos

Bindoon Primary School establishes the foundation for life long learning by providing a positive, safe environment that values high quality teaching and learning, whole community involvement and open communication.

Our School’s Values

Respect
Responsibility
Resilience

Our School’s Directions

Community Links
Environment
Parental Involvement
SCHOOL CONTACT INFORMATION
Phone: 9576 1097
Fax: 9576 1229
Postal & Street Address: 19 Learners Way, Bindoon WA 6502
Principal: Linda Toms
Deputy Principal: Wendy Bray
Managers Corporate Services: Dawn Kay and Susan Mudd
School Email: bindoon.ps@education.wa.edu.au
School Web Site: bindoonprimaryschool.wa.edu.au

GENERAL INFORMATION

School Dates
The term dates are as follows:
Term 1 1 February—8 April  Term 2 27 April—1 July
Term 3 19 July—23 September  Term 4 11 October—15 December

School Day Timetable
School Hours 9:00 - 3:05  Sessions 9:00 - 11:00  Morning Session—Literacy
11:00 - 11:20  Recess
11:20 - 12:50  Middle Session—Numeracy
12:50 - 1:25  Lunch
1:25 - 3:05  Afternoon Session

Arrival Time
Parents are asked to remember that playground supervision is not provided in the morning before
school. While staff are at school, they are preparing for the day's activities. For this reason
students are asked not to come to school before 8:30 am. If for any reason a student is at school
before this time they are to wait on the steps outside the office until 8:30am.

Absence from School
It is a legal requirement that following an absence a note explaining the absence must be sent to the
student's teacher.

If a note is not received parents may be contacted. In the case of a prolonged absence you may be
asked for a Medical Certificate.

Access to Students
For the safety and welfare of students ALL visitors must report to the office and complete the sign-in
book prior to going to classrooms. Parents are not permitted to directly access classrooms during
lesson times. Under no circumstances are parents to approach a child other than their own
regarding behaviour concerns. All concerns must be directed to the class teacher or the Principal.

Departure from School
During School - Students will not be given permission to leave the school grounds unless they
have a note from parents. Parents wishing to collect students during school hours should advise the
class teacher in writing in advance. All early departures must sign the visitor's register and complete
the Student Release Form at the Administration Office., unless there is notification in the student
diary.

After School - Students should leave the school grounds promptly after dismissal from class.
Where K - 3 students are concerned, parents must notify class teachers in writing of
arrangements when other persons are collecting students. For all students, please write any change
to normal arrangements in the Communication Diary, as this will prevent confusion at the end of the
school day.
Custody

It is a requirement of parents to provide the school with a copy of any court orders so we may act accordingly. It is imperative that the Principal/Registrar be advised personally and with supporting documentation.

School Buses

The Department of Transport provides a bus service for children residing more than 4.5 kms from the School. Application to use the service can be made via the internet. The website address is pta.wa.gov.au and a link to this is on the school website. Two bus services currently operate and details of these services are available from the Managers Corporate Services.

School Parking

Parent Parking - A number of marked bays are available in the middle of the car park for parents. When driving through the car park, please observe speed signs and direction arrows.

Staff Parking - Marked bays to the left of the car park and to the right of the administration block are for staff parking.

Disabled Parking - A bay is available directly in front of the administration block for those displaying an ACROD sticker. Please do not use this bay if you do not possess one.

Drop-Off-Zone - this 2-minute drop-off - pick-up zone is located on the north side of the car park for your convenience. Drivers are not permitted to leave their vehicles whilst in the zone. Please be aware of the time restriction as a courtesy to other drivers.

Care must be taken at all times to assist students when crossing into the car park. A pedestrian path is designed to ease the access to the pathway leading off the school grounds. Pedestrians should not assume that vehicles will stop.

Bus Zone—is for bus use only. No cars or pedestrians are to use this area.

First Day

A few days prior to the commencement of the school year class lists will be displayed on the Administration Office window. On the first day of school students should proceed to the classroom that has been allocated to them.

Lost Property

Personal belongings should be distinctly labelled with FIRST NAME and SURNAME. This will greatly assist in returning misplaced clothing and other items to the rightful owner. Any articles of clothing not named will be placed in the Lost Property Box, which is located behind the school office area. Uniform items not claimed after a reasonable time are sold through the Uniform Shop. Non uniform items are donated to our local Op Shop.

Money and Valuables

Students are discouraged from bringing valuable items and large amounts of money to school as no responsibility can be taken for any loss or damage. News items (eg show and tell) of particular value should be given to the class teacher until the end of the day.

Money for book club, excursions etc should be in a sealed envelope on which has been written the child’s name, class, amount enclosed and the purpose for the money being at school. These can be posted in the money slot in the front office.

Personal electronic equipment and digital devices must be placed in the principal’s office at the beginning of the school day and collected from the bus line at the end of the school day. The school takes no responsibility for loss or damage to equipment brought to school.
**Student Items**
Parents are asked to provide stationery items such as pens, pencils and rulers. These personal items list are sent home in December in preparation for the following year. Bindoon General Store (our local Newsagency) offers to compile the personal items list for parents and payment is made when the items are collected, usually towards the end of January. ALL articles that are brought to school should be named. It is recommended that at the end of each term student supplies are checked and replaced if necessary.

**Voluntary Contributions and Charges**
Parents are notified in December each year of the voluntary contributions and charges for the following year which have School Board endorsement. A copy is included in the enrolment package.

**Playground Supervision**
As no staff are on duty before or after school, students are not permitted to utilise playground facilities before and after school. At all other breaks supervision is provided by staff on a duty roster.

**Wet Weather Procedures**
Arrangements will be put in place to minimise student’s exposure to inclement weather.

**Communication Diary**
One of the main forms of communication between the school and home is the student Communication Diary. These diaries contain information about our values and vision, Code of Behaviour, Dress Policy and Faction System. They are produced by the school and can be paid for at the front office. Stickers are placed in the diary every day to inform parents about student behaviour. Teachers and parents can use the diary to communicate with each other and students may enter journal type entries about the day at school.

**Newsletter**
To assist in communication between the school and home, we email a newsletter home every SECOND THURSDAY. Wherever possible other notices will also be distributed on a Thursday. A hard copy of notices will be available if requested.

The community has an opportunity to contribute to the newsletter with notices of up-coming events, articles and information. Any inclusions should be discussed with the Principal beforehand. Any items for inclusion should be at the front office by Wednesday morning prior to the Thursday edition. The Bindoon Bulletin is placed on the school website after it is published.

**Use of Student Photos**
Upon enrolment parents will be asked to sign and give permission for students photos to be used in school and other publications. This is part of the enrolment form.

**School Assembly**
School assemblies are conducted by host classes throughout the year. They are held on Fridays at 9:00am. Dates are published in the Term Planner and Newsletters. ‘Honour Certificates’ are presented on these occasions in recognition of academic achievement, good behaviour or improvement in work. Parents are invited and encouraged to attend assemblies.
Telephone
Generally the Administrative Staff will handle telephone enquiries and messages. During class sessions, staff will not be called to the telephone, but messages will be passed on to them. Any messages to change the usual method of getting home should be given by lunch time so that this information can be passed on to staff, students and bus contractors where appropriate.

Transfer of Students
Please advise the school as early as possible if you are leaving the district and your child/ren will be enrolling in another school. This will allow time for all school equipment, materials and personal items to be returned to you.

Student & Parent Contact Information
Student information and emergency contact details are maintained on our School Information System database. It is essential that students and Parents/Caregivers keep our records up to date by advising our Managers Corporate Operations of any changes to details.

Student Leadership
Students and staff elect our school leaders. Our School Captains and Student Councillors and will be announced at the end of the school year in preparation for the following year. Faction Captains and Choir Captains will be elected at the start of the school year.

The key purposes of the Student Council are:
• to make recommendations and take action on concerns and issues raised by the students
• to raise funds for charities, the school and graduation.
Student Council members are made up of Year 5 and 6 students.

CURRICULUM
At Bindoon Primary School we use an explicit approach to instruction. This means we provide opportunities where children can achieve at the highest levels possible.

EARLY CHILDHOOD CURRICULUM
Our Pre-kindergarten, Kindergarten and Pre-primary programs cater for all aspects of a child’s development: intellectual, emotional, social, creative and physical. It is during these years at school that children are equipped with the literacy, numeracy, gross and fine motor skills that are needed for success at school.

PRIMARY CURRICULUM
The curriculum is divided into the following learning areas

- The Arts—Music and Visual Arts
- English
- Health and Physical Education
- Mathematics
- Science
- Humanities and Social Sciences—History and Geography
- Technology and Enterprise
SCHOOL PRIORITIES

Every student has the opportunity to achieve success in Literacy and Numeracy as we have 50% of learning time devoted to these two areas. We also offer Science as a specialist area for all students. Students also study History and Geography.

OTHER AREAS

Physical Education

Physical activity develops healthy bodies, active minds and students are involved in two hours of physical activity each week. To participate effectively in these sessions it is important that students wear a hat and covered-in footwear.

A specialist teacher provides specific teaching of physical education skills. Students from PP-Year 6 take part in the physical education program which includes: ball skills, sport skill development, physical fitness, athletics and swimming (P-6). Students not able to participate require a note supporting their exclusion.

Faction Carnivals and Sports Days form part of the education students receive. Parents are sometimes asked to volunteer for official duties to help run these events.

Factions

A sports faction system is in operation to provide a basis for competition in sport. Students are assigned to one of four factions: Mooliabeenie (Yellow), Chinkabee (Red), Cullalla (Blue) and Julimar (Green). Students from the one family are placed in the same faction. Students cannot change factions of their own accord. Factions compete for Athletics, Swimming and Cross Country Championships each year. Age championships are also contested.

Swimming

Swimming is an integral part of our physical education program and In Term swimming lessons are offered to all students in Years P-6 during the year. They are held at Iluka Pool, Gingin usually during weeks 8 and 9 in term 4. Payment is required to cover transport and pool entry costs.

Parents were given an estimation of the cost in the contributions and charges table that was distributed at the end of last year. Notification of the final charge will be given by mid term 4 and is dependent on the cost of transport, pool entry and the number of students attending. As this can be costly to parents with a number of children, you are able to pay in instalments if prior arrangements are made.

All students must wear bathers, a sun safe shirt and sunscreen. No jewellery or ornaments are permitted in the pool. As students travel to Gingin we allow thongs or scuffs to be worn for swimming lessons to save time.

We strongly request that all items of clothing are named (including bathers, towel and even underwear). Students suffering from infections or sores cannot take part in swimming activities.

Should your child suffer from a medical condition which might put them at risk in the water, written parental consent supported by a medical certificate, must be obtained for the student to participate in the swimming programs. And medications will need to be provided for students to take to the pool.

Students not able to participate require a note explaining their exclusion.

Learning Technologies

The school continually works to update its digital technology. The school has a computer room and a bank of ipads for student use. Every classroom has a digital white board and is connected to the internet.
The Arts

Music

Our Specialist Music Teacher provides each class group with music lessons and directs our school choir which includes students from years 3—6. Students have the opportunity to perform in front of our school and at other venues in the wider community. Music lessons teach children to become musically literate through participation in a wide range of activities. Other musical activities are an integral part of class teaching activities. From time to time we have performers visiting our school to encourage and develop musical appreciation. A school stage production is held every second year at the Bindoon Town Hall for students from Year 3—6.

Visual Arts

The school has the services of a Visual Arts teacher. Students have the opportunity to develop their creativity through a variety of media. The school conducts an Art Exhibition every second year.

Homework

Homework may be set for students and can take the form of home reading, work they need to learn e.g. spelling words, tables etc. to learn, practice examples to do, or assignments requiring the students to undertake some research and present their findings.

It is helpful for your child to have a desk as a study area, away from distractions. We encourage you to check regularly to see that homework tasks are completed. Homework will be posted on Connect or sent home in the diary and school satchel.

The extent and nature of homework is an arrangement between the student and the teacher and varies between class groupings.

With the exception of research, homework is to involve the student in reviewing or practising work that has been taught in class.

Homework is set to encourage self-study habits, to build self-confidence and to ensure a link between students, home and school.

Parents are advised to discuss any concerns or excessive demands with class teachers as soon as issues become apparent and are also encouraged to provide any feedback to teachers in writing or in person regarding homework.

Evaluation and Reporting

We encourage ongoing discussion between students, teachers and parents about the learning progress, successes and difficulties at school. Written reports are forwarded at the end of Semester 1 (July) and at the end of Semester 2 (December). All students undertake school level assessments in term 1 and again in term 4. All Years 3 & 5 students sit National Assessment Program—Literacy and Numeracy (NAPLAN) in term 2. Year 4 students take the Primary Extension and Challenge tests in term 3.

Parent Interviews

Where any particular aspect of a child’s progress is causing concern, parents will be contacted and discussions arranged with the Principal and/or the Classroom Teacher. If parents have any issues they would like to discuss with either the Principal or Classroom Teacher, appointments can be made through the front office. It is recommended that parents make themselves known to their child’s teacher early in the school year to establish a personal communication link.

All parents are asked to attend a parent information night early in term 1 where the teacher’s plans for the year are discussed.

Individual parent interviews are also conducted at the end of first term.
**Behaviour Expectations**

At Bindoon Primary School we believe that all students have the right to learn and all teachers have the right to teach and the development of appropriate and acceptable behaviour, which allows this to occur, is a staff, parent and community concern.

Behaviour management procedures are standardised to enable consistency to operate throughout the school - both in classrooms and in the playground. The procedures include positive reinforcement when students meet the school’s behaviour expectations and consequences when they need help to meet them.

We have 4 behaviour expectations for students

1. Be responsible
2. Be respectful
3. Be a resilient achiever
4. Be safe

**Excursions/ Incursions**

From time to time, to enhance students’ learning, students may take part in special activities, either at school or off site. These activities form an integral part of the school program. Parents will be advised in writing of all excursions/incursions to be undertaken, including learning outcomes and costs. Permission slips need to be completed and returned to the classroom teacher before students may attend. In the case of excursions, medical froms will need to completed for each excursion.

**Awards/Incentives**

Praise and public acknowledgment for efforts, citizenship and learning successes add to the school tone and build self-esteem.

Weekly class awards are presented at the Mini Assembly held on Monday and Honour Certificates are awarded at our school assemblies and acknowledged through our school newsletter.

The students’ Communication Diary is also used to acknowledge students’ performance and progress.

**Students At Educational Risk (S.A.E.R.)**

These are students who may be at risk of not achieving the major learning outcomes of schooling to levels which enable them to achieve their potential. Our school has an early identification and intervention program to address the educational needs of our SAER students. Parents play a key role in the process and subsequent programs. A Student Services Team made up of the Principal, SAER Coordinator and school Psychologist review all student referrals and monitor individual education plans.

**Pre-Kindergarten Program**

Bindoon Primary School offers a pre-kindergarten program for children in the year prior to starting Kindergarten. Parents can contact the school office for more information.

**Kindergarten and Pre-primary**

Advertisements appear in the school newsletter and the local press in July calling for registrations for the following school year. Kindergarten currently operates on two full days a week in Semester 1 and three days a week in Semester 2; while pre-primary operates five days a week.
Resource Centre

Students can borrow books and other resources from the Resource Centre. Students will need a library bag to protect books in transit between school and home. Students from Kindergarten to Year 2 can borrow one or two books each week while older children can borrow up to three resources. Keeping resources in a safe, dry place at home is helpful. Parents are asked to encourage and support correct care and use of resources. If an item is overdue a notice will be sent home. If an item is overdue for an extended period of time, a letter is sent home requesting return or replacement of the item.

Parents volunteers are always needed to assist in the Resource Centre.

School Camp — Years 5/6

The students from Bindoon Primary School are provided with opportunities to participate in a school camp. A camp is held every second year involving Year 5 & 6 Students. The next camp is scheduled in 2017.

Our school supports the opportunities that a camp provides including:

- Experiencing being away from the normal home environment.
- Developing competencies and confidence in physical and social skills.
- Communicating and cooperating in a variety of group situations.
- Taking responsibility for self-care.
- Experiencing success in new situations.
- Enhancing relationships between student and teacher.
- Developing interdependence among peers.

SCHOOL DRESS REQUIREMENTS

Hair

Students are expected to wear their hair in an appropriate and acceptable style with ALL long hair tied back with appropriate bands. Hair accessories should be kept simple. Students wishing to colour their hair may do so as long as the new colour results in a natural look. Bright wash out colours may be permitted for special events such as sports days and fundraising activities. Permission needs to be sought from the classroom teacher prior to the event.

Jewellery

For safety reasons students may only wear the following items of jewellery:

- Watch
- Earrings: sleepers or studs only
- Fine gold or silver neck chain worn under clothing

The wearing of dangly earrings, bracelets and necklaces by any student is not permitted. Signet rings, watches, studs and sleepers are acceptable but staff will not be held responsible for any loss or damage to these items. Rubber bands and anklets should not be worn for obvious health reasons. Jewellery is not permitted to be worn when students are swimming.
Uniform

The school uniform contributes greatly to the tone of the school, encourages students to take pride in the school and their appearance, and ensures identification outside the school. For these reasons we request that parents encourage children to wear the school uniform to school at all times unless it is a free dress day. Denim is not to be worn to school.

On school outings and excursions, please ensure students wear school uniforms.

Factions are named after landmarks/locations around Bindoon. A Faction T-shirt is required for sport, the Annual Athletics Carnival and Cross Country. A separate shirt is worn at Interschool Carnivals and is borrowed from the P&C.

**Shirt**
- Yellow polo shirt with bottle green stripes on collar and school logo on left. Year 6 students may wear a leavers’ shirt.

**Shorts**
- Bottle green rugby knit pull-on, zip pocket Cargo shorts and microfibre shorts.

**Wrap Skirt**
- Bottle green straight skirt with waist zip.

**Skorts**
- Bottle green pull-on with side zip pocket.

**Hat**
- Bottle green bucket hat.

**Faction Shirts**
- Each Faction has a different colour and design printed on the front of the shirt.
  - Mooliabeenie - Yellow
  - Chinkabee - Red
  - Cullalla - Blue
  - Julimar - Green

**Tracksuit Pants**
- Bottle green fleecy pants with extra knee thickness

**Cargo Pants**
- Bottle green with pockets, elastic waist

**Bootleg Pants**
- Bottle Green with zip side pocket and elastic waist

**Jumpers**
- Bottle green fleecy, with school logo

**Extras**
- Backpack

**Shoes**
- Joggers, closed in sandals (summer). No thongs or slip-ons.

Uniform Supplies

Uniform supplies are available through the P&C. Order forms & payment can be left with the Administration Office.

The Uniform Shop is open each Tuesday from 8:30 - 9:00 am.

SCHOOL BOARD

Bindoon Primary School is an Independent Public School and has a School Board consisting of nine representatives from parents, staff and the community. There are four parent representatives on the School Board. The purpose of the School Board are to:

- Take part in establishing the school’s directions and priorities
- Take part in financial planning
- Evaluate the school’s performance
- Promote the school in the community
- Take part in formulation of the code of conduct for students
- To help determine the student dress code

School Board meetings are open to all parents and community members unless confidential matters are to be discussed.
PARENTS AND CITIZENS ASSOCIATION (P & C)

The P & C Association plays an active role at Bindoon Primary School and works in cooperation with the Principal, staff, community members and the Department of Education and Training.

Bindoon Primary School Parents and Citizens Association’s key roles are to:

- provide a valuable link between parents and the school;
- provide a forum for discussion on educational matters;
- endeavour to bring about closer cooperation between the parents of the students attending the school, other members of the community and the teachers and students at the school;
- provide or assist in the provision of financial or other resources or services for the benefit of students.

Meetings are usually held on the third Tuesday of the month in the Staff Room at 1:30 pm during school terms. This year the P&C are going to trial other times and days to enable more parents to attend, so please check the newsletter for the times and dates of meetings.

P & C membership and eligibility to vote at meetings is $1 which can be paid at any meeting. Non members are not eligible to vote or hold office. A new committee is elected at the Annual General Meeting where all memberships are renewed. Members and non-members are welcome to attend meetings. P&C information is regularly published in the School Newsletter. Participation in the P & C contributes to the education of all students.

P&C School Development Fund

The P&C has a voluntary levy which contributes to the P&C’s School Development Fund. Details are provided with the school’s voluntary contributions and charges information.

Fundraising activities are also conducted at school sporting events throughout the school year. There is a major fundraising event conducted every year.

Funds raised are used to improve the learning outcomes of all students by supporting the school with additional facilities (e.g. playgrounds, stage), classroom resources (e.g. reading books, equipment) or general resources (e.g. library resources).

The Snack Shack - Canteen— Phone 9576 1717

The emphasis is on providing more healthy choices for our students. The canteen is a member of the School Canteen Association. We receive a wealth of information about nutrition and also how to apply good nutrition principles in school canteens. The products that we stock are chosen according to their nutritional value.

The canteen is open on Tuesday and Friday. New menus are sent home at the end of each term ready for the start of the coming term. Throughout each term, special days are held to provide variety and promote different foods.

The Canteen is run by a Manager and is also staffed by parent volunteers. The canteen cannot exist without its volunteer helpers. A notice in the school newsletter at the beginning of the year will ask for volunteers.

The canteen uses a lunch bag system and bags can be purchased from the canteen for $1.00 for 25 bags. Write, or have your child write, an order for recess (hot orders or orders needing preparation) and/or lunch on the same bag with the appropriate money inside. Orders can be taken by your child to the canteen between 8:40am - 9:00am or placed in the classroom canteen box. Items must be ordered off the menu and special orders will only be prepared for students with a diagnosed medical condition. If any children have special dietary needs, please speak to the Canteen Manager.
FIRST AID / MEDICAL
Accidents, Illness and First Aid

Minor injuries or illnesses during the day are normally attended to at school. For more serious emergencies, every endeavour is made to contact a parent to arrange for the child to be collected from school. In extreme emergencies, the child may be taken to a doctor or hospital. Every effort will be made to contact parents, therefore the school needs to be notified of any changes in phone contacts or personal details.

Children who are sick should not be sent to School, as we do not have the staff to care for them. Parents will be notified to collect their child/ren if they are sick.

Infectious/Contagious Diseases

Students who contract infectious/contagious diseases should remain at home for certain periods of time. In the event of your child contracting one of the illnesses outlined, please notify our Managers Corporate Services or the Principal.

Chicken Pox: Exclude for at least 5 days after vesicles (rash) appear and until vesicles have formed crusts. Note that crusts alone do not warrant exclusion

Cold Sores: exclusion is not necessary if child is developmentally capable of maintaining hygiene practises to minimise the risk of transmission. If unable to comply with these practices they should be excluded until the sores are dry. Sores should be covered by a dressing where possible.

Conjunctivitis: exclude from onset of illness until discharge from eyes has ceased,

Diarrhoea: exclude until there has not been a loose bowel movement for 24 hours (no organism identified)

German Measles: exclude until fully recovered or for at least 4 days after the onset of the rash

Glandular Fever: exclusion until well

Hand, Foot & Mouth: exclude until vesicles have formed crusts that are dry

Head Lice: exclude until after treatment has commenced and live lice are removed

Hepatitis A: Exclude for at least one week after onset of jaundice or two weeks after onset of symptoms (if not jaundiced).

Hepatitis B & C: exclusion is not necessary

Hookworm exclude until diarrhoea has ceased

Influenza exclude until symptoms resolved

Measles: exclude for 4 days after the onset of the rash

Meningococcal exclude until antibiotic treatment has been completed

Mumps: exclude for at least 5 days after onset of symptoms

Pneumococcal exclude until 24 hours after commencement of antibiotics

Ringworm: exclude until person has received antifungal treatment for 24 hours.

Scabies: exclude until the day after appropriate treatment is commenced

School Sores: exclude for 24 hours after antibiotic treatment has commenced. Any sores on exposed skin should be covered with a waterproof dressing

Streptococcal exclude for 24 hours after antibiotic treatment has commenced.

Whooping Cough: exclude until 5 days after starting appropriate antibiotic treatment or for 21 days from the onset of the cough

(Source.: Communicable disease guidelines 2015 edition)
Medication

Before staff at school will administer medication to a student, the parent must

- Request the school in writing to administer prescribed medication or to assist in the management of a health condition.
- Notify the school in writing of any requests and/or guidelines from medical practitioners including potential side effects or adverse reactions.
- Provide the medication in the original labelled container to the nominated staff member (office staff).
- Ensure the medication is not out of date and has an original pharmacy label with the student’s name, dosage and time to be taken.
- Advise the school in writing and collect the medication when it is no longer required at school.

Copies of the permission form can be obtained from the Administration Office. All medications should be kept in the office for safety reasons.

Asthma

Bindoon Primary School is an Asthma Friendly School. All asthmatic students are expected to have a puffer for use at school.

Students may self-administer medication for asthma, such as Ventolin, if the following requirements are met:

- The parent provides a written request with guidelines and procedures from a medical practitioner, where the student is responsible for administering their own medication.
- The parent and the school agree on where medication is stored and where and how it is administered.

SAFETY

All students who walk or ride to Bindoon Primary School are expected to understand the Road Safety Rules and use the appropriate footpaths and walkways in the school car park.

Bicycles and Scooters

It is compulsory for all bicycle riders to wear an approved safety helmet.

- Students riding bicycles are to use the appropriate paths within the school grounds at all times.
- Bicycles are to be stored in the bicycle racks and students should respect the property of other bike riders.
- Whilst all care will be taken; no responsibility is accepted for loss of bicycles, whilst in the school grounds.
**Sun Safety**

The school and the Department of Education are committed to providing a safe learning environment. To ensure students are protected from skin damage caused by harmful UV rays, students will need to wear a hat for outdoor and physical education activities whenever they are outside. A NO HAT - NO PLAY Policy has been adopted by the school. Visors and caps are not considered to be suitable protection from the sun as they do not protect the top of the head from the sun.

We ask for your support in encouraging:

- the wearing of protective clothing. (The P&C range of clothing has a UV protection rating).
- the wearing of school hats for all outdoor activities.
- discussion about the importance of playing in shade areas.
- the use of a water bottle in the classroom in the summer months.

**CRUNCH AND SIP**

Bindoon Primary School is a Crunch and Sip School. Crunch & Sip is a set break to eat fruit (or salad vegetables) and drink water in the classroom. Students ‘re-fuel’ with fruit or vegetables during the morning or afternoon - assisting physical and mental performance and concentration.

For the Crunch & Sip break parents will need to provide their children with:
- an extra piece of fruit (or salad vegies) to eat in the classroom.
- a small clear plastic water bottle to keep in the classroom.

Always wash fruit or vegetables at home before you send them.

For younger children send cut up fruit or vegies. Be sure the water bottle is clearly marked with your child’s name.
ADDITIONAL SERVICES

School Psychologist

Each fortnight a visiting psychology service is provided by the Department of Education. Their role is to assist students who have academic, behavioural or emotional concerns which may affect their participation at school and their work. Students may be referred by the school or by a parent but normally by both in consultation. Our Student Services Team consists of the School Psychologist, SAER Coordinator and Principal. The committee meets every fortnight to discuss the learning and behavioural needs of students who have been identified by classroom teachers through a referral process. Support plans are created in collaboration with classroom teachers and parents, where appropriate. Referrals to further specialist support may also be made after consultation with parents.

Dental Therapy Van

Bindoon will be serviced by the Jurien Mobile serviced in 2016. It will be at the school early in term 1.

For dental queries please call 0447915182 or 08 95625312 at the John Butler Dental Therapy Centre
c/- John Butler Primary School
2 Hales worth Parade
Butler  6036

Book Club

Approximately twice a term information brochures of available publications and order forms are distributed to each student to purchase books through the Scholastic Book Club. Orders should be placed in a named, sealed envelope and returned to the Administration Office before the due date. The school acts as a distributor for this organisation which provides a wide range of books at a reasonable price. Purchase of these books is optional. The scheme is non-profit making, however bonus points are allocated and used to purchase Library/School resources. All cheques should be made payable to Bindoon Primary School.

School Photos

Professional photographers are booked to take school photos each year of all class groups, school leaders and others as arranged. Please assist us by ensuring students wear the school uniform for photos. Purchase of photos is voluntary.