



An Independent Public School



PARENT INFORMATION HANDBOOK BAYSWATER PRIMARY SCHOOL

2023



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Welcome

Welcome to Bayswater Primary School. We hope this Parent Handbook gives you all the information you need to know about our wonderful school. Ringing True since 1894, Bayswater Primary has a long history of providing quality public education and is strongly supported by the local community. We maintain a focus on fostering a family friendly atmosphere where parent engagement is valued.

Dedicated, professional staff provide an inviting and safe learning environment where the students social, emotional, physical and academic wellbeing is well catered for. We offer a comprehensive curriculum program with a strong commitment to the explicit teaching of Literacy and Numeracy, balanced with inquiry approaches for other learning areas. Our Specialist programs include: Music, Physical Education, Visual Art, Italian and Science.

At Bayswater Primary School, we ensure that every child matters every day and we set high expectations of success for all. We want students to be happy, healthy and supported to achieve their potential. Our school vision: *'Belong, Build, Become'* is focused on belonging to community, building lifelong learners and being our best.

We work closely with our community and value your opinions and feedback. Please contact us if you require any additional information or have any questions. Further information can be found on our school website: bayswaterps.wa.edu.au. We look forward to having your family in our school.

Christine Hennessy
Principal



Our Vision

Our vision for every student and community member is;

Belong Build Become

At Bayswater Primary School we support and inspire all students to belong to a community, that builds life-long learners to become their best.

Our Values

Our culture is built on four values and are embedded in all that we do. These guiding values are;

- respect for self,
- respect for others,
- respect for learning,
- respect for the environment.

Our School Plan

Our School Plan 2022-2024 outlines our strategic vision for the next three years. This document has been collaboratively developed with the staff, School Board and wider community. The School Plan provides a clear focus to drive our efforts towards improved outcomes for our students. An analysis of the school's current performance, in alignment with the key directions of the Department of Education's Strategic Plan for WA Public Schools 2022-2024 has formed the basis of our focus areas and major improvement strategies. A copy of our School Plan is available on our school website.

School Annual Report

The School Report provides an annual summary of our school operations, goals, finances and student performance for the past year. The School Report is intended to give parents and other members of the community a clear sense of how students in the school are progressing and what is being done to maximise student achievement. A copy is available on our school website.

2023 Term Dates

Term 1: Wed 1 February – Thurs 6 April 2023

Term 2: Wed 26 April – Fri 30 June 2023

Term 3: Mon 17 July – Fri 22 September 2023

Term 4: Tues 10 October – Thurs 14 December 2023



School Development Days

Staff participate in school planning and professional development on School Development Days. Students do not attend school on these days.

Term 1: Monday 30 January and Tuesday 31 January 2023

Term 2: Monday 24 April 2023

Term 3: Friday 18 August 2023

Term 4: Monday 9 October 2023 and Friday 15 December 2023

School Hours

8:20am- 8.40am – Supervised before school activity, morning fitness

8:40 am – Classroom doors open/ students move to class area

8:50 am – Classes Commence

10:40-11:05 am – Recess

12:55-1:30 pm - Lunch

3:00 pm – School day ends

Prior to 8.20am, adequate supervision cannot be guaranteed, so parents are asked to be aware of this and not allow children to arrive at school prior to 8.20am. Where children do arrive before this time, they are to remain seated on the benches outside of Admin. At the end of the school day students and parents are encouraged to exit the school.



Administration

Principal: Christine Hennessy

Deputy Principal (Kindergarten-Yr 2): Belinda Rickert

Deputy Principal (Yr3 –Yr 6): David Dique

Manager Corporate Services: Marise Fitzmaurice

School Officer: Heidi Baker

School Officer: Laurice Edwards

Christine.Hennessy@education.wa.edu.au

Belinda.Rickert@education.wa.edu.au

David.Dique@education.wa.edu.au

Marise.Fitzmaurice@education.wa.edu.au

Heidi.Baker@education.wa.edu.au

Laurice.Edwards@education.wa.edu.au

School Contact Details

Phone: 9462 6600

Address: 15 Murray Street, Bayswater, WA, 6053

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

Website: bayswaterps.wa.edu.au

Facebook: [@bayswaterprimaryschool](https://www.facebook.com/bayswaterprimaryschool)

Office Hours- 8.00am-3.30pm, Monday – Friday

Absentee SMS Notification Service: 0439 520 999

Absentee Email: bayswater.ps.absentees@education.wa.edu.au

School/Parent Communication

We aim to have clear, effective and positive communication with our school community. The school will communicate information to parents through various channels, such as;

- Newsletters – a newsletter is emailed and published on our website 4 times per term.
- Emails – regular emails are sent to the whole school, classes and individuals.
- School Website – school information and a resource for parents.
- Facebook – events and day to day updates.
- Hard Copy Notes – excursion notes, consent forms and special events.
- Term Planners – emailed to parents at the start of term and on our website.
- Assemblies – fortnightly, class presented assemblies.
- Meetings and Parent Interviews
- School Board Meetings
- P&C Meetings

Parent – Teacher Communication

We value regular communication between the school and our families. Informal on-going contact with class teachers is important. Parents are encouraged to establish and maintain positive communication with teachers and the school regarding any aspect of their child's schooling. Teachers are available via email or using the teachers preferred platform of; Connect, Sway, Class Dojo.

Meetings to discuss your child's progress or other matters can be arranged between parents and teachers. Parents should discuss issues and concerns as soon as they occur.

Please be mindful the time before school and at the end of the day can be very busy and may not always be an appropriate time to talk to the teacher. We encourage parents to email or schedule a meeting time that is mutually convenient, to allow more time to discuss any matters or concerns. Staff wellbeing is a priority at Bayswater and our teachers need to be able to 'switch off' from work and maintain a healthy work-life balance. Teaching staff, including Administration, will respond to communications during their normal working hours (8.00am – 5.00pm).

Early in Term 1 class meetings are held to inform parents of whole school and class processes that are in place to support student learning. At the end of Term 1 the school holds Parent/Teacher Interviews to discuss student progress.

Staff emails are available on our school website.

Messages

Parents may forward messages to teachers via email or by note. Telephone messages to children during the school day should only be requested on an urgent basis, for situations where a parent will be late to collect or other arrangements have been made to collect the student.

Change of Parent or Emergency Details

It is essential the all student information provided is accurate and current. Student welfare is our highest priority therefore, please ensure all data pertaining to parent contacts, mobile numbers, email addresses, emergency contacts and medical conditions is always kept up to date. It is vital that in an emergency we are able to reach parents immediately, should parents be unavailable the emergency contact supplied will be called.



Changes can be made at anytime. Parents can update their information via the student update forms sent home during Term 1 or by completing a change of details form at the front office.



Assemblies

Assemblies are held fortnightly on a Friday for students in Years 1-6 in the Undercover Area, starting at 9.00am, families are welcome to attend assemblies. At each assembly a class will present an item and lead the assembly. Merit certificates and other awards are also presented. Families will be notified by the class teacher if their child is receiving a merit certificate, to enable them to attend. Check the Term Planner and Newsletter for specific dates. Year 6 students host Leadership assemblies throughout the term, parents do not attend these

CONNECT

Connect is one of the means of communication between the school and parents. It is a learning support and communications platform developed by the Department of Education WA for use in public schools. It is available to download via the Connect Now app and Connect website. Notifications can be received on any smart device with the Connect Now app and an email notification will also be sent. Student Reports are available on Connect. Your login will be a 'P Number' and password, this is issued after enrolment. If you aren't receiving Connect notices or forget your P number or password, please contact the school.

Compliments, Concerns and Complaints – Talking to my School

Do you want to talk to someone at school about a particular enquiry or concern? Please contact us on 9462 6600 or email bayswater.ps@education.wa.edu.au

The relationship between home and school is a very important part of a child's education and two-way communication is vital. Parents are encouraged to contact the school to discuss questions, concerns, complaints, compliments or any suggestions, as they occur. We value regular communication between the school and our families.

If you are unable to satisfactorily resolve any issue with the classroom teacher, parents/guardians are asked to make an appointment to see the Principal or Deputy Principal.

Child Custody and Access Restrictions

Parents are expected to make the school aware of any family court orders or custodial arrangements, that relate to the care and custody of children. Please provide documentation, including copies of family court orders and relevant legal documents to the school. Documentation is required otherwise both parents will have equal rights of access. The school must be notified of any changes to custody and access arrangements.

Students with Special Educational Needs

If students require additional educational support the school has a variety of resources and programs that can be utilised to support the individual needs of the child. These can include;

- Early intervention strategies,
- Individual education plans,
- Whole School Literacy and Numeracy programs,
- Onsite School Psychologist, to provide advice and assistance to teachers and parents,
- School support staff who have designated duties to instruct small groups or individuals who require specific support.
- Referral to external agencies.

Parents of students with special educational needs are asked to contact the school or discuss the needs of their child at enrolment to ensure the most appropriate program is put in place.



Attendance, Absences and Punctuality

Every school day counts. Being on time matters.

Attendance is compulsory for all Pre-primary to Year 6 students. Although, Kindergarten is a non-compulsory schooling year, once a child is enrolled in Kindergarten there is an expectation they will attend on their scheduled days.

Punctuality and regular attendance assists in individual academic progress. Parents are responsible for ensuring their child attends school regularly, arrives at school each day and is picked up from school on time.



Parents are asked to ensure that students are at their classroom by 8.40am to prepare for the start of the school day.

It is recommended that students do not arrive at school before 8.20am, as supervision before this time is limited. Parents of children who arrive regularly before 8.20am are requested to make a meeting with the Principal to discuss the reason for the early arrival. Students who arrive before 8.20am are required to sit on the benches outside the staffroom until morning fitness starts.

Students are not permitted to play on play equipment or in the Junior or Kindy/Pre-primary playgrounds before school for safety reasons.

Absences

If your child is absent from school, we request that you contact the school as early as possible stating your child's name, date and the reason for their absence.

Absences can be reported to the school by the **SMS Notification Service on 0439 520 999**, or by email, directly speaking to your child's teacher or by phoning the front office. The preferred method is the SMS Notification Service.

If you do not report your child's absence to the school before 10.00am, you will receive an automated text message notification. These messages are sent to parents at 10.00am each day, if your child has an unexplained absence marked on their attendance schedule. An additional message is sent 7 days after the initial absence, if you do not inform the school of the reason for the absence.

Student absences need to be for an appropriate reason, such as illness or injury, unavoidable family business or activities that affect child supervision and family organisation, specialist, therapy, medical or dental appointments. Vacations within the term, birthdays, visits from family members do not constitute as a feasible reason for absenteeism.

Late Arrivals

In order to improve attendance and punctuality, students arriving after 8.50am are considered late and need to need to come to the front office to collect a late pass to take to their classroom teacher.

Planned Absences

Planned absences such as, family vacations taken during the school term are classified as an 'unauthorised vacation'. Parents will need to meet with the Principal to discuss the reason for the planned absences, if it is for five or more school days. A meeting can be arranged through the front office.

Student Leave Pass During School Hours

Parents needing to collect their child early (during school hours), to attend appointments or if their child is unwell, must visit the front office and sign out using the iPad. When signing students out parents are required to present the leave pass (print out) to their child's teacher. Teachers will not release students during lesson times unless they receive the official leave pass from the school office. This cannot be done in advance.

If you require someone else to pick up your child from school during the day or at the end of the day, that person must be listed on the school database to have permission to collect your child.

Students will only be released to a person who is listed on their student record as an authorised person/emergency contact. Please update contact details for your child if you want additional people to collect your child from school.

When returning your child to school during the school day, parents need to sign their child back in at the front office.



End of the Day

Parents should always be on time to collect their child at the end of the school day and to telephone the school if unavoidably delayed. Please allow enough time to park and enter school grounds. If you have not arrived by 3.10pm your child's teacher will bring your child to the office and you will be called. Students are marked on their student record as being collected late. Ongoing late pick-ups will require the parent to have a meeting with the Principal.

Students and parents should leave the school grounds promptly at the end of the school day.

Kindergarten and Pre-primary students must be collected by a parent or authorised person at the end of the school day.

What Your Child Needs to Bring Each Day

Each day your child will need;

- To be dressed in full school uniform,
- Enclosed shoes,
- A school bag,
- Their crunch n sip (fruit or vegetables), recess snack and lunch,
- A bottle of water,
- A broad brimmed or bucket hat.

Please ensure that every item is clearly marked with your child's full name.

Hats – No Hat No Play

Bayswater Primary School is a Sun Smart school. The school has a "No Hat – No Play" approach all year round. The wearing of sun smart hats is compulsory for all outdoor activities. If a student does not have a hat they are expected to remain in full-shade during recess and lunch.

Please ensure your child has a maroon broad brimmed or bucket hat in their bag at all times.

Personal Belongings

The school discourages students from bringing toys, lollies, unnecessary money or personal items to school. No responsibility is taken by the school if students lose or damage personal items.

Teaching and Learning

At Bayswater Primary School we implement evidence-based, high impact teaching and learning strategies to accelerate student learning and performance. Our whole school pedagogical approach of explicit teaching ensures consistency and continuity as Bayswater students' progress through the school, whilst also supporting the development of core literacy and numeracy skills and knowledge.

In implementing explicit teaching practices, Bayswater Primary School teachers clearly identify and share the learning intention in lessons, making students aware of the skill or concept they are learning. Lessons follow a clear structure of a Daily Review, I Do, We Do, You Do and Plough Back. This lesson progression ensures that teachers model the application of new skills and knowledge and that students can practise this with teacher feedback.

Bayswater Primary adopts an inquiry-based approach in teaching Science, HASS, Technology and Health. This collaborative approach to teaching and learning provides opportunity for students to ask questions, research, collect information, evaluate and reflect on learning, and share their ideas with peers.

Curriculum

Students participate in all eight learning areas as specified by the Western Australian Curriculum. These learning areas include:

- English
- Mathematics
- Science
- Humanities and Social Sciences (HASS)
- The Arts – Music and Visual Arts
- Health and Physical Education
- Technologies
- Languages - Italian

Specialist Learning Areas

The core curriculum at Bayswater Primary School is enriched by the specialist programs of Science, Music, Visual Arts, Physical Education and Italian.



Science

The Science program focuses on developing understanding of important science concepts, processes and skills. Through an inquiry process students are involved in identifying and posing questions, conducting investigations, and analysing and communicating their findings.

STEM, digital technologies and sustainability are integrated into the Science curriculum to develop future focused learning that encourages students to become engaged and active citizens. A range of Science clubs and projects are promoted throughout the year.

Music

The Music Program offered at Bayswater Primary School for Years 1-6, provides students with opportunities to actively create and respond to music. The teaching of music knowledge and skills encourages students to be confident in being creative and thoughtful musicians. Students actively listen to, analyse, compose and perform music. Students in Years 1 - 3 learn to play the xylophone, whilst those in Years 4 - 6 are introduced to the ukulele.

We offer extra-curricular Music programs to students, these are;

- Rock Band – Audition selected band for students in Years 5 and 6
- Senior Choir – Offered to interested students in Years 4-6
- Junior Choir – Offered to interested students in Years 1-3



Visual Arts

The specialist teaching area of Visual Arts is taught across Years 1- 6. The Visual Arts encourages students to develop their artistic knowledge, understanding and skills through creating and responding to visual representations.

Physical Education

Students from Years 1-6 engage in 1 hour of specialist taught Physical Education every week. They are given opportunities to learn and apply movement skills and concepts in a variety of physical activity contexts. Across the years, students learn the fundamental skills associated with sports such as netball, AFL, basketball, tennis and cricket, often run by specialist coaches. As part of the Physical Education curriculum, all students in Pre-primary – Year 6 participate in swimming lessons at Bayswater Waves.

Handwriting

The style of handwriting taught at Bayswater Primary is the South Australian Cursive.

Assessment and Reporting to Parents

Communication regarding the evaluation of student performance will be conducted on a regular basis to provide parents with feedback about their child's progress.

Students in Pre-Primary undergo On Entry Assessment in Term 1. Year 3 and Year 5 students complete National Testing (NAPLAN) in Literacy and Numeracy in Term 1.

The methods for reporting student progress is as follows:

TERM 1 Parent Teacher Interviews
TERM 2 Report available via Connect
TERM 4 Report available via Connect



Behaviour Management

Positive Behaviour Support

Bayswater Primary School aims to provide a positive environment in which each child is safe, respected and his/her right to learn is encouraged and protected. The Behaviour Management Policy outlines the procedures that staff will follow to ensure a consistent approach to managing and encouraging positive behaviour in the school. Clear expectations of positive behaviour are explicitly taught to students using a behaviour expectations matrix. This matrix outlines the expected behaviour against our four guiding values in different areas of the school such as classroom, playground, library and assemblies. The Behaviour Management Policy is currently under review and will be available on the school website in 2023.

Positive Incentives for Positive Student Engagement

Value Vouchers are given to students demonstrating positive behaviours around the four school values. Vouchers are to be placed in the jars in the library and are drawn at each assembly. Each fortnight there is a focus on one of the values and teachers explicitly teach and reward students demonstrating these behaviours

Our values are Respect for Self, Respect for Others, Respect for Learning and Respect for the environment.

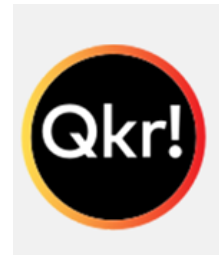


Payments to the School

Payments can be made to the school for excursions, voluntary contributions and any other school related expenses via the Qkr! App, bank transfer, cash or EFTPOS.

Qkr! (quicker)

Qkr! is a convenient and secure system for giving your permission and paying for for excursions, voluntary contributions and other charges. Qkr is a Mastercard product and can be used on smartphones, tablets, laptops and computers. Just download it from the apple or play store, register and create a student profile for each child.



Qkr! App – Make Payments Via Smartphones, iPads or Tablets

- Step 1. Download the Qkr! by MasterCard app from; the App Store for iPhone or Google Play for Android
- Step 2. Select Australia as Country of Residence
- Step 3. Find our School – Bayswater Primary School
- Step 4. Follow the prompts to set up your account.

Bank Transfer, Cash or EFTPOS

Cash and EFTPOS payments can be made at the front office and direct deposit/bank transfers made to the school bank account. **Name:** Bayswater Primary School **BSB:** 066 101 **Account No:** 10036360

Voluntary Contributions and Charges

The School Board has endorsed the Schedule of Voluntary Contributions, Personal Items for Student Use and Charges for 2023. The schedule will assist you to calculate all costs that may be incurred during the school year. The voluntary contributions can be paid through the booklist or directly to the school. The full voluntary contributions information sheet can be found on our school website, below is a breakdown of the main contributions and approved requests.

School Voluntary Contributions

The 2023 School Voluntary Contribution for Kindergarten to Year 6 is \$60.00 per child. Voluntary Contributions are distributed over a range of core curriculum areas to ensure that all students benefit from our teaching and learning programs.

Additional Approved Voluntary Requests

The additional voluntary requests have been approved by the School Board and enable parents to contribute to selected areas of the school.

Technology Fund (\$30 per child) - This fund will assist in purchasing and maintaining computers, iPads and other ICT resources for student use.

School Priority Programs (\$40 per child) - This contribution will provide additional resources and equipment to support school priorities as identified in the School Plan.

Parents and Citizens' Associations (\$20 per child) - This will supplement the P&C fundraising efforts and enable it to support school initiatives and focus areas to meet the needs of our children.



Personal Use Items List/Booklists

Booklists are sent home by email to families during Term 4 for the following year. Year level lists are available on our website and hardcopies can be collected from the front office. Parents can order items through Campion before the end of the school year and these orders will be delivered to your home in January or you can collect from the school on the designated day prior to school returning.

Voluntary Contributions can be paid via the stationery list with Campion. Parents can also choose to purchase items from any retail supplier, however we do encourage parents to purchase the same quality exercise books as are itemised on the booklist.

Dress Code Policy

The School has a Dress Code Policy, endorsed by the School Board, that requires all students to wear school uniform.

A school uniform helps to create a sense of identity among students and assists with building the school community and team spirit. A dress code has many benefits, including:

- Encouraging equity among students.
- Ensuring that students are safely dressed for specific school activities.
- Preparing students for future life skills in the community and workplace.
- Providing a method of easy identification of students and contributing to a safe environment.
- Offering an economical form of school attire.
- Fostering and enhancing the public image of the school.

For further information please read the [School Dress Code Policy](#) on our website.

School Uniform

Bayswater Primary School colours are aqua blue and maroon. A detailed list of uniform items is available on our website and all uniform items can be purchased through Uniform Concepts Super Store. For sports day, faction carnivals and interschool sports students can wear a coloured faction shirt.



Footwear

Fully enclosed, flat soled shoes are to be worn as part of the Dress Code Policy. This ensures that basic safety and health issues are addressed. Students participate in physical activities most days of the week so sports shoes are recommended every day. Sandals are acceptable in summer as long as they do not compromise safety.

- No thongs, reefs or backless sandals are allowed.
- Socks should be in plain colours

Hair, Jewellery and Make-Up

Students with shoulder-length hair or longer should have their hair tied back at all times. Excessive jewellery is not appropriate for safety reasons. Studs and sleeper earrings are acceptable. Makeup is not appropriate.

Uniform Ordering

Uniform Concepts- Nell Gray

School uniforms can be purchased through **Uniform Concepts** – Nell Gray Super Store on Beaufort Street, Inglewood. Order online at nellgray.com.au or visit the store. The uniform price list is available on our website or on the Uniform Concepts website.

Uniform Concepts Contact Details

Address: 832 Beaufort Street, Inglewood, WA, 6152.

Telephone: 9270 4658

Email: inglewood@uc.nellgray.com.au

Website: nellgray.com.au

Opening Hours are Monday - Friday 9.00am - 5.00pm (Thursday 6.00pm) and Saturday 9.00am - 1.00pm. Closed on Sundays, Public Holidays and partly during term breaks.

Canteen

Our canteen is run by the P&C, who employ a canteen manager. Volunteers are needed to help each day. Our canteen follows the traffic light system for healthy eating guidelines. Menus are available on our website.

Students can place recess and lunch orders on Monday, Wednesday and Friday. The canteen menu is available on the school website and copies are available from the canteen. Orders can be made online at quickcliq.com.au or in person at the canteen, if paying by cash. Orders need to be made **by 9am** on the day the canteen operates.

Parent helpers are needed to help each day from 10.30am to 12.30pm, each class is allocated a canteen duty week each term.

Our canteen Manager is Sue Wyatt and the Canteen P&C Co-ordinator is Bernadette O'Connell.

Email: canteen@bpspc.asn.au

Healthy Lunches

At Bayswater Primary School we promote healthy food and drink options at all times and we would like to encourage you to consider what you put into your child's lunch box. A traffic light system is used to categorise food and drinks as Green, Amber or Red to help public schools plan menus that promote healthy, nutritious and affordable food and drinks.

Visit the Healthy Food and Drink website at <http://det.wa.edu.au/healthyfoodanddrink> for a list of the traffic light system foods.



Nut Awareness

Bayswater Primary is 'a nut aware school'. Some of our students have mild to life-threatening anaphylaxis reactions when exposed to a variety of nuts. All parents are urged to consider the needs of the other students' health and provide nut free food to your own child.

We ask that you consider the following, when preparing snacks and lunches for your own children to eat at school;



1. Do not provide loose nuts and/or food with nut additives such as peanut paste, or Nutella, nut bars and bags of nuts.
2. That you discuss with your child the importance of **NOT** sharing their food with others,
3. Not sharing drink containers and /or eating utensils, and
4. If you are providing cakes, biscuits etc for the class that they come with a list of ingredients.
5. There are students in the school who are allergic to eggs, honey and shellfish, if a child in your class has an allergy please be mindful of the food you give to your child, to help avoid contact with these allergens.

More information about anaphylaxis can be found at www.allergyfacts.org.au.

The whole school community has a responsibility to reduce the risk of exposure to those students with life-threatening allergies to food and to ensure their safety.

Health & Wellbeing

The school will work with parents to identify and manage student health care needs and medication. On enrolment parents are required to complete a student health care summary form, this provides an overview of your child's health care needs and information for use in an emergency. Please provide a copy of your child's immunisation history statement and complete any specific health care plans relating to your child's medical conditions or needs.

Medical Conditions and Health Care Plans

Students who need health care support must have a management and emergency response plan. Please inform the school if your child has a medical condition, eg allergies (mild to anaphylaxis), diabetes, seizures or asthma.

Please:

- Complete and return any health care forms and/or medical action plans, as soon as possible
- Supply necessary medications required and ensure it is clearly labelled with the child's name, in original packaging with the name of medication, expiration date and required dosage.
- Be clear about which foods, insect bites, stings or other allergens that trigger an allergic reaction in your child.
- Ensure asthma and anaphylaxis action plans are completed and signed by a doctor.

The school can provide parents with specific Health Care Plan forms for a range of medical conditions.

The school will provide the necessary support, staff training, appropriate storage for medications and monitor and review health care plans and action plans, annually.

If your child's health needs change parents are to advise the school as soon as possible.

Administering Medications

Medications cannot be administered to students without written permission from parents. The school requires full written consent from a parent/carer in order to administer any form of medication, in accordance with the Department of Education Policy.

If your child requires any short term medications during the year, such as antibiotics, Panadol or any other medication please complete a permission to administer medication form, available from the front office.



Medications should not be stored in student's bags. All medication needs to be handed in at the front office for safe storage.

Immunisations

Parents are required to provide an up to date Immunisation History Statement at enrolment. Children enrolling in Kindergarten must be up to date with all scheduled immunisations to be able to attend school.

Parents can obtain an Immunisation History Statement by downloading from your myGov Medicare account, or by phoning the Australian Immunisation Register on 1800 653 809.

Students with a "not up to date" AIR Immunisation History Statement may be advised to stay home from school if an outbreak of vaccine preventable disease occurs in the school.

Accidents & First Aid

Student that incur minor accidents at school are administered general first aid. Accidents involving head, dental or eye injuries will be assessed and then referred to a parent, by a courtesy phone call.

Illnesses and Unwell Students

If your child is sick, please inform the school and keep them at home until well.

While it is often difficult to prevent the transmission of common respiratory (colds/flu) and gastroenteritis infections that occur, every effort should be made to minimise the spread of infection. Please do not send your child to school if they are unwell.

Students that become sick during the day will have their parents notified to arrange collection.

Communicable and Infectious Diseases

Many childhood infectious diseases require students to be excluded from school for a recommended period of time. If your child gets an infectious disease, please inform the school and exclude your child from school for the recommended period of time. Information guidelines on communicable diseases can be found at <https://ww2.health.wa.gov.au/>

Head Lice

Please check your child regularly for head lice. If you find head lice, please inform your class teacher and treat your child before returning to school. The school will inform the classes if notified of an occurrence in a class. All precautions should be taken to help prevent the spread of Head Lice, please tie back hair longer than shoulder length and regularly check your child's hair.

Community School Nurse

Our Community School Nurse visits our school during the year. A hearing and vision check will be offered to students during their first year of schooling. At the beginning of the school year newly enrolled students, mainly in Kindergarten and Pre-primary will receive health assessment forms to be completed and returned to the front office. If parents, teachers or the school nurse identify concerns in any other areas, this can be checked by the nurse and referred further, if necessary.

Dental Services

Hillcrest Dental Therapy Centre provides free dental services for school children enrolled at Bayswater PS. The care includes routine dental examinations or check-ups, oral health advice, extractions, fillings, X-rays and fissure sealants. Specialist dental services such as oral surgery and orthodontics are not provided, and patients will be referred for these services.

Newly enrolled students into Kindergarten and Pre-primary will be provided with a School Dental Service form to complete at the start of the school year. Orthodontic check-ups are assessed in Pre-primary, Year 3 and Year 6.

Phone: 9271 7184

Address: 2 Bay View Street, BAYSWATER, WA 6053.



School Psychologist

Our School Psychologist, Emma Warner is available on Wednesdays and Thursdays to support students with behaviour, learning difficulties, social development, mental health and wellbeing requirements.

Students are referred by the class teacher in consultation with parents and the Deputy Principals. These students are given priority and parent interviews may be organised. Please feel free to contact the school to discuss any needs or concerns you may have.

School Chaplain Support Service

Bayswater Primary School provides a Chaplaincy program that assists the school community to support the wellbeing of students and families.

Our Chaplain, Karen Blaq, works on Mondays and Thursdays and has a background in Social Work and Trauma Informed Practice. Karen works with our Student at Educational Risk Team which includes the Principal, Deputy Principal, School Psychologist, and a senior member of staff.

Our Chaplain offers pastoral care and can:

- support the personal and social wellbeing of students, staff and parent/caregivers.
- empower and help build resilience in order to work through life challenges.
- explore and establish strategies to help manage friendships, anxiety, fear, anger etc.
- run social skill programs targeted to specific identified needs within the school.
- act as a referral base to other services and agencies where applicable.

A referral to seek the support of the Chaplain can be made through the classroom teacher.

School Board

As an Independent Public School, Bayswater Primary School operates under a School Board consisting of parents, staff and community members. Board members are elected for a maximum of three years and community members are appointed as required.

The School Board sets the long term future actions for the school and maintains oversight (not management) of the school's operations. It provides additional expertise to help the school achieve the best outcomes for the students.

The School Board meets six times a year, with additional meetings called if and when required. One open general meeting is scheduled each year in which any parent or community member can attend.



P&C

The Bayswater Primary School Parents and Citizen's (P&C) Association is made up of very active, committed parents who meet every third Monday of the month in the school Library at 7.00pm.

The P&C organise a range of fundraising events throughout the year to provide improvements to facilities, supplement learning resources and educational programs, as well as support whole school events. The P&C is also responsible for running the Canteen, Second Hand Uniform shop, Baysie Eco Hub, Early Childhood Committee and Gardening Committee.

All parents are welcome to join the P&C and attend meetings. It is a great way to meet other parents, find out more about the school and make a positive contribution to your child's education. If you are interested in helping out or joining the P&C, please come along to the next meeting or contact the P&C.



P&C Communication

At the start of every year class representatives will collate a classroom email list. Parents are asked to provide the P&C with their email address, with the aim of keeping families up to date on P&C matters and social news and events. Below is a list of emails to contact committee members and the P&C website.

President: president@bpspc.asn.au

Secretary: secretary@bpspc.asn.au

Treasurer: treasurer@bpspc.asn.au

Canteen: canteen@bpspandc.asn.au

P&C Website: www.bayswaterpandc.org

General School Information

After School Programs

We offer a number of after school educational programs. On Mondays we have Chess Club – Chess for Life and Young Engineers STEM and Robotics is held on Tuesdays. Information is posted each term in our Newsletters. Parents can discuss enrolments with the organisers. All payments and enrolments need to be made through the organisers of each club.

Before and After School Care Provider

Helping Hands Before and After School Care is onsite at Bayswater Primary School. It is located at the front of the school in the Undercroft Area. Further information is available on our website.



Book at helpinghandsnetwork.com.au or contact by phone on 1300 612 462 or 0447 669 136 to discuss arrangements.

Before School Morning Fitness

This before school activity is coordinated by the Deputy Principal, Dave Dique and the Physical Education Teacher, Jesse Doney. Students participate in an activity on the school oval from 8.20-8.40am.



Book Club

Students are given the opportunity to purchase books through Scholastic Book Club during the year. Catalogues are sent home with students and all orders must be placed via the Scholastic Book Club website. Orders are bagged and delivered to student classes once delivered. Bookclub Email: bookclub@bpspc.asn.au

Bicycles and Scooters

We encourage students to ride or scooter to school when they can. Students must walk their bikes and scooters through the school grounds.

Bike racks are provided in the junior and senior areas. We advise parents that a strong locking device be used to secure bikes and scooters during the school day.

Classroom Allocations

An email will be sent to families at the beginning of the new school year informing parents of which classroom and the name of the teacher the child has been placed in for the coming year. If you have any questions, please contact the Principal to discuss.

Dogs

Dogs are not permitted on school grounds, this is for the safety of all children and parents.

Enrolments

To enrol your child, you will need to complete an Application for Enrolment form and provide copies of the supporting documents before the enrolment can progress and be accepted. Application for Enrolment forms are available on our website or from the front office. Bayswater Primary School is a local intake school and we can only enrol students who reside within our intake area. A map of our area is available on our school website.

Once your child's enrolment has been accepted you will then be required to complete our official enrolment documentation and have a short introductory meeting with our Principal, Christine Hennessy, to meet the student and welcome you to Bayswater PS. Your child will then be enrolled at the school and allocated to a class.



Excursions

Throughout the year the school provides students with the opportunity to participate in a variety of educational activities. These activities are designed to strengthen and support the educational program. Notes will be sent via email or by hardcopy to parents.

In-Term Swimming Lessons

Students in Pre-primary to Year 6 will participate in In-term swimming classes at Bayswater Waves. Students need to bring bathers, goggles, towel and a water proof bag for wet clothing. Parents need to ensure all items are clearly labelled with the student's name.

School Camp

Each year our Year 6 students attend a 3-day camp comprising of a variety of outdoor and educational activities, this is a privilege for the students as part of their final year and a wonderful bonding experience.

Factions

Students are allocated to one of the four factions upon enrolment. Our factions are Red, Blue, Yellow and Green. Students are placed in the same faction as their siblings and will stay in this faction throughout their stay at our school.

John Forrest Instrumental Music Program

All Year 4 students are tested (music aptitude test) and selected on merit/ability for inclusion in the JFSC Instrumental Music Program in Year 5 and Year 6. Students are expected to make a two year commitment by practising regularly, attending lessons and performing at JFSC. Students may then go onto participate in the JFSC Music Program from Year 7 onwards. Parents are responsible for travel. Year 5 students attend Thursday 2.00-3.00pm and Year 6 students attend Tuesday 2.00-3.00pm. Parents are responsible for hire or purchase of musical instruments.

Library

Classes use the library for book borrowing and accessing the computer lab.

Each class has an individual borrowing time, each week. We ask that all students use a library bag to borrow books, to keep them protected. If an extension to the loan is required, students need to return the book to be re-scanned. We ask parents to encourage their child to remember their library day and return their books on time. The Librarian works on Tuesdays and Wednesdays.



Lost Property

The lost property baskets are located in the foyer next to the staffroom. We regularly return jumpers and labelled items to students, however, any item without clear labelling or any unclaimed items are donated to the second-hand uniform shop. Any lunches boxes and water bottles are discarded at the end of every term. Please make regular checks for any items that may belong to your child.

We encourage all parents to label all items of clothing, especially jumpers/jackets and school hats.

Mobile Phones

Students with mobile phones need to hand them to the front office at the beginning of the day for safe keeping and collect them at the end of the day. Mobile phones are not to be used during school hours, if students need to contact parents, they need to inform their teacher, come to the office and a staff member will call their parents.

Netball

Our netball teams are co-ordinated by the parents and are part of the Noranda Netball Association. They play on Saturdays at Noranda Netball Complex. The groups are organised at the start of the year, with parents of each year level, and depends on the number of students wanting to play.

Numero

Each year a group of students participate in Numero Club, this is co-ordinated by one of our teachers. The students practice in the Library at lunchtimes once a week and compete against other schools in a one-day competition. Information is sent out in our Newsletter.

Parking

Parking bays are provided on Murray Street, Hill Street and Leake Street. Parking bays are not always readily available during peak times. There is parking available, within 100 to 400m, in the streets surrounding the school.

We ask all parents to be courteous of each other and the surrounding neighbours. Please do not park on verges or in driveways. We ask all parents and visitors to be extremely vigilant when driving and parking around the school to ensure student safety.

Please follow the 40 Kph Zone rules during 7.30am - 9.00am and 2.30pm - 4.00pm on school days.

Parking around the school is regulated by the City of Bayswater. Please be aware of and adhere to any NO PARKING restrictions clearly displayed on the road verge. Council rangers are often active in the area. Parents are not permitted to park in the staff car park.

Kiss and Drive

Use of the "Kiss n Drive" is a practical alternative to parking your car and helps assist with the flow of traffic during peak periods. The "Kiss and Drive" must not be used for short term parking, this area is only to be used for dropping off and picking up students. Fines can be issued by the City of Bayswater for parking in this zone. Parents should ask their children to wait for them on the paved footpath area, closest to the school.

PEAC/EYE Extension Programs

Primary Extension and Challenge (PEAC) program and Early Years Extension (EYE) offers extension and enrichment for students. This is a Department of Education initiated program that offers courses to academically talented students. EYE selection is based on a range of assessments for students identified in Years 1-4. PEAC students are identified via testing in Year 4 and offered positions in courses for Year 5 and Year 6.

Parents are notified in writing if their child is invited to participate. Parents are responsible for course fees and transport arrangements.

Photographs

We request your permission to use your child's image and work in various mediums, the school newsletter, school website, in class, classroom newsletter/blogs, Facebook, etc. Images may be used for promotional material by the Department of Education or School.

At enrolment you will complete the online image permission form. You are able to give or withdraw consent at any time by contacting the school in writing.

Sustainability

Our school has a focus on sustainability. We try to re-use and recycle wherever we can. This includes recycling batteries, printer cartridges, paper, plastic, glass, 10c bottles, FOGO (composting) and containers. We have a recycling hub in our Breezeway for various empty product containers. We have installed solar panels across the school, hold waste free days and have completed energy-wise consumption audits to help improve our practices to reduce waste and energy.



Transferring to Another School

When transferring to another school we would appreciate notice so the student's personal items and school books can be collected. On enrolment in a new school, they will notify us by emailing a Transfer Note.

Visitors to the School

All visitors on the school premises are required to sign in at the office and receive a visitor's badge/sticker. Visitors are asked to sign out when leaving. This includes parent and canteen helpers.

School Map

