Ballajura Primary School

Parent Handbook

inspire  participate  learn  succeed
Contact Details:
School Administration Office: 9249 3766
Canteen: 9249 3766
Subscribe to Newsletter online at:
http://ballajuraps.schoolzineplus.com/subscribe

Leadership Team

Principal: David Wanstall
Associate Principals: Jane Schorer, Judy Hayden
Manager Corporate Services: Stephanie Young

Term Dates 2017

Term 1: Wednesday 1st February to Friday 7th April
Term 2: Monday 24th April to Friday 30th June
Term 3: Monday 17th July to Friday 22nd September
Term 4: Monday 19th October to Thursday 14th December

Public Holidays

Term 1: Monday 6th March (Labour Day)
PUBLIC HOLIDAYS Friday 14th April & Monday 17th April (Easter Holidays)
Term 2: Tuesday 25th April (ANZAC Day)
PUBLIC HOLIDAYS Monday 5th June (WA Day)

Student Free Days - Staff Professional Development

Student free days are not necessarily held on the first day of each Term. The dates once they are set will be advised via the School Newsletter.

School Times

8:40 School Starts
10:50 - 11:10 Morning Tea
1:10 - 1:50 Lunch
2:50 School Finishes
Dear Parents

It is with the greatest of pleasure that I extend to you and your children a warm welcome to Ballajura Primary School. I am sure your association with the school will be a happy one.

Ballajura Primary School staff are professionally devoted to providing a richly academic environment where the social development and enhancement of; tolerance, excellence, reflection, good spirited endeavour, sportsmanship, good humour and cultural appreciation are extremely important.

Each student at our school is treated as an individual and all are encouraged to reach their potential in a caring and supportive environment. This only comes about when we all join together as a community with positive aims and purposes in mind.

We hope that you, through your interest, personal involvement and cooperation, will come to feel very much part of our school community. Each new family is issued with a copy of this booklet, which is intended to last throughout our association together.

Ballajura Primary School prides itself on providing a caring and stimulating learning environment for your child. The strength of the school is our belief that the education of our students is built on a genuine partnership between home and school.

In 2012, the school became an Independent Public School. As an Independent Public School, Ballajura remains part of the public school system and is able to access all the associated benefits of government education. However, we have more ownership of overall school direction, teacher selection, finance and school assets. Furthermore, we are able to devise responses to suit the needs of our students and community.

This booklet contains details on matters related to the day-to-day running of our school. It is a recognition that to be effective our school requires the whole school community to understand the established lines of communication, have an effective knowledge of our organisational structures and an understanding of our goals and objectives. If you have any questions about the school please do not hesitate to contact us.

David Wanstall
PRINCIPAL

Our commitment is to create a learning environment in which each child can thrive and become an independent, creative and connected learner. It is through these solid foundations that unlimited potential will emerge.

Ballajura Primary is committed to delivering an excellent public school education to all students.
At Ballajura Primary School we believe that education in general, and this school’s educational programs in particular, reflect beliefs commonly held and shared by members of the school community. We believe that effective communication with parents and the community ensures that Ballajura Primary School is responsive to changing needs. The major focus for activities within the school revolve around the academic, social and emotional development of every child.

We believe that:
1. Children should possess a high level of self-esteem and the school must provide a warm, stable environment to encourage feelings of self worth.
2. Children have a right to be treated fairly. Personal safety, confidence and culture lead to successful students.
3. Participation in school activities is encouraged to ensure sense of achievement through improvement of personal performance.

In meeting the needs of children, we at Ballajura Primary School, provide our students with the opportunity for development through the provision of a carefully sequenced and balanced curriculum. We recognise that it is the responsibility of the school to provide programs which ensure equality opportunity and full participation in school activities for all children.

We also believe in the notion that to succeed educationally, requires a strong, supportive relationship between the home, student and school. Remove one of these elements from the process and educational success becomes much more difficult to achieve. Educational programs developed by the school recognise that children come to school with differing levels of ability and knowledge.

Ballajura Primary School demonstrates that:
Every child matters everyday.
- Through explicit instruction all students can be high achievers.
- Students can behave appropriately and demonstrate respect.
- We expect an orderly environment for all students.
- There will be high expectations in all aspects of school life.

Ballajura Primary School is committed to:
High standards and expectations - We believe all children should achieve minimum academic benchmarks (set by the school) and teachers are accountable for student performance.

Raising students performance - Sharing and using data to analyse school and student performance is paramount to driving improvement. What is distinctive in our school, is the systematic way in which student performance data is collected, widely shared and discussed by the staff. We look to additional sources of evidence such as normed referenced assessments, in order to provide a comprehensive picture of student performance and individual student needs.

Quality Teaching:
We work consciously to build teacher capacity around our core priorities, including the development of leadership skills. Our school has an emphasis on a) recruiting the expertise that the school needs and developing our existing staff b) parents receiving quality information about standards and student performance c) providing the wider community with quality performance information, demonstrating that Ballajura is a school of excellence and is the school of choice within the community.

Learning:
A positive approach to learning is crucial to successful student performance. All students have the capacity to gain knowledge and skills and improve their performance.

Excellence:
High expectations are required of students and staff of Ballajura Primary School which result in high standards of academic and social achievement.

Equity:
We recognise the differing circumstances and needs of students and are dedicated to achieving the highest possible outcomes for all. Understanding, tolerance and inclusion are embedded into culture and curriculum at Ballajura Primary School.
Responsibility:
Students are encouraged and taught to be accountable for their actions, resolve differences in constructive, non violent peaceful ways, contribute to civic life and take care of the environment.

Respect:
At Ballajura Primary School we instil in our staff, students and community the need to treat others with consideration and respect for another person’s point of view.

Stimulating and Secure Learning Environment -
Ensuring an orderly learning environment throughout our school is a fundamental precondition for improving teaching and learning and, subsequently leading to higher student outcomes.

Students at Ballajura Primary School participate in all eight learning areas as specified by the Australian Curriculum. These learning areas include:

- English
- Mathematics
- Science
- Humanities and Social Sciences
- The Arts – Music, Drama, Art/Craft
- Health and Physical Education
- Technology
- Cultural Studies

At Ballajura Primary School, we are implementing whole school approaches to teaching and learning to ensure seamless progressions through the years students are at our school. Central to the whole school approach is our use of Explicit Instruction as the most common pedagogy across the school.

Specialist teachers are employed in the areas of:

- Drama
- Science
- Physical Education
- Cultural Studies
- Humanities and Social Sciences

Academic achievement is our core activity; Ballajura students

Our school’s vision for teaching and learning is supported by ‘four pillars’. These ‘pillars’ guide all of our actions and include:

- Teacher Directed Learning
- Explicit Instruction
- Moving Children’s Knowledge from Short Term to Long Term Memory
- Positive Teacher Student Relationships

We focus on shared pedagogy, accountability for student learning, effective research based professional learning, mentoring and developing very high levels of staff morale; we are data driven.

Core Curriculum

Focus on Teaching and Learning

- A focus on phonemic awareness, phonics, spelling, punctuation, sentence construction, grammar, reading and mathematics.

OUTSTANDING STAFF

As an Independent Public School (IPS), Ballajura has greater control over governance and using a one-line budget, can employ staff which it feels best suit the current and emerging needs of students. Ballajura Primary School has always attracted a high calibre of staff. Having being granted IPS status, the school is better able to manage the recruitment and appointment of teachers and support staff, ensuring that students have the best people to deliver their education.

All staff are committed to ensuring that Ballajura Primary is a school of excellence, focussing on the development of improved service delivery, culture, belief, curriculum and student outcomes.

Purposeful Teaching – This includes:

- Setting minimum benchmarks for content delivery and student knowledge
- Fast paced learning to manage the core curriculum
- Explicit instruction
- Revision and reinforcement
- Teaching that is skills based

Quality Teaching and Learning Programs

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work hard and are expected to meet minimum benchmarks of academic performance. A positive work ethic and talented teachers combined with high expectations from parents and staff, have produced successes from year to year. One of the key aims of our scholastic attainment is to customize the school’s curriculum to our students’ needs and interests.

At Ballajura Primary School, students are made aware of their responsibilities towards each other, the staff and the school. They are encouraged to accept the responsibility and consequences of their behaviour.

Great emphasis is placed upon the individual’s right to be able to attend school knowing that the environment is peaceful and secure and their interest and ambitions to learn will not be interfered with or disrupted by others.

The staff use the Ballajura Primary School “Behaviour Management Policy” as a guide for maintaining a positive classroom climate. The policy provides the basis for the development of a safe, orderly and productive school environment. Teachers and teacher assistants will work collaboratively to design procedures and routines, rules, and logical consequences for student behaviour that will be implemented consistently. The values of self-control, respect, honesty, empathy, helpfulness, responsibility, forgiveness, hard work, kindness and peaceful resolution guide our beliefs. The school also maintains five school-wide rules that are discussed with students and posted in the classrooms:

1. Come to school on time and in uniform every day.
2. Follow the directions of all adults.
3. Treat others the way you want to be treated.
4. Keep all body parts to yourself.
5. Respect the school and the property of others.

In addition, all teachers will display a three-coloured (red, orange, green) traffic signal as a visual cue to support students’ positive behaviour. All students begin the morning on the green light, signifying that they are ready for the day and prepared to follow school rules. Students are expected to remain on green throughout the school day by following the directions of all adults, adhering to school rules and values, and correcting minor behavior challenges. If a student displays inappropriate behaviour that he or she does not correct when given ample opportunity, the child’s name will be moved to the orange light. Students on orange have the opportunity to improve behaviour during the day and return to the green light.

Students who demonstrate extremely inappropriate or malicious behaviour, and are unable correct their behaviour when given the opportunity, will be moved to the red level. Students on the red level may not be moved back to green during the day. A parent or guardian will be contacted for any student whose name has been moved to red level.

The school has a Managing Student Behaviour Policy which states how positive and negative behaviour will be dealt with at the school.

Please refer to pages 16 and 17 for the school’s Behaviour Management Policy.
Ballajura Primary School aims to develop the potential of every student in a positive way. Through active involvement with parents, teachers and peers, we assist our children to take responsibility for their choices and actions.

Our approach encompasses the ‘You Can Do It’ program. This actively pursues positive social and academic achievement by developing student understanding of Confidence, Persistence, Organisation, Getting Along and Emotional Resilience. These ‘Keys to Success’ focus on learning social skills that help the child to achieve success in all areas of life. The strategies, language and philosophy of the program are used from Kindergarten to Year 6, so all students and teachers speak the same language and have the same expectations.

To encourage students to reflect on the Keys to Success, awards are given by staff to students who demonstrate these values in their day-to-day school lives. This award, known as the “You Can Do It Award”, is presented on a weekly basis to students demonstrating the Keys to Success.

Students also have the opportunity of earning:

- Merit Certificates
- Monthly Principal’s Award

The school has a full sized oval for students to access during school hours, and a community library and pool within easy walking distance. The school’s grounds combine lush gardens, lawns and modern play equipment which reflect the school’s charter of providing staff and student facilities of the highest calibre.

Prior to a child being admitted to Ballajura Primary School, a parent or guardian must complete an application form, enrolment form, student health care summary form and an excursion health form. Before an admission can be finalised, the following documents must also be provided: a birth certificate, three current documents of proof of residential address and immunisation record.

For the wellbeing of your child, and the convenience of the school staff, please ensure the following information on your enrolment form is kept up to date.

- Mobile, home and work telephone numbers
- Home address
- Email address
- Family doctor
- Emergency contact numbers

It is important that parents present immunisation records upon enrolment because if an outbreak of a disease occurs, children not immunised MUST be excluded from school.

It is also necessary for parents to ensure that any custodial information is presented during enrolment to the enrolling office. The custodial parent is asked to ensure that all necessary and accurate information is given when enrolling. Visa details may also be required.

By law, school attendance is compulsory for children from Pre Primary to Year 6. Children must attend school on a daily basis unless special dispensation is given (e.g. School Development Days). Attendance for Kindergarten is not compulsory, but we encourage parents of Kindergarten age children to ensure their child attends regularly.

If your child is unable to attend school parents are required to provide a reason for their child’s absence. This can be done either by an SMS to the school (0437 905 875), phone call or a letter, which should be handed to the child’s teacher either before or after the absence.

Student Wellbeing

Facilities and Resources
Regular attendance and punctual arrival at school ensures your child gets the maximum benefit of the education program provided by the school. Research has shown that there is a clear link between student absence and school achievement.

If your child is going on holiday during the school term, it is essential that you notify the school, of the period your child will be away including the date when they will be returning.

**Collecting Your Child From School**

Parents or guardians wishing to collect their child/children before the end of the school day, must first attend the school office. Parents will be provided with a "student out pass" which they must present to the child’s class teacher before the child can be released.

If your child is to be collected by someone other than a parent or guardian, this person must be over 18 years of age and be on the school's data base. It is advisable to notify your child’s classroom teacher if you know you will be collecting your child before the end of the school day.

**Medications**

Parents of students requiring medication during school hours must firstly attend the school office and complete the “Administration of Medication” form. The completed form will then be handed to your child’s classroom teacher. Some medication, can only be administered through the office.

**Medical Attention**

Where a child incurs an injury that requires medical attention, or is too ill to continue with normal school routine, every attempt will be made to contact the parent or person with approved responsibility (the emergency contact person provided on the child’s enrolment form). Should such contact be unable to be made, the school will act according to the best interests of your child but no responsibility can be accepted for medical costs or ambulance service. It is essential the that school has up to date emergency contact numbers and the family's current address. Should this information change, please advise the school immediately.

**Arrival at School and Pick Up Times**

Parents are asked to ensure that children do not arrive at school prior to 8:15 am nor remain after 3:00 pm. Staff are not rostered for playground duties outside of these times.

Students are expected to be in class by 8.30am in order to organise their class materials ready for the school day. It is important that your child arrives on time. Students must be picked up promptly at 2:50pm every Wednesday, as staff are required to attend a weekly staff meeting.

**Arrives Late To School**

After 8:50am, a late pass must be obtained by a parent or guardian from the front office and handed to your child's teacher.

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**School Contributions**

The Ballajura Primary School Board has endorsed the following schedule of Voluntary Contributions.

- **Kindergarten Student**: $60 per year
- **Pre-Primary Student**: $60 per year
- **Primary Student**: $60 per year

**Payment options available:**
- CHEQUES and CASH at front office
- EFTPOS at front office
- CREDIT CARD: We accept Visa/Mastercard at the front office or via phone
- E.F.T.: BSB 066 040 Acc: 19904162

Reference: **STUDENT FAMILY NAME and ROOM NUMBER**

Eg 1: Nguyen who has 1 student in Room 3 paying for Contributions and Workbooks totalling $100 would use the reference:

**NGUYENRm3ContWkBK**

EG 2: Hassan who has 4 students in Rooms PP4, Room 2, Room 7 and Room 17 paying for Contributions and Workbooks totalling $400 would use the reference:

**HASSANRmPP42717**

Please email the school and advise if you have made an EFT payment.

**Email:** admin.ballajura.ps@education.wa.edu.au
A personal items list is provided during Term 4 for the following year. This list and nominated supplier have been approved by the School Board. Workbooks that form part of your child’s education, and are for their own personal use, are to be purchased through the school as part of the teaching program. We are able to provide these books at a discounted price.

Payment for workbooks are to be made directly to the school using the payment methods above. Once payment has been made, books will be distributed directly to the classroom.

Open communication between home and school ensures that children have a positive school experience.

From School - To ensure that you always know what is happening in our school, we provide important information through the following:

- Class newsletters
- Fortnightly electronic newsletter
- Class and school noticeboard
- School website
- Parent night and special events
- P&C meetings

From Your Family – We encourage you to share any news, concerns or questions with our school.

General events in your family life such as illness, new babies and visitors can be a source of excitement or concern for young children, and may affect their behaviour and learning. Please let the teacher know of any such events.

NEWSLETTERS

Contain information about school activities and are electronically available every second Friday. Newsletters include a bulletin of school activities, organisational details, newsworthy items, special features and a calendar of coming events.

STAFF MEETINGS

Staff meetings are held weekly after school hours to enable staff to plan education objectives and to implement action plans linked to yearly priorities. Staff meetings commence at 2.55pm. Parents are asked to pick up their children promptly every Wednesday.

FORMAL STUDENT REPORTS

At the end of Terms 2 & 4, formal reports are issued to all students. Academic achievement is outlined and social skills highlighted. Parents are encouraged to contact class teachers to discuss any areas of concern that may arise from the report. Other reporting processes throughout the year include:

- Parent Meetings
- Presentation Evenings

KINDY AND PRE PRIMARY TRANSITION

A transition program operates for our Kindy and Pre-Primary students. Designed to ensure a smooth start to the school year, the children visit the rooms they may be going into, during 4th Term. They will also spend time working with our specialist and Year 1 teachers during the term.

YEAR 6 TRANSITION

A transition program to Ballajura Community College (BCC) operates for all our Year 6 students. Visits to classrooms by BCC school staff, information evenings for parents and children, and an experience session where students visit BCC are all part of the transition process.

Parent Interviews

Interviews are an essential component of our reporting process. Teachers are required to inform parents of a child’s academic performance, behaviour and socialisation. Parents are encouraged to have a close liaison with class teachers so as to keep in touch with their child’s progress. Children place considerable value on having their parents play an active role in the school.

Parents are asked NOT to conduct impromptu interviews prior to the school day commencing, as teachers are busy preparing for the day ahead. If you wish to discuss an issue with a teacher, please contact the office to arrange an interview.
Teachers have time each week when they are available to meet with parents. Meetings can be arranged directly with the teacher or through the school office on 9249 3766.

**HOMEWORK**

All students in Kindy to Year 6 are expected to complete homework which comprises of:
- **Kindy**: Reading, sound recognition
- **Pre Primary**: Reading, sound recognition, spelling
- **Yr 1-6**: Reading, spelling, maths

Classroom teachers will inform parents of requirements for homework specific to their year level.

**PERMISSION TO LEAVE SCHOOL GROUNDS**

Children are not permitted to leave the school grounds unless this is specifically requested in writing, or in person by a parent or guardian. It is essential that this procedure be adhered to, ensuring that the school has appropriate records in an emergency. Parents or guardians collecting children are asked to firstly go to the school office and complete the sign out register, before collecting their children.

**SUPERVISION AT AND BEFORE SCHOOL**

Playground supervision is provided during recess and lunchtime. Children should not be arriving at school prior to 8.15 am. Children are not permitted to remain in classrooms unless under the direct supervision of a teacher.

**VALUABLES AT SCHOOL**

It is policy that children are discouraged from bringing items of value or highly regarded toys to school as we unable to guarantee the security of such items. If money is brought to school, it should be given to the class teacher early in the day for safe keeping and then reclaimed when it is required. Mobile phones must be left at the front office.

**STUDENT INSURANCE COVER**

We wish to point out to parents that the Department of Education does not hold any personal accident policy for students. Parents are encouraged to take out their own insurance for their children.

**SWIMMING**

The ability to know how to swim is very important. The Department of Education conducts classes for all primary children in school time. Each child is provided with the opportunity to attend ten lessons per year. The school views this program as part of its Physical Education curriculum and all children are expected to participate.

**EXCURSIONS AND INCURSIONS**

Excursions can be invaluable in achieving educational objectives. Parental permission is required for students to attend an excursion. Permission slips and health forms must be received by the school before children are permitted to go on excursions.

**DENTAL CLINIC**

A free preventative dental service is available for all pupils enrolled at this school. The clinic is based on our school site.

**BICYCLES**

Children who ride bikes to school must not ride them in the school grounds. In the interest of safety, bikes must be wheeled. **In line with the law we require safety helmets to be worn. Children under 10 years of age are not to ride bikes to school.** Children must secure their bikes to the racks with their own chain and lock. The school takes no responsibility for bikes being damaged, lost or stolen while they are at the school.

**PARKING**

Please use the parking areas assigned to parents. They are the main carpark, at the front of the school off Illawarra Crescent to the left of the main driveway, beside the basketball courts off Kittyhawk Parade near Kindy Unit 1 and some street parking is available on Kookaburra Terrace. Parents are asked not to use the teacher’s carpark even for quick pick-ups or drop-offs.

**SCHOOL PSYCHOLOGIST**

A school psychologist services our school. The psychologist is in our school on a weekly basis and is available to assist children with educational, emotional or behavioural issues. Contact can be made with the school psychologist either through the Associate Principal or through the school office on 9249 3766.

**HEALTHY EATING**

Children are encouraged to eat healthy food at school and parents are encouraged to keep ‘treat food’ to a minimum. We are a nut free school so no products containing nuts are permitted. We are unable to heat food, and in hot weather we recommend that an iced drink or freezer block be placed in your child’s lunchbox. Parents are asked to teach their child how to open and close lunchboxes, containers and packets.

**CANTEEN**

Our school has chosen to use Our Online Canteen system to save you time and money. It provides an easy and convenient way of ordering your child’s meals.

How to get started;
- Visit ouronlinecanteen.com.au
- Sign up by completing the registration form
- Receive a confirmation email
- Log into the website and order your child’s meal
Parents are encouraged to participate in the education of their child through:

- School Board membership
- P&C membership
- Uniform Shop
- Sporting programs
- Library assistance
- Canteen duty
- Classroom reading assistance
- Excursions
- Fundraising activities
- Book covering

Parents are invited to indicate their interest and availability to become involved in these programs by contacting the school office or your child’s classroom teacher.

As a parent you can also assist the school by observing these few simple suggestions.

- Ensure your child has a good night’s sleep before each school day.
- Send your child to school clean, well equipped and on time.
- Enclose all money sent to school. Include your child’s name, year level, room number, amount and reason sent.
- Be especially careful when driving around the school as children often forget road rules in their eagerness to get home.
- Encourage children to report home before going to a friend’s house to play.

Insist you know where your child is and ensure the parent of any child playing at your house is notified.

PARENTS & CITIZENS

The Parents and Citizens Association (P&C) is a group of people committed to involving the whole school community in the continual advancement in the quality of children’s education. The Parents and Citizens Association is open to all parents of children at our school and interested community members. They aim to support staff in the day-to-day activities of the school and to assist in supporting school projects.

The major aims of the P&C are to:

- Help bring about communication and cooperation between students, teachers and parents.
- Foster community interest in education.
- Fundraise to provide extra facilities and amenities for the school.

Meetings are normally held in the staffroom on a Tuesday or Wednesday early in each month at 7.30pm. Meetings provide an opportunity to discuss matters pertaining to the school and welfare of students. An AGM is usually held within the first month of the start of the school year. Everyone is welcome. Be part of your child’s education.

SCHOOL BOARD

As Ballajura Primary School is now an Independent Public School, the Principal is accountable to the School Board as well as the Director General of Education.

The School Board’s responsibilities are:

- To focus on the improved learning outcomes for ALL students.
- To have a shared vision and a plan that reflects the broad values of the school community and to endorse the Delivery and Performance Agreement, the school budget, the School’s Business Plan and the Annual Report.

The School Board is a separate entity to the P&C Association but a close relationship exists between the two.

The School Board consists of eight parent and community members, seven staff members, (including the Principal), and at least one non-teaching staff member, and co-opted members who assist the board with strategic direction and policy compliance.

Board members are elected for a maximum of two years. Any parent or community member is welcome to attend board meetings.

School Uniform

The Ballajura Primary School Student Dress Code is the document that provides standards of what is acceptable in relation to the clothing worn (school uniform) by students at Ballajura Primary School.

It is compulsory for all students from K-6 to wear school uniform as determined in the Ballajura Primary School Student Dress Code. See page 12 for dress code requirements.
At Ballajura Primary School, this includes:

A) Female students
- Ballajura PS polo shirt
- Ballajura PS dark grey skirt or dark grey skort
- Ballajura PS fleecy jacket
- Dark grey track suit pants
- Ballajura PS dress
- Ballajura PS house shirt (in allocated House colours)
- Dark grey leggings (if desired)
- Leggings to be worn under dresses, skirts or skorts only
- Red, white or grey headscarf

B) Male students
- Ballajura PS polo shirt
- Dark grey shorts, dark grey long cargo pants or dark grey track suit pants
- Ballajura PS fleecy jacket
- Ballajura PS House shirt (in allocated House colours)

D) Footwear (All students)
- Sneakers, school shoes or sturdy sandals - clean, in good condition and suitable for sport, climbing and running (no knee high boots, gumboots, uggboots, thongs, ballet flats or novelty shoes such as those with flashing lights o roller balls on the soles).

E) Jewellery (All students)
- Stud or sleeper style earrings only
- No necklaces, bracelets or bangles

F) Hair (All students)
- shoulder length hair or longer must be tied back

G) General (All students)
- Red Ballajura PS bucket hat
- Socks - dark grey dress socks or sports socks at or below the ankle (dark grey, black or white recommended)
- No garments with an attached head covering (e.g. hoodies)

HATS
It is a school policy that all students wear the school red bucket hat all year round while in the playground. No hat no play. All hats need to be clearly labelled with your child’s name.

The P & C UNIFORM SHOP
The uniform shop is open from 8.30am – 9.00am on Friday and 2.30 - 3.00pm on Mondays and is located next to the canteen area. New and quality second-hand uniform items are available. An ordering service is available for the convenience of working parents. Order forms can be dropped at the school office with correct payment or credit card details. Items will be returned to the child’s classroom with a receipt. Uniforms can also be ordered online.

LOST PROPERTY
All personal property (clothing, books, pencils, bags, biros, hats etc.) should be clearly labelled to ensure ease of identification and return of lost items. A bright yellow lost property wheelie bin is located outside of the Administration block, at the north end.

School Sporting Houses
Children will be placed in one of four houses. Each house has adopted a local bird as its emblem and an identifying colour.

Our house names come from the families that migrated and settled in Ballajura from the Isle of Man.

HOUSE / FACTION COLOURS

- BENNETT - DARK BLUE
- CREER - YELLOW
- EATON - LIGHT BLUE
- KERRUISH - GREEN

Friday each week is House Shirt Day and all children from Years 1 - 6 are expected to wear their house shirt.
EARLY YEARS PROGRAM

Our Kindergarten and Pre Primary Programs are focussed on social, emotional and physical well being, and building oral language, early literacy and numeracy skills. These programs are the foundation for literacy and numeracy as well as social and emotional development.

The Kindergarten and Pre Primary programs are designed to develop the skills, attitudes and knowledge that each child requires. We create a supportive environment where children are encouraged to learn new concepts and build upon existing knowledge.

What your child will learn at school?

- Independence; to be away from you.
- To work with teachers and other adults.
- To work with a large group of children.
- To work alone.
- To share and cooperate.
- To follow simple rules and routines.
- To complete a task or activity.
- To take turns and not interrupt.
- To question and answer.
- To be independent and not be afraid to ask for help.
- To select and choose.
- To share about family and experiences.

Your child needs all of these skills to help them grow into a happy, healthy person.

Children in their early years of schooling are embarking on a set of experiences that will change their lives. Early learning at school will have a profound effect on your child’s attitude and disposition towards learning now and into the future. A child with a positive disposition who demonstrates enthusiasm, curiosity, commitment, persistence, confidence and co-operation is more likely to be a successful life long learner who eagerly grasps every learning opportunity.

JOLLY PHONICS PROGRAM

The Kindergarten and Pre Primary Program focuses on the skills and abilities that children have been developing before school begins. Jolly Phonics is one program which our teachers use to develop reading and writing skills. It teaches the letter sounds in an enjoyable, multisensory way, and enables children to use them to read and write words. Each sound has an action which helps children remember the letter(s) that represent it.

The Jolly Phonics program is an important part of your child’s learning and it is important that you work with your child at home to consolidate their learning of phonics. A Jolly Phonic sound sheet will be provided by the classroom teacher to assist you.

HOMEWORK

Homework is an important part of our learning routine.

KINDY - In Kindy, homework will commence from the beginning of Term 2. It will consist mostly of revision of literacy and numeracy tasks already taught. Children are also expected to regularly practise their jolly phonics sounds, letter names, counting and sight words as they are taught in class.

PRE PRIMARY - In Pre Primary, homework will commence from the beginning of Term 1. It will consist mostly of revision of literacy and numeracy tasks already taught. Children are also expected to regularly practise their jolly phonics sounds, letter names, counting and sight words as they are taught in class.

MAGIC WORDS

Magic Words are also known as sight words. Sight word acquisition is an important building block in the construction of a child’s ability to read. The more one-on-one time a child has learning and practising sight words with an adult, the greater the chance of embedding them into their long term memory.
Tips for teaching the Magic Words:

- Present children with illustrations under the Magic Words. This will help them to link print with the visual.
- Print the words onto flashcards.
- Point and say the word on the flashcard.
- Adult presents sight words in short sentences and asks child to put the word into a sentence.
- Teach sight words with games such as concentration, word search, go fish, letter magnet fishing.

READING
Some students may bring home a beginner reader once the teacher has established your child is ready to read independently. We encourage parents to spend time reading these books with their child and talking about the stories and pictures, asking questions and giving ideas about what is happening. When reading, move two fingers along the line so the child can connect the sounds of the words with the words on the page.

Kindergarten Achievement Targets

By the end of Kindergarten your child should have achieved the following targets:

- Recognises all 26 letter names and sounds.
- Recognises double letter sounds.
- Able to read the gold and blue Magic Words.
- Able to blend simple words c-a-t.
- Hear sounds in words - beginning, middle, end.
- Able to rhyme words cat/bat.
- Recognise numbers to 20.
- Count 1 to 20.
- Recognise 10 colours.
- Recognise 8 shapes.
- Recognise own name.
- Able to write name clearly and in correct Ballajura foundation font.
- Understand emergency 000.
- Know how to use a phone.
- Know the suburb where they live.
- Know their gender.
- Know their age.
- Know who to go to for help.
- Follow class rules, routines and accept consequences.

Pre Primary Achievement Targets

By the end of Pre Primary your child should have achieved the following targets:

- Recognises all 26 letter names and sounds.
- Recognises 17 double letter sounds.
- Recognise 120 Magic Words.
- Blend three letter words, c-a-t.
- Hear sounds in words - beginning, middle, end.
- Rhyme words cat/bat.
- Recognise numbers to 100.
- Count from 1 to 100.
- Recognise 2 and 3 dimensional shapes.
- Recognise shapes.
- Write sentences in correct Ballajura foundation font.
- Know general knowledge facts.
- Say full name.
- Understand Emergency 000.
- Know the suburb where they live.
- Know phone number.
- Know birthday date.
- Know who to go to for help.
- Follow class rules, routines and accept consequences.
SPARE CLOTHING
Please supply your child with a full set of clothes in a plastic bag clearly marked with your child's name. Please ensure this is kept in your child’s bag. When doing so, please keep the seasons in mind (hot or cold weather clothing).

PARENT HELP
In Term 2, we will be asking for parent help in the class. Mums, dads and grandparents are all welcome. We ask that you only stay for the morning session, leaving when we come in from morning play. All persons who wish to come on roster are required to complete a statutory declaration, for parents, you would have completed this on your child’s enrolment form. This is a Department of Education requirement for any person who works with children in a school. We are unable to have siblings come with parents on roster.

DRINK BOTTLES
Please provide your child with a drink bottle filled with WATER ONLY. The drink bottle will be sent home each day.

Each day your child will need:

- Fruit, a water bottle and lunch. Remember, Ballajura Primary is a nut free school. No products with nuts are permitted. This includes Nutella. Parents are asked to teach their child how to open and close lunchboxes, containers and packets.
- The correct school uniform refer to page 12 for uniform requirements.
- A school bag large enough to hold lunch box, spare clothes, homework books.
- A school hat.
- Sunscreen applied before coming to school.
- Please ensure all personal items are clearly labelled with your child’s name.

General Information
We see your child's education as a partnership between school and home. Hence, we would like to share with you our student behaviour processes and procedures. Our goal is to teach children to manage and be responsible for their own behaviour in order to be responsible citizens and effective learners.

As we venture on this journey, it is essential the school and community work together and accept that each have rights and responsibilities.

In this document we have outlined the rights and responsibilities, class management processes and parent notification documents.

Please take a few minutes to discuss the importance of good behaviour with your child. If you have any question regarding the school’s behaviour management system, please do not hesitate to contact one of us.

David Wanstall
Principal

Jane Schorer
Associate Principal

Judy Hayden
Associate Principal

At Ballajura Primary School the following rights are adhered to by all:

1. **Right to teach and learn**
   Students have the right to uninterrupted learning and/or play
   Staff have a right to uninterrupted teaching.

2. **Right to be free from physical and emotional harm**
   Staff and students have the right to learn and work in a safe environment.

3. **Right to be respected**
   Staff and students have the right to be treated with respect.

4. **Right for property to be looked after**
   The school community has the right for property and all aspects of the school environment to be looked after.
Teachers at Ballajura Primary School have developed a detailed set of class rules that embody the rights, responsibilities and school rules. Parents will be notified in the instance where serious school rules are breached or the continual display of unacceptable behaviour. Refer to the steps below.

**School Behaviour Plan**

**ADMINISTRATION CONSEQUENCES**

- **EXCLUSION**
  Recommendation by the Principal for students receiving continual suspensions or as a result of an extremely serious incident. An Exclusion Review Panel is formed to review the school’s exclusion application. Incident is formally recorded on school and department systems.

- **OUT OF SCHOOL SUSPENSION**
  For continual unacceptable or serious breaches of behaviour. Out of school suspension is at the discretion of the Administration. Incident is formally recorded on school and department systems.

- **IN SCHOOL SUSPENSION**
  For continual unacceptable or serious breaches of behaviour. In school suspension is at the discretion of the Administration. Incident is formally recorded on school and department system.

**CLASS BEHAVIOUR MANAGEMENT**

- **DETENTION**
  For repeated breaches of school or class rules. Child is withdrawn from playground to complete detention for a period of time. Incident is formally recorded on school system.

- **WITHDRAWAL**
  For repeated breaches of school or class rules. Child is withdrawn to another class for a period of time. Incident formally recorded on school system. Parents are notified.

- **RED**
  For repeated breaches of school or class rules. Child is informed of their breach of behaviour and the consequences, eg in class detention, silent recess, silent lunch.

- **ORANGE**
  Formal warning. Child is informed of their breach of behaviour and the consequences, eg. timeout. Students have the opportunity to “fix behaviour” and move back to green.

- **GREEN**
  All students start on green

**PARENTS**
We encourage you to discuss the identified behavioural issue with your child using the steps listed. Please assist them to determine what they can do to improve their behaviour.

**MEETINGS**
You will be notified of your child’s behaviour when serious breaches of school or class rules have occurred.

Serious breaches of discipline may result in immediate removal from class or playground at the discretion of the Administration.

Child receives verbal warnings before being placed on orange. Child is informed that they will move to next level if they do not make “good choices”.

17
Australians all let us rejoice, For we are young and free
With golden soil and wealth for toil, Our home is girt by sea
Our land abounds in nature’s gifts, Of beauty rich and rare
In history’s page let every stage, Advance Australia fair

In joyful strains then let us sing, Advance Australia fair

Beneath our radiant Southern Cross, We’ll toil with heart and hands
To make this Commonwealth of ours, Renowned of all the lands
For those who’ve come across the seas, We’ve boundless plains to share
With courage let us all combine, To Advance Australia fair

In joyful strains then let us sing, Advance Australia fair.

OUR HOUSE CHEERS

BENNETT
We all got together and the captain lost his head,
We all got together and this is what we said,
“We’re gonna F.I.G.H.T. we’re gonna S.C.O.R.E.
we’re gonna fight, we’re gonna score,
we’re gonna yell for more”
Gooooo Bennett!

CREER
Yabba dabba do, Creer’s coming through,
Snap, crackle, pop, Creer’s at the top,
Hip hip hooray, Creer’s here to stay,
5,6,7,8 who do we appreciate?
Gooooo Creer!
Creer’s number 1 yeah!

EATON
Clickety clack, clickety clack,
Here comes Eaton down the track,
Here we come, here we come,
Like a greyhound on the run,
Gooooo Eaton!

KERRUISH
We are Kerruish, the best of the West,
If you want to fight us, we’ll beat you to the test,
So come on and fight us,
You think you’re gonna win,
We’re gonna beat you,
Because we’re gonna win, Yeah!