Ballajura Primary School

Parent Handbook

inspire  participate  learn  succeed
**Important Phone Numbers:**
- School Administration Office: 9249 3766
- Facsimile: 9249 4908
- Canteen: 9249 3766

**Contact Details:**
- Address: 175 Illawarra Cres Ballajura 6066
- Email: admin.ballajura.ps@education.wa.edu.au
- Website: www.ballajuraps@.wa.edu.au

**Our Leadership Team**
- Principal: David Wanstall
- Associate Principals: Jane Schorer, Judy Hayden
- Business Manager: Stephanie Young
- School Officers: Sue Davies, Sheryl Letch, Tanya van den Akker

**Student Free Days - Staff Professional Development**
To be advised

**Important Dates 2016**

**Term 1:** Monday 1st February to Friday 8th April

**Term 2:** Tuesday 26th April to Friday 1st July

**Term 3:** Monday 18th July to Friday 23rd September

**Term 4:** Monday 10th October to Thursday 15th December

**Student Free Days - Public Holidays**

**Term 1:**
- Monday 7th March (Labour Day)
- Friday 25th March (Good Friday)
- Monday 28th March (Easter Monday)

**Term 2:**
- Monday 25th April (ANZAC Day)
- Monday 6th June (WA Day)

**Kindy School Times**
- 8.40 am: School Starts
- 10.30 am: Morning Tea
- 12.30 pm: Lunch
- 2.45 pm: Kindy 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.

The 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 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.

I look forward to working with you during the course of your association with our school and encourage you to become actively involved in your child’s education.

Ballajura Primary School prides itself on providing a caring and stimulating learning environment for your child. The strength of Ballajura Primary School is our strong 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 will have more ownership of overall school direction, teacher selection, finance and school assets. Furthermore, we will be 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 the effective operation of our school requires that the whole school community understands the established lines of communication, has 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 potentials will emerge.

Ballajura Primary is committed to delivering an excellent public school education to all students.
PHILOSOPHY
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 is the child.

We believe that:
1. Children should possess a high level of self-esteem and that the school should provide a warm, stable environment to encourage feelings of self worth.
2. Children have a right to be treated fairly but firmly which develops social skills to help them work cooperatively with others.
3. Children should experience success through participation in school activities and are encouraged to feel a 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 of 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 that much more difficult to achieve. Educational programs developed by the school recognise that children come to school with differing levels of ability and knowledge.

Our school motto “Confidence and Pride”

Ballajura Primary School is committed to:
High standards and expectations - We believe all children should achieve minimum 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 data is collected, widely shared and discussed by the staff, and that 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 of school of excellence and is the school of choice for 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 recognize 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.

Care:
We treat all individuals with care. Student relationships are based on mutual respect and acceptance of responsibility.
Responsibility:
Students are encouraged and taught to be accountable for one’s own 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 to treat others with consideration and respect for another person’s point of view.

Our schools 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

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

Accountability and Data - 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 the data is widely shared and discussed by the staff, and that 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.

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.

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.

High Expectations – We believe all children should achieve minimum benchmarks (set by the school) and teachers are accountable for student performance.

OUTSTANDING STAFF
As an Independent Public School (IPS), Ballajura has greater control over it’s governance and, using a one-line budget, can employ staff which it feels best suits the current and emerging needs of students. Ballajura Primary School has always attracted a high calibre of staff; however, since being granted IPS status, it 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.

Core Curriculum
Students at Ballajura Primary School participate in all eight learning areas as specified by the Australian Curriculum. These learning areas include;
- English
- Mathematics
- Science
- Studies of Society and Environment / History
- The Arts– Music, Drama, Art/Craft
- Health and physical Education
At Ballajura, 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 Instructions as the most common pedagogy across the school.

Specialist teachers are employed in the areas of:

- Drama
- Science
- Physical Education
- Cultural Studies

Academic achievement is our core activity; Ballajura students 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.

Greatest 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 behavior 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 will be 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 in the building.
3. Treat others the way you want to be treated.
4. Keep all body parts to yourself.
5. Respect the school, school property, 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 behaviour when given ample 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 the 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 page xxx for the school’s behaviour management policy.

The school is of modern design and has outstanding facilities, which provide a stimulating environment for students, staff and the community. All classes are equipped with interactive whiteboards that greatly enhance course content and enables integration of a wide range of material into lessons.
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’ do not focus on inappropriate behaviour, but rather on learning social skills that help the individual 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 learning;

- Merit Certificates
- Monthly Principal’s Award

The school is of modern design and has outstanding facilities, which provide a stimulating environment for students, staff and the community. All classes are equipped with interactive whiteboards that greatly enhance course content and enables integration of a wide range of material into lessons.

Furthermore, the school has a purpose built drama room, new library, new science room and purpose built uniform shop. The school has a modern dental clinic located on the grounds. Core facilities including the administration, classrooms, library, art, music, drama, canteen, uniform shop and the covered assembly area are easily accessible and designed for a modern teaching paradigm.

The school has full size ovals 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 caliber.

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, 3 current documents of proof of residential address and immunisation record.

**Enrolment Information**

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

- Home and work telephone numbers
- Address
- Family Doctor
- Emergency contact number

It is important that parents present the immunisation record 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. Custody papers must be presented to the enrolling officer and the school will keep a copy. The custodial parent is asked to ensure that all necessary accurate information is given when enrolling. A child MUST be enrolled in the names that occur on their birth certificate, unless these have been changed legally and the school has a copy of these documents. We are not allowed to use any other names on official documents.

**Facilities and Resources**

By law, attendance at school from Pre Primary is compulsory. Children must attend school on a daily basis unless special dispensation is given by the school for children not to attend (eg. School Development Days). Any absence from school is recorded by the class teacher and MUST be explained by a note from parents/guardians.

Children who are late for class will also be marked as absent. The total half-day absences for each child will be recorded on
their report card each semester. Parents are asked to check this tally each time a report is issued.

**Absent from School**

If your child is absent due to illness please phone the school office on 9249 3766. Your child’s teacher will be informed.

**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 enrolment forms). Should such contact be unable to be made the school will act according to the best interests of the child but no responsibility will be accepted for medical costs etc. It is essential that emergency contact numbers and the current address is entered on school records. 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 so children’s supervision and safety cannot be guaranteed.

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, as it is distracting when children come into class after school has started. Students must be picked up promptly at **2.50pm** every Wednesday, as staff are required to attend a weekly staff meeting.

It is essential that students attend and do not miss school as this greatly affects their academic performance and students fall behind in their understanding of concepts.

**Arrives late at school**

A late note 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 Contributions for 2016, as stated in the current DOE Contributions, Charges and Fees Policy. These contributions are to be paid through the school’s office.

| Kindergarten Student | $60 each per year |
| Pre-Primary Student   | $60 each per year |
| Primary Student       | $60 each per year |

*Payment can be made by cash, cheque, credit card, EFTPOS and EFT.*

These contributions are used to provide resources for your child’s classroom. These items are not covered by Education Department funding. Help our school to support your child’s education.

**Reference:**

**STUDENT FAMILY NAME (FIRST 5 LETTERS) and YEAR LEVEL**

**EG:** NGUYE3 (Year 3 student with family name NGUYEN)

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**Student Resources List Items**

A personal items list is provided during Term 4 for the following year. This list and supplier has been approved by the School Board. Work books that form part of your child’s education, for their own personal use are to be purchased through the school as part of their personal items. We are able to provide these books at a discounted price. Payments for workbooks can be made at the front office and books will be distributed directly to the classroom. Parents can purchase items from any supplier but the school encourages parents to purchase the brands listed as quality and suitability have been agreed to by class teachers.

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**Communication**

Open communication between home and school underpins a great experience for children.

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

- Class newsletters
- Fortnightly school 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 so may affect their behaviour and learning. Please let the teacher know of any such events.

NEWSLETTERS

Contain information about school activities and are available every second Wednesday. Please ask your child for the Newsletter. The newsletters are given to the eldest child in each family at the school. Newsletters include a bulletin of school activities, organisational details, newsworthy items, special features and a calendar of coming events. Please contact the school office if you are not receiving your copy.

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 therefore parents are asked to pick up their children promptly at 2.50pm, so teachers can attend their meeting on time.

FORMAL STUDENT REPORTS

Twice a year, at the end of Terms 2 & 4, formal reports are issued for 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 PREPRIMARY TRANSITION

A transition program operates for our Kindy and Pre-Primary students during Term 4. 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 this term.

YEAR 6 TRANSITION

A transition program operates for all our Year 6 students. Visits to classrooms by Community College School Staff, information evenings for parents and children, and an experience session where students visit BCC.

Parent Interviews

Impromptu interviews prior to school 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.

Interviews are an essential component of our “Reporting to Parents” process. Teachers are required to inform parents of any concerns they have regarding a child’s academic performance, behaviour or socialisation. Parents are encouraged to have a close liaison with class teachers so as to keep in touch with their child’s progress. In this way, many problems that may arise due to a breakdown in communication may be overcome. Equally as important is the fact that children place considerable value on having their parents active at the school. If parents demonstrate that they are positive about education, the same traits will be developed by the child.

Parent/teacher meetings should not be seen as only occurring when there is a problem. If regular contact is maintained between the school and the home then achievements as well as concerns can be shared. 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.

School Uniform

The wearing of school uniform is an expectation at Ballajura Primary. The school uniform consists of grey shorts, skirts/skorts or pants and a red/grey polo shirt. The children are required to wear suitable footwear, either sneakers or sandals. Long hair needs to be tied up. No jewellery is to be worn except sleepers. Please make sure your child’s name is written on all clothing especially their jackets and hats.

Please refer to the uniform ....

HATS

It is a school policy that all students wear the school red bucket hat all year round while playing in the playground. All hats need to be clearly labelled with your child’s name as they are to be left in the hatbox at school so they are not left at home.
NO HAT, NO PLAY

This is a rule that is followed in the school. It is to make children aware of the hazards of sunburn and to develop a simple habit to overcome this problem. Hats are part of the school uniform and the children are required to wear them in all outdoor activities throughout the year.

The P & C UNIFORM SHOP

The uniform shop is open from 8.45am – 9.15am on Fridays (subject to change) 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. There is a blue box provided for this. Items will be returned to the child’s classroom with a receipt. Early ordering is advisable as it can take time to fill an order, depending on the availability of stock.

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.

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, to ensure that the school has appropriate records in an emergency. Parent or guardian collecting the children are asked to go to the school office before collecting the children and to complete the sign out register before taking their child. Some parents may be in a situation where they have sole custody of their children with the other parent only having access at some specific time as specified by the Family Court. The parent who does not have custody is not entitled by law to come to the school to see the child in such circumstances. However, reports of a child’s school progress can be made available to an estranged parent on his/her request. Custodial parents are asked to keep the school fully informed of all custody issues.

SUPERVISION AT SCHOOL

Yard supervision is provided during recess and lunchtime. Yard supervision is NOT provided prior to school commencing. Children should not be arriving at school prior to 8.30 am and should move to rooms to prepare for the day’s lessons upon their arrival. Children are not permitted to remain in the classroom unless under the direct supervision of the teacher.

HIGH EXPECTATIONS

In All Aspects of Schooling

VALUABLES AT SCHOOL

It is policy that children are discouraged from bringing items of value or highly regarded toys to school. It is not possible for us to guarantee the security of such items. If money is brought to school it should be given to the class teacher to mind early in the day and then reclaimed when it is required.

STUDENT INSURANCE COVER

We wish to point out to parents that the Department of Education does not hold any insurance policy for personal accidents of 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 and Training 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 as part of its Physical Education program and all children are expected to participate.

EXCURSIONS AND INCURSIONS

Excursions can be invaluable aids to achieving educational objectives. Parental permission is required for students to attend an excursion and for teachers to seek medical treatment for children if necessary. Students are invited to attend excursions and the invitations are subject to students’ behaviour and co-operation at school. Students who habitually disobey the teachers’ instruction will not be invited on excursions. 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 at our school.

BICYCLES

Children who ride bikes to school must not ride them in the school grounds. In the interest of safety, bikes must be wheeled. If this rule is not observed the consequence will be that the bike will be banned from the school. 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. The 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 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 teachers carpark even for quick pick-ups or drop-offs.

SCHOOL PSYCHOLOGIST
A school psychologist services our school. The psychologist is normally in our school on a weekly basis and is available to assist children with educational, emotional or behavioural difficulties. Contact can be made with the school psychologist either through your child’s teacher or through the school office on telephone number 9249 3766.

At Ballajura Primary School we believe that the education of our students MUST be a partnership between home and school. Parents have both a right and a responsibility to actively participate in their child’s education. The implementation of the school’s philosophy of fully developing each student requires an active and dedicated school community. The school community is strengthened by actively encouraging a wide-ranging participation of ALL parents at all levels of its operation.

Parents are encouraged to participate in a wide range of areas including:
- P&C or School Board membership
- Sporting programs
- Library assistance
- Canteen duty
- Classroom reading assistance
- Excursions
- Working bees
- 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 parents you can also assist the school by observing these few simple suggestions.
- Ensure your child has a good nights’ sleep before each school day.
- Send your child to school each day clean, well equipped and on time.
- Enclose all money sent to school, include details, 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 exactly 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 the children’s education. The Parents and Citizens Association is open to all parents of children at school, to teachers and to any interested citizens. They aim to support staff in the day-to-day activities of the school as well as being heavily involved in fundraising for major school requirements.

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.
- Fund raise 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. The 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 now accountable to the School Board as well as the Director General of Education.

The School Board 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 actively 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 as both are working for the benefit of the students at the school.

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 two co-opted members who assist the board with strategic and direction and policy compliance.
School Sporting Houses

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

Our house/faction names come from the families that migrated and settled in Ballajura from The Isle of Man. Brothers and sisters are kept in the same faction. But it is not always possible to extend this to cousins etc.

**HOUSE / FACTION COLOURS**
- **BENNETT** - DARK BLUE
- **CREER** - YELLOW
- **EATON** - LIGHT BLUE
- **KERRUISH** - GREEN

Friday each week is House shirt day. All children are expected to wear their house shirt.

It is an expectation that all children wear school uniform at school, on educational visits and on specific formal occasions.

**Dress Code Requirements**

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 the school including headwear, footwear and aspects of personal presentation.

At Ballajura Primary School, all students from K-6 will wear school uniform as determined in the Ballajura Primary School Student Dress Code.

At Ballajura Primary School, this is interpreted as:

**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 or 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)
Dear Parents,

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 outlined in our newsletters, you will be aware that Ballajura Primary School is committed to achieving a vision to become a School of Excellence. The school has implemented a number of strategies and continues to review policies to raise expectations and improve student performance.

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 the 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 systems.

#### 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 discipline have occurred.

#### 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. 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”.

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**MANAGING STUDENT BEHAVIOUR POLICY**
NATIONAL ATHEM

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,
Goooo Eaton!

KERRUISH

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