Parent Information
for Pre Primary - Year 6
Our school motto ‘Growth and Inspiration’ encourages each child to strive for their very best and, to the extent of their ability, achieve excellence and develop a love of learning.
Welcome to Baynton West Primary School

Baynton West Primary School prides itself on providing a caring and stimulating learning environment for your children. The strength of Baynton West Primary School is our strong belief that the education of our students is built on a genuine partnership between home and school and that our children are at the centre of our learning programs.

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 how our programs operate and an understanding of our aspirations and vision.

If you have any questions about the school please do not hesitate to contact us.

Contact Us

Principal Lisa Ledger
Registrar Justine Passmore
Phone: 9185 3001
Fax: 9183 8970
Email: bayntonwest.ps@education.wa.edu.au
Our Logo

The school logo is represented by multiple elements that combine to portray the values, vision, creativity and sense of community of Baynton West Primary School.

The outer protective circle represents the caring, nurturing school community where parents and staff ensure information and learning flows and evolves as the school and students grow and feel included.

The elements within derive their shapes from the Sturt Desert Pea and Ashburton Desert Pea petals.

They all point inwards symbolising a connection to the centre to reflect that children are the heart of the school. It shows a collaborative, inclusive approach to education - learning together in harmony.

The purple shape reflects new students coming in and joining the school community and also indicates west on a compass for ‘Baynton West’.

The red shape pointing up, emerging from the main shape, reflects the graduating student entering the wider community to achieve their dreams and confirms the school’s goal of ‘aspiring and aiming high’.

The other red shapes represent the hills of Karratha behind the school adding a further sense of location.

The colours included in the logo are derived from the natural environment surrounding the school.

The signature colour is purple, derived from the Ashburton Desert Pea and Mulla Mulla.

The red is derived from the Sturt Desert Pea.

The silvery green is reflective of the Spinifex and Salt Bush and the darker brown represents the bark and branches of the trees in the area.
Welcome from the Principal

Dear Parents/Caregivers

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

The Baynton West Primary School Staff are professionally devoted to providing a rigorous learning 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 can only come 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. We encourage you keep informed through engaging with staff, website (www.bwps.wa.edu.au) and our school ’app’.

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.

Lisa Ledger
Principal
Introduction

Baynton West is a relatively new suburb of Karratha in the Pilbara region of Western Australia. In the local Aboriginal language, Karratha is said to mean ‘Sacred Earth’. The town is situated in the City of Karratha.

Karratha’s economic base includes the iron ore operations of the Rio Tinto Group, sea-salt mining, ammonia export operations, North West Shelf Natural Gas Project, Australia’s largest natural resource development and the newest Natural Gas Project called Pluto LNG which is situated adjacent the existing North West Shelf LNG facility.

Karratha is located approximately 1,500 kilometres north of Perth and 850 kilometres south of Broome on the North West Coastal Highway. Karratha is composed of nine main suburbs of which Baynton West is the newest.

Baynton West Primary School is an Independent Public School which opened in 2013.

The local intake area for Baynton West Primary School includes the suburbs of Baynton and Baynton West. The school is a central focal point for the community. Surrounded by the new homes in the area, roads radiate out through the community with the school at the central hub of this ‘wheel’. There is a large playground and community sports grounds shared by the shire and the school which adds even more emphasis on the school being central to the community.

Our school was one of the first schools to be an Independent Public School (IPS) from the day it opened. Its location enables it to grow to become a ‘super school’ and planning has ensured new buildings (rather than temporary) can be built as required over time.

The school has a strong vision that encompasses that children are the heart of the school; each child and their family is integral to the school community and the motto of ‘growth and inspiration’ relates to each child being supported to reach their potential, in partnership with the school, their families and the wider community.

Baynton West Primary School has an early childhood centre which includes nine purpose built learning spaces to accommodate Kindergarten and Pre-Primary children.

The extensive play areas that exist at Baynton West Primary School, combined with modern play equipment, ensures that children are provided with a stimulating environment during play.

Specialist teaching spaces exist for Visual Arts, Library, Physical Education and Music. Each learning area block has a set of notebook computers and iPads to provide students with a current technological network with broadband internet and email facilities. The covered assembly area is sizable and has attached a fully equipped canteen.

Baynton West Primary School is a purpose built, well-equipped school and it is our intention to maintain this high standard.

The close co-operation that exists between teachers, parents, caregivers and children ensures that maximum outcomes will be achieved for all students.
Our Purpose

Baynton West Primary School provides an educational environment that places a strong emphasis upon:

- Rigour and excellence
- An understanding of the unique position Baynton West has within the broader context of the global community; and
- The development of social skills that highlight consideration, co-operation and acceptable, positive conflict resolution skills.

We seek to ensure that all students:
- Are able to communicate effectively in English;
- Are able to apply mathematical concepts and processes;
- Are able to find and use information;
- Are able to use a range of technology;
- Work independently as well as co-operatively;
- Approach learning in a manner that is both receptive and critical;
- Are able to apply problem solving skills;
- Understand their society and environment and have the skill necessary to be informed and responsible citizens;
- Understand the natural world and are able to apply scientific concepts and processes;
- Appreciate the arts and are able to express their creativity;
- Have the understanding and skills necessary to achieve health and well being;
- Respect the rights of others and
- Have a positive belief in themselves as learners.
Enrolment

Prior to a child being enrolled to Baynton West Primary School, a parent or guardian must complete an application for enrolment form.

Before an admission can be finalised, the enrolling officer should sight a birth certificate or extract of a birth certificate and an immunisation card.

For the wellbeing 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. 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. This is kept strictly confidential.

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 by deed poll.

Schools are not allowed to use any other names on official documents.
School Times

8:20 am - School program commences
10:20 am - Morning recess
10:45 am - School program re-commences
12:45 pm - Lunch
1:25 pm - School program re-commences
2:30 pm - Children dismissed

Parents are asked to ensure that children do not arrive at school prior to 8:05 am nor remain after 2:40 pm. Staff are not rostered for playground duties outside of these times so children’s supervision and safety cannot be guaranteed.

During school hours the children are strictly the responsibility and care of the school staff. No child is permitted to leave the school grounds without prior approval of the parents or knowledge of the school administration.

If parents need to collect their child/children during school hours, they need to inform either the classroom teacher or the school administration and sign their child out at the school office.

Please note that parents are asked not to conduct impromptu interviews prior to school commencing, as teachers are busy building relationships with students.

If you wish to discuss an issue with a teacher, please contact the office to arrange an interview.

Term Dates for 2016

First Term
Monday 1 February - Friday 8 April

Second Term
Tuesday 26 April - Friday 1 July

Third Term
Monday 18 July - Friday 23 September

Fourth Term
Monday 10 October - Thursday 15 December

Please note that there are 7 school development days still to be arranged and that the starting dates for students in each term may change.

These dates will be advised once they are decided.
School Programs - Philosophy

At Baynton West 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, caregivers and the community ensures that Baynton West Primary School is responsive to changing needs.

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 co-operatively 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 Baynton West 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 ‘Growth and Inspiration’ encourages each child to strive for their very best and, to the extent of their ability, achieve excellence and develop of love of learning.
School Programs - Philosophy

Curriculum

We provide a progressive, comprehensive curriculum, which gives all children access to challenging, relevant programs. While a strong emphasis is placed on English, Mathematics and Science, History, Health and Physical Education, The Arts and Technology and Enterprise are extensively covered.

Visual Arts

A purpose built Visual Art room, well resourced and containing a kiln, is on the school site. All children access a variety of equipment during their Visual Arts program.

Computers

Each block of learning areas has a large number of notebooks and a charging trolley to enable the students to access technology to enhance their learning on a regular basis. A number of iPads are available for students to use with appropriate ‘Apps’ installed to suit differing learning needs. The connectivity throughout the school is state of the art and wireless internet can be accessed in all learning areas.

Library

A well-equipped Library Resource Centre is also used regularly by children during the course of the school week. A Library Officer supports teachers to instruct children in library usage, research skills and library automation.

Physical Education

All primary children are involved in receiving instruction from a Physical Education specialist at least twice a week. Fundamental movement skills, ball skills and minor games are all included in the Physical Education program. An extensive lunchtime program is offered.

Swimming

As part of the Physical Education program, all children are involved in a two week intensive swimming program.

Pre Primary Transition

A transition to Year 1 program operates for our Pre-Primary students during Term 4. Designed to ensure a smooth start to the school year, the children join the years 1-7 for lunch during Term 4. They will also spend time working with our specialists and Year 1 teachers during this term.

Year 6 Transition

A transition program operates for all our Year 6 students who will be leaving us in 2016. Visits to classrooms by High School Staff, information evenings for parents and children, and experience sessions where students spend time at Karratha Senior High School.

The major focus for activity within the school is the child.
Excursions/Visits

Regular excursions are conducted to areas of local interest or importance to add meaning to our educational programs.

Full information about all excursions will be provided to parents and before children will be permitted to leave the school premises to attend an excursion, a signed consent form MUST be received from the parent/guardian.

Parents are encouraged to sign the Excursion form allowing students to attend educational activities within the town site.

Attendance

It is mandated by the Education Act 1999, that attendance at school between the years of 6 and 15 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, e-mail, phone call or verbally from parents/guardians within three (3) working days.

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

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 enrolment). 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.

During school hours the children are strictly under the responsibility and care of the school staff. No child is permitted to leave the school grounds without prior approval of the parents or knowledge of the school administration.

Interviews

Interviews are an essential component of our Reporting to Parents/ Caregivers process. Teachers 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.

Punctuality

Please insist that your child arrives at school on time. Late comers interrupt the class activity, some get very upset at being late. We earnestly seek your help to ensure a prompt start to the school day.
Permission to Leave the 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.

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.
No Hat No Play

Baynton West Primary School has a strict No Sunsmart hat, no play policy. Children are required to wear a broad brimmed hat at all times when outside classrooms.

Failure to do so will result in a child being restricted to areas that are fully shaded.

Lost Property

All personal property (clothing, books, pencils, bags, pens, hats etc.) should be clearly labelled to ensure ease of identification and return of lost items.

Valuables at School

Money sent to the school for excursions, canteen etc. should be enclosed in an envelope bearing the child's name, room and purpose.

All monies must be handed in to the school office rather than to classroom teachers.

Children are encouraged not to bring valuables such as jewellery and/or much loved electronic toys etc. to school.

No responsibility is accepted by the school for losses of money or other valuables brought to school.

Mobile phones must be handed to the Office for safe keeping at the beginning of the school day.

Supervision at School

Playground supervision is provided during recess and lunchtime. Supervision is not provided prior to school commencing.

Children should arrive at school at 8:00 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.

Footwear

Children must wear footwear at school to minimise the risk of injury. If for any reason children are in bare feet, they will be obliged to stay off the playground for their own safety.

Thongs and masseur sandals are not recommended as they fail to provide proper protection for feet.

Children's Behaviour

Behaviour and conduct within the school are based upon mutual consideration and respect.

Regulations and rules are kept to a minimum and are introduced on the basis of mutual benefit, protection of the rights of the individual and a genuine concern and desire for the greatest benefit to all.

All classes follow the school's behaviour management plan which is on display in all rooms.

Children 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 safe and their interest and ambitions to learn will not be interfered with or disrupted by others.

The school has a Behaviour Management in Schools policy, which states how positive and negative behaviour is managed at school. It has been endorsed by the School Board and is reviewed on a regular basis.
Booklists

The Department of Education provides some text material needed in the school but it is necessary for each child to provide items of personal use such as pencils, pens, rulers, coloured pencils, erasers etc.

Towards the end of the year the school prepares a booklist which includes these basic items, as well as other materials they need. It is often necessary for parents to replenish these basic items during the year.

Bicycles

To avoid accidents, children must walk their bicycles, skateboards and scooters while on the school grounds.

Bicycles should be correctly parked in the racks provided and be made secure. Scooters, skateboards and other such modes of transport are to be secured within the racks also and should not impinge on learning spaces.

Parents should also ensure their children are made aware of, and practise, safe cycling habits when riding to and from school. Helmets must be worn.

It is the responsibility of parents to ensure that their child’s bicycle is roadworthy.

Dental Clinic

A free preventative dental service is available for all pupils enrolled at this school. The clinic is based at our school in a purpose built facility.

School Psychologist

A school psychologist based in Karratha services our school. The psychologist is available to assist children with educational, emotional or behavioural difficulties. Referrals are managed by the school leadership team in co-ordination with class teachers.
Voluntary contribution for 2016 is as follows:

<table>
<thead>
<tr>
<th>Number of Children</th>
<th>Contribution</th>
</tr>
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<tbody>
<tr>
<td>Primary - Each child</td>
<td>$60</td>
</tr>
<tr>
<td>Pre Primary</td>
<td>$60</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>$40</td>
</tr>
<tr>
<td>P&amp;C (per family)</td>
<td>$20</td>
</tr>
</tbody>
</table>

These contributions supplement a wide variety of resources intended to cater for our students. Parents are asked to pay the contributions at the commencement of the year.

Communication

The active involvement of parents in the educational partnership ensures the development of an educational program, which closely reflects the needs of the community.

Avenues of effective formal and informal communications exist to provide opportunities for teachers and parents to establish a friendly, supportive and co-operative working relationship.

The key to ensuring success for your child at school is to be fully aware of what your child is involved in and to be actively involved in all aspects of your child’s education.

To assist parents to be fully aware of what is occurring at school the following processes apply at Baynton West Primary.

Parent - Teacher Communication

Parent Information Meetings will be held early in term one to ensure parents meet the teachers and understand the expectations and routines within the classes. Classroom newsletters will be shared at this event to explain procedures and philosophies of the class teacher to parents.

Formal Student Reports

Twice a year, at the end of Semester 1 & 2, formal reports are issued for all students. Academic achievement, behaviour and values are reported. Parents are encouraged to contact class if the report indicates an interview is required. Other reporting processes throughout the year include:

1. Parent Meetings
2. Presentation Evenings

Newsletters

Newsletters are issued to families on a fortnightly basis and include a bulletin of school activities, organisational details, newsworthy items, special features and a calendar of coming events.

The newsletter is issued to families via the oldest child at school and is also available for viewing on the school website and school app. Please contact the school office if you are not receiving your copy.
School Website and School App

The school website can be found by visiting: www.bwps.wa.edu.au
The website contains a wealth of information and all class notes are available for viewing by clicking on the Communication menu at the top of the screen.

The School App is available for download to devices using the IOS and Android operating systems. The App provides information to community, includes the latest newsletter and parents and caregivers are able to sign up to receive alerts about school matters and upcoming events.

Parent Participation

Parents are encouraged to participate in a wide range of areas including:

- School Board membership
- Parents and Citizens Association
- Sports Carnivals & Events
- Library assistance
- Canteen duty
- Classroom rosters
- Excursions
- Community Events

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

Confidentiality is expected of those parents who assist and support at our school.
School Uniform

Baynton West Primary School strongly encourages our students to wear appropriate school dress at all times. The wearing of the school uniform serves a number of purposes.

- School morale and tone is lifted through the wearing of a uniform.
- Children are dressed for the occasion.
- School dress enhances the child’s sense of belonging to their school group. It also encourages a sense of pride in their individual appearance and as a member of the school community.
- School uniform is a more economically viable means of providing appropriate dress standards.
- Wearing school uniform removes the competition to wear designer and other fad clothing.
- School uniform does not impose upon each child’s individuality but reflects an attitude of respect and conformity to community standards and
- For children on excursions school dress can be an important safety factor for supervision.

Uniform

A vibrant school uniform that reflects the local environment and ethos of the school has been designed for all children to wear.

Children are also required to wear a hat when out of the classroom. Children without hats are confined to shady areas during recess and lunch. The uniform includes the school colours which are:

- Ashburton Purple
- Sturt Red
- Spinifex Green (on school logo)
- Black shorts, skirt or skorts.

Uniform order forms will provide a number of options and show images of the different items of uniform with prices included.

For safety reasons, safe footwear is to be worn at all times. Thongs, for example, are not considered to be safe footwear.

Inappropriate items, such as jewellery, large earrings etc., that can present a safety hazard are also not allowed. Please ensure that all items belonging to a child are identified with the child’s name to avoid them becoming lost.

For special occasions (eg excursions, sports carnivals etc.) children must be dressed appropriately.

Please note: the wearing of denim is not allowable in any public school in Western Australia.

Sports Uniform - Boys/Girls

Collared shirt in faction colours with the standard school shorts/skirt/skort.

Faction Colours

<table>
<thead>
<tr>
<th>Faction</th>
<th>Colour</th>
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</thead>
<tbody>
<tr>
<td>Sturt</td>
<td>Red</td>
</tr>
<tr>
<td>Spinifex</td>
<td>Green</td>
</tr>
<tr>
<td>Sun</td>
<td>Gold</td>
</tr>
<tr>
<td>Sky</td>
<td>Blue</td>
</tr>
</tbody>
</table>

School Uniform

Please note: the wearing of denim is not allowable in any public school in Western Australia.
School Board

The School Board has a wide range of responsibilities that affect the service provided by the school. Its primary responsibility is to set the direction for the school by ratifying the school priorities. It is also involved in monitoring the school plans prepared to address the identified priorities and in ensuring that adequate resources (both human and financial) are allotted to priority areas.

The School Board are involved in Principal recruitment when a new Principal is to be appointed.

The group provides an opportunity for the school staff and the parents to work together in the development of our school.

The School Board is also utilised to formalise policies constructed within the school community.

By including all parties in the decision making process, broad consensus can be achieved and policies put in place that best meet the needs of Baynton West Primary School students.

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 co-operation 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 twice a term and dates and times are notified through the school newsletter. 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.
Mobile phones

Mobile phones are not permitted to be used by students at school. As a school, we accept some parents/caregivers are concerned about safety to and from school and provide mobile phones for their children, we do not allow these to be kept in student bags and will accept no responsibility for theft or damage.

If your child needs to bring a phone to school, please write a letter of permission addressed to Lisa Ledger and ensure phones are given to the office daily for safe storage. All phones should have names printed clearly on them and students will need to collect them daily, reminders will not be issued.

Phones brought to school without permission will be confiscated and only given back to parents/caregivers.

Behaviour Management

The school is responsible for the creation and maintenance of a safe and positive learning environment and have developed effective processes to effectively manage student behaviour.

The approaches used at Baynton West Primary School:
• Are preventative in nature;
• Promote positive behaviour, student wellbeing and the development of self discipline;
• Focus on early intervention; and
• Outline procedures for the management of ongoing or serious misbehaviour.

Managing student behaviour is encompassed in the teaching and learning process. Baynton West Primary School provides a social context which allows students to be supported, whilst also being taught how to accept responsibility for their own behaviour.

Students are given opportunities to develop appropriate behaviours, self control and resiliency through interactions with teachers, other staff, their peers and the curriculum. These opportunities are reinforced consistently in order to enhance their understanding of responsible social behaviour.

Positive behaviour is acknowledged and encouraged in a variety of ways at Baynton West Primary School including through the use of:
• Verbal and written encouragement and feedback
• Merit and Honour certificates (presented at assemblies)

Each class teacher will have their own positive incentive program which will be tailored to the needs of their students within the classroom.

Inappropriate behaviour at Baynton West Primary School is dealt with using the five step behaviour management plan.
5 Step Behaviour Management Plan

**Step One: Warning (ie. Name on board)**
Praise another student who is close by displaying the correct behaviour. Praise the misbehaving student immediately they do something appropriate.

**Step Two: Warning (ie X Cross next to name)**
Reinforce the classroom rules with the student.

**Step Three: (ie. XX next to name)**
Cooling off / Isolate in the classroom. Teacher to discuss ways to solve behaviour with student after ‘cool off’ period.

**Step Four: Removal to another class**
Work provided and note for class teacher. Classroom teacher may inform parents via note and/or contact parents by telephone.

**Step Five: Administration involvement Parents contacted.**
Student completes work supplied by teacher and/or Think Sheet.

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**Severe Clause:**
Send Straight to office

**Examples of Severe Clause offences**
- Physical assault of a student or teacher.
- Verbal abuse of a teacher or student.
- Damage to property
- Intimidating behaviour

**Please Note:**
Please ensure you have an effective positive acknowledgement system in your classroom
Baynton West Primary School Bullying Prevention and Intervention Policy

Statement on Bullying

At Baynton West Primary School, we aim to establish a community in which everyone feels valued, respected and safe, and where individual differences are appreciated, understood and accepted. Everyone has a right to enjoy their time at school.

Bullying is:

- A targeted, repeated, unjustifiable behaviour that may be physical, verbal, sexual and/or psychological
- Intended to cause fear, distress or harm to another
- Conducted by an individual or group in an attempt to assert power
- Against an individual or group who is unable to effectively resist.

Examples of Repeated Bullying Behaviours
(Please note, this is not an exhaustive list)

<table>
<thead>
<tr>
<th>Direct</th>
<th>Indirect</th>
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| **Physical** | * Hitting, slapping and punching  
* Kicking  
* Pushing, strangling  
* Biting  
* Pinching, scratching  
* Throwing things, e.g. stones  
* Tripping | * Getting another person to harm someone |
| **Verbal** | * Mean and hurtful name-calling  
* Hurtful teasing  
* Demanding money or possessions  
* Forcing another to do homework or commit offences like stealing. | * Spreading nasty rumours  
* Trying to get other students to not like someone  
* Cyber bullying  
* Written notes |
| **Non Verbal** | * Threatening or obscene gestures | * Deliberate exclusion from a group or activity  
* Removing and hiding and/or damaging others’ belongings |
Baynton West Primary School Bullying Prevention Policy

This school believes that the working environment for students and staff should be safe and free from violence, harassment and bullying of any kind, as this infringes on our fundamental rights to safety and fair treatment.

Baynton West Primary School will not tolerate such behaviour, and with the collaborative support of the whole of its community has developed an action plan.

This plan recognises that stopping bullying is everyone’s responsibility and that the problem lies with the bullying behaviour, not the victim.

The Baynton West Primary School community is committed to supporting and empowering students who are being bullied by using the following prevention and early intervention strategies:

• Modelling of respectful, courteous and ethical behaviour by all staff;
• Treating bullying seriously and investigating the facts of any incident;
• Recording incidents of bullying in a consistent way that allows for monitoring i.e. using Integris Behaviour Module;
• Discussing Baynton West Primary School’s Code of Behaviour and school rules with all students;
• Implementing social skills and anti-bullying programs, (i.e. Positive Behaviour Support and Fish! Philosopy), to improve students’ interaction with others. These will be linked with relevant curriculum;
• Making classrooms and the playgrounds supportive and safe environments where learning takes place free of put downs, harassment and isolation;
• Organising whole school special days, where students can work in different environments and with other students, e.g. School Culture Days;
• Providing parents with information about bullying;
• Using the Pilbara Education Regional Office Students Services team where appropriate.
Baynton West Primary School Bullying Prevention Policy

Resolution of bullying incidents will involve:

- Mediator led discussions;  
  - This is a mediator led discussion with those students involved in a bullying incident;
- Contacting Parents/Caregivers to notify them of the incident if it goes to step 5 of the 5 Step Behaviour Management Plan or to a severe clause. See Parent Information Booklets;
- Recording such incidents in Integris and using Integris to monitor student behaviour over time;
- Referral to school psychologist for case management if required;

The key aims of the intervention plan are to:

1. Stop the immediate behaviour or harassment;
2. Ensure the person involved in the bullying action, changes his or her behaviour.
3. Ensure that all parties feel supported.

Please note: Parents/Caregivers should not approach those involved in alleged bullying incidents. These should be referred to the school leadership team. Baynton West Primary School encourages its teachers to incorporate a whole-school anti-bullying program into their classrooms and to react promptly and firmly when bullying occurs.
Baynton West Primary School Resolution Chart

Bullying Incident

Teacher Report
Student Report
Parent/ Caregiver Report

Teacher Report
Student Report
Parent/ Caregiver Report

Conflict is resolved
Conflict is unresolved

Administrative Intervention

Incident documented on Integris

Conflict is resolved through BMIS
Conflict is unresolved

Administrative Intervention
Parent/Caregiver mediation
In/Out of school suspension
School Psychologist
Community Police
Talking with my school

Do you want to speak with someone at your school about a particular enquiry or concern?

As a parent or carer you play a vital role in your child’s learning. Building a positive relationship between home and school plays an important part in the education of your child. Effective communication is the key to the success of this relationship.

Schools are committed to responding promptly and helpfully to your enquiries, concerns, suggestions and compliments.

Your school also provides information about support services for children with disability, intensive language classes, special programs, and its policies and procedures.

Where do you start?

Before contacting your school with an enquiry or concern you may want to:

• talk with family and friends to clarify your enquiry/concern
• write down your enquiry/concern
• make a list of all relevant information specific to your enquiry/concern
• take a support person with you if you feel nervous about talking about your enquiry/concern.

The next step is to make an appointment with the most appropriate person at your school.

Alternatively, you can write to the school. Enquiries/concerns received in writing are responded to in writing.

1. Discuss your enquiry or concern with the class teacher if it is about your child’s:
   • academic progress
   • general behaviour
   • homework
   • assessment
   • attendance
   • social or emotional wellbeing.

In your discussion with the teacher:
   • give all relevant information
   • discuss all possible outcomes for addressing your enquiry/concern
   • settle on an option that can be achieved with input from you, the teacher and your child.

2. Discuss your enquiry or concern with the principal if:
   • you were not able to achieve a satisfactory arrangement regarding your enquiry/concern with the class teacher
   • your enquiry/concern is about the conduct of a teacher or another member of the school staff
   • your enquiry/concern is about another aspect of school life that is impacting on your child’s education.

The principal will need time to discuss your enquiry/concern with all relevant parties but you can contact the school for progress updates.

Your enquiry/concern will be managed according to established school policy and procedures. Anonymous enquiries/concerns are only acted on if enough information is provided for the principal to follow-up.
3. You may contact the regional education office or local education office if:
- your enquiry/concern has not been resolved by your school’s principal
- there is a reason for not raising your enquiry/concern with the school directly.
Your school can help you with contact details for the coordinator of regional operations at the regional education office.

4. Consideration by the Director General
The next level for consideration of an unresolved enquiry/concern is to write to the Director General of the Department of Education.

You may lodge a written description of your enquiry/concern and the steps you have taken to achieve an outcome. The Director General may appoint someone to review your enquiry/concern.

Postal address:
Director General
Department of Education
151 Royal Street
EAST PERTH WA 6004

5. Independent review
Your final recourse for your unresolved enquiry/concern is an independent review by the State Ombudsman. The Ombudsman’s approach is independent and impartial while observing procedural fairness and strict confidentiality at all times.

The Ombudsman can be contacted:
T: 9220 7555
T: 1800 117 000 (free for country callers)
Postal address:
Ombudsman Western Australia
PO Box Z5386
St Georges Terrace
PERTH WA 6831
Office location:
Level 12
44 St George Terrace
PERTH

Other useful contacts
The Standards and Integrity Directorate at the Department of Education offers general advice on matters related to staff conduct.

T: 1800 655 985 (free for country callers)

The Equal Opportunity Commission offers advice about discrimination.

General enquiries:
T: 9216 3900
T: 1800 198 149 (free for country callers)
Office location:
Level 2, Westralia Square
141 St Georges Terrace
PERTH
Postal address:
PO Box 7370
Cloisters Square
PERTH WA 6850

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Homework

<table>
<thead>
<tr>
<th>Year P – 3 homework can include:</th>
<th>Year 4 – 6 homework can include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• reading</td>
<td>• reading</td>
</tr>
<tr>
<td>• maths skills</td>
<td>• maths skills</td>
</tr>
<tr>
<td>• spelling/phonological awareness/sight words</td>
<td>• spelling/phonological awareness/sight words</td>
</tr>
<tr>
<td>• work negotiated with individual parents and/or students.</td>
<td>• work negotiated with individual parents and/or students.</td>
</tr>
<tr>
<td>• work not completed in class time (providing the student understands the work)</td>
<td>• re-writing, completing research work etc.</td>
</tr>
<tr>
<td></td>
<td>• work not completed in class time (providing the student understands the work)</td>
</tr>
</tbody>
</table>

Homework should not include original drafts of:

- Story writing
- Difficult maths problems
- Research work projects

Homework is only issued between Monday and Friday nights.

At Baynton West Primary School, all homework has a purpose and reinforces concepts and processes covered during class time. Homework only revises material taught in class time.

Children will not be punished for failure to complete set homework. If children regularly fail to complete homework, parents/caregivers will be notified. If parents require their child to have extra homework they should feel free to discuss this with the Principal or Deputies.

For children going on extended holidays, or with long-term illness, parents are asked to contact the class teacher to find out what will occur in class. Sufficient notice of when work is required is expected from parents. Activities similar to what children would have covered in class during the absence can be provided at the teacher’s discretion.

For extended holidays we suggest parents support their children to complete a log or diary of their trip.
Child Health / Diseases

The school has access to a Community Nurse. The nurse, when on site, advises on the treatment of minor injuries and illnesses, as well as conducting screening sessions (eyesight etc.), immunisation courses and provides specialist health advice to teachers and children.

Children who injure themselves or who fall ill during the course of the school day are initially attended to in the playground or the office.

Parents will be contacted if we believe the child should not remain at school. Parents are asked to ensure that emergency contact numbers are accurately maintained at all times.

The following advice has been summarised from the Health Department Booklet issued to schools and is supplied for your information. The main aim is to define periods of exclusion from school of children who have communicable and infectious diseases or children who have been in close contact with them.

Uncommon and rare diseases have been omitted from the list. Information about these diseases may be obtained from the Health Department, Community Nurse or General Practitioner.

Children who are ill should not be permitted to go to school until they are fully recovered. Please note that in some cases that involve infectious diseases exclusion from school is a requirement. Should this be necessary, the school will advise you of the period of exclusion.

If medication is to be taken at school, the department policy is clear. The correct proforma must be completed fully and prior agreement with the administration team must be gained. For medical conditions such as asthma and anaphylaxis, medical action plans need to be kept for individual students. Parent support is required to keep these up to date and provide medication.
## Western Australian Vaccination Schedule

<table>
<thead>
<tr>
<th>Age</th>
<th>Disease Prevented</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth (must be given within 7 days of birth)</td>
<td>Hepatitis B</td>
</tr>
<tr>
<td>2,4 and 6 months</td>
<td>Pneumococcal&lt;br&gt;Rotavirus&lt;br&gt;Diphtheria, Tetanus, Pertussis, Poliomyelitis, Hepatitis B and Haemophilus Influenzae type b</td>
</tr>
<tr>
<td>6 months to &lt;5 years</td>
<td>Influenza</td>
</tr>
<tr>
<td>12 months</td>
<td>Measles, Mumps, Rubella&lt;br&gt;Haemophilus Influenzae type b&lt;br&gt;Meningococcal C</td>
</tr>
<tr>
<td>18 months</td>
<td>Varicella (chickenpox)</td>
</tr>
<tr>
<td>4 years (Can be given from 3.5 years of age)</td>
<td>Measles, Mumps, Rubella&lt;br&gt;Diphtheria, Tetanus, Pertussis, Poliomyelitis</td>
</tr>
<tr>
<td>School Year 7</td>
<td>Hepatitis B&lt;br&gt;Diphtheria, Tetanus, Pertussis&lt;br&gt;Varicella (chickenpox)&lt;br&gt;Human Papilloma Virus</td>
</tr>
<tr>
<td>Term 1: Hep B and HPV</td>
<td></td>
</tr>
<tr>
<td>Term 2: Varicella and HPV</td>
<td></td>
</tr>
<tr>
<td>Term 3: Hep B and dTpa</td>
<td></td>
</tr>
<tr>
<td>Term 4: HPV</td>
<td></td>
</tr>
</tbody>
</table>
National Anthem

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.

School Song

We’re Baynton West and we strive for our best,
Working hard aiming high ‘til we reach the sky.
We’re Baynton West and we strive for our best,
Look at us we’re learning all the time.

With collaboration and harmony,
We’re building a future strong.
With fearless determination we try,
Never give up, we can do no wrong.

We’re Baynton West and we strive for our best,
Working hard aiming high ‘til we reach the sky.
We’re Baynton West and we strive for our best,
Look at us we’re learning all the time.

Like the Mulla Mulla petals we’re resistant and strong,
Like the Ashburton Pea we adapt.
We’re a sea of purple in a big red land,
Baynton West, we’re on the Pilbara map.

We’re Baynton West and we strive for our best,
Working hard aiming high ‘til we reach the sky.
We’re Baynton West and we strive for our best,
Look at us we’re learning all the time. YEAH!
Cyclone Information

Cyclone Watch/Warning:
Children are to attend school as per normal.

Blue Alert
In a blue alert the school will usually remain open.

If a Yellow Alert is predicted and likely to be declared at some time during the school day the school will not open and children are to remain at home.

If the school is to close, this information will be broadcasted via the following local radio stations. Emergency information is broadcasted at approximately ¼ past the hour. The frequency of the updates will depend on the type of cyclone alert. School closure will be broadcasted between 6.15am and 7.45am.

ABC Radio (Official Broadcast)
Spirit Radio (Unofficial Broadcast)

The closure advice will be repeated each morning until the decision to re-open the school is made.

School buses may be affected at this stage. Any change to the bus operation will be given on the radio at the above times.

PLEASE DO NOT RING THE SCHOOL. All information and updated reports relating to the warnings and school closure ARE ISSUED ON THE RADIO. Please keep yourself informed.

Yellow Alert
If a Yellow Alert is declared during a school day, the following will occur:

Yellow Alert before 12:00: – students can be picked up immediately from their classroom. The school will close at lunch time. Students will not be sent home until instructions are received from parents.

Yellow alert after 12:00: – students can be picked up immediately from their classroom. The school will close at the usual time. Students will not be sent home until instructions are received from parents.

Yellow alert after 14:00: - If a Yellow Alert is called at or after 2.00pm schools will generally be closed the following day. Please continue to listen to the radio to receive information as to when schools will open.

The above does not preclude immediate closure in extenuating circumstances and if deemed necessary by the Cyclone Committee.
Cyclone Information

Red Alert
The School will remain closed during a Red Alert.

In the event that a Red Alert is proclaimed after 2.00pm, schools will remain closed the following day. In the event that a Red Alert is proclaimed after 2.00pm but subsequently cancelled, the Regional Executive Director in consultation with the Cyclone Committee has the discretion to ensure that schools open the following day.

After the Cyclone

If a Red Alert is called after 2.00pm schools will generally be closed the following day to allow for assessment and repair of serious damage.

Please continue to listen to the radio to receive information as to when schools will open.

Please keep yourself informed via the radio, until all threats from the cyclone has passed.
Appendix 1: Information for Parents of Pre-Primary Students

Philosophy

The Early Childhood years are an important time in the development of the children’s skills, knowledge and understandings. It is the time when children learn about school routines, how to actively participate in learning and how to interact with others in a variety of situations.

As of 2013, Pre-Primary is compulsory for all children. With the introduction of the Australian Curriculum, the expectations about what children learn in Pre-Primary are changing, particularly with increased levels of Literacy and Numeracy skills. Best teaching practice indicates that a careful balance of formal and informal learning achieves the highest outcomes for children.

At Baynton West Primary School, your child will be learning in a play-based environment which is carefully structured to allow for academic learning, social interaction and communication, and the development of physical skills. This child-centred approach will enable your child to develop at their individual pace through exploring and pursuing their interests, while being challenged to continually learn and grow in all areas.

Drop off

A responsible adult or child should accompany all children until the teacher has admitted them into the Pre-Primary room at 8:00am. Children are not to use the play equipment before Pre-Primary starts for safety reasons.

Pick Up

A responsible adult or child must pick up your child. The staff can only allow children to leave the room with nominated persons. If any changes or special arrangements have been made, please notify your child’s teacher. In addition, please ensure that your child is collected promptly to avoid unnecessary distress.

Birthdays

Please feel free to bring in a cake or cupcakes on the day closest to your child’s birthday. We love to celebrate your child’s milestones!

Daily Requirements

Each morning, the children have a shared fruit time. Every child needs to bring along a piece of fruit or vegetable daily. A hat, shoes and change of clothing are also essential for every session. In addition, all children will need to bring lunch. Please provide your child with a healthy nutritious lunch and water bottle.

About the Pre-Primary

We appreciate your help and support as your child enjoys the opportunity to share their learning and excitement with you. You have an important part to play in helping us achieve the best possible outcomes for all the children.

Clothing and Footwear

The wearing of school uniform is required in Pre-Primary. All children are required to wear shoes to and from school.

Please note - Children must also wear sun smart hats at all times in the playground.

Please remember to have ALL clothing and footwear labelled with your child’s name.
Parent/Caregiver Assistance

The development and education of children should be a shared experience between the school and the parents. The learning program that is taught in Pre-Primary is the responsibility of the teacher however, parents also play a very important part in their child’s educational development. You can assist with this by:

- Returning all forms as quickly as possible.
- Being on time for each session.
- Being on time at the end of the day.
- Taking part in the centre’s activities (e.g. rosters and meetings).
- Notifying the teacher (in writing) when your child is absent.
- Notifying the teacher if you know that your child will be away for an extended period.
- Discouraging your child from bringing toys from home (unless otherwise requested).
- Keeping in touch with the teacher on matters concerning your child’s health, emotional and family situations.

This allows the teacher to understand any problems that may be troubling your child.

Maintaining contact with the teacher. Incidental discussions are very important however, please try not to discuss issues in front of children and be aware that it is impossible to hold parent discussions during session time.

Saving any recyclable materials that may be of interest to the children. We would gladly accept any of the following items:
- paper, gift wrap, wallpaper, architecture paper, computer paper and foil;
- cardboard boxes and packets;
- cuts of lino, carpet, leather and wood;
- cardboard rolls (not toilet rolls); material, felt and wool scraps;
- x-rays;
- ice-cream, yoghurt and margarine containers; and dress-up clothes, hats, bags, shoes, etc for dramatic play.
Baynton West Primary School - Pre Primary to Year 6

Growth and inspiration

Baynton West Primary School
Marniyarra Loop Baynton West WA 6174
T: 08 9185 3001