

## PARENT INFORMATION



**BIBRA LAKE  
PRIMARY SCHOOL**



**BIBRA LAKE  
PRIMARY SCHOOL**

BE INSPIRED. BE RESPECTED, ACHIEVE

29 Annois Road  
Bibra Lake WA 6163  
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## Introduction to Bibra Lake Primary School

### Our Purpose

*Our purpose is to ensure that all students develop the knowledge, skills and confidence to achieve their individual potential and contribute to society.*

### School Contact Details:

Telephone: 9417 3303, Fax: 9417 7420.  
Email: [bibralake.ps@education.wa.edu.au](mailto:bibralake.ps@education.wa.edu.au)  
Website: [www.bibralakeps.wa.edu.au/](http://www.bibralakeps.wa.edu.au/)  
Canteen: 9417 5536

### Welcome to the Bibra Lake Primary School.

*Bibra Lake is an Independent Public School which is recognition of the high standard of school governance, the quality of the programs available and the professional approach of all of our valuable staff.*

*A School Board has been established to further guide ongoing improvement.*

*We aim to set challenging targets for ourselves while continuing to build a strong community partnership that has already been established.*

*On behalf of the school staff I would like to welcome you. This booklet outlines all the relevant information for a smooth start.*

*Education is a partnership between the home and the school and to that end parents are very welcome and in fact encouraged to participate in the school education environment.*

**Dr Greg Travers**  
**PRINCIPAL**

## School Board

### The role of the School Board is to take part in:

- Establishing, and reviewing, from time to time, the school's objectives, priorities and general policy directions;
- The planning of financial arrangements necessary to fund those objectives, priorities and directions;
- Evaluating the school's performance in achieving them;
- Formulating codes of conduct for students at the school;
- Promoting the school in the community; and
- Determining, in consultation with students, their parents and staff of the school, a dress code for students when they are attending or representing the school;

Minutes of meetings are displayed on the parents' noticeboard and parents are most welcome to discuss issues raised with their parent representatives.

## The School

Bibra Lake School consists of six air-conditioned teaching blocks. There is an administration block, a library inclusive of a computer laboratory, a covered assembly area, a canteen, a Japanese room and a Performing Arts Area, as well as four Early Childhood centres.

### Hours of Instruction

School commences at 8.48am every day and concludes at 3.05pm, except Wednesday when the finish time is 2.30pm.

Recess is from 10.30am until 10.50am

Lunch is from 12.20pm until 1.00pm.

\*Parents are requested to ensure that their children arrive from 8.30am as no supervision is available before this time.

## Before School

As parents would know, all schools discourage children from being at school until 8.30am because of the 'Duty of Care' issues which are of concern for the teaching staff. However, we realise that some parents work, hence, their child/children may need to be on the school premises prior to 8.30am. The undercover area has been made the area where children wait until they are formally permitted into the classroom at 8.35am. During the time the children are waiting, they should be sitting either on the seats or on the ground; chatting quietly to their friends, reading or doing something which does not require them to move around. At 8.35am they then move off to their class.

Should a teacher not be in the classroom at this time, the children must wait for the teacher's arrival before entering their classroom. These rules are enforced for the safety of the children and apply to all classrooms within the school. **The first lesson of the day will begin at 8.48am.**

## School Policies and Procedures

### General Policies

The Department of Education and Training, School Board and School Administration have developed a number of policies that relate to our school. These policies give parents, school administrators, staff and students guidelines for organisational and operational matters. Policy development is ongoing as the need arises.

### Homework Policy

The school has a formal homework policy that is fully endorsed by School Board, Teachers and Parents.

Homework is provided each evening for children in Years 1-6. The homework given will be in the form of 'simple tasks' that will both support and consolidate the children's learning in class. It is expected that these tasks should take the children between 15 and 20 minutes to complete.

To support their children's learning, parents need to make themselves aware of these tasks and support and encourage their children to become organised and be happy learners.

### Enrolment Policy

In keeping with Department of Education and Training policy, the school's enrolment policy is non-discriminatory and without consideration of religious denomination, race or academic achievement. Admission is subject to approval by the Principal. Bibra Lake is a "Local Area Intake" school hence priority is given to residents of Bibra Lake. Special needs, which the child may have, must be declared at the time of completing the "Application for Enrolment" form for all new students. We have a review and assessment period to ensure each child is placed appropriately.

### Procedures

#### Enrolment of Students Throughout the Year

- Each new parent will meet with the Principal at the time of enrolment and students will be allocated to a

class depending on these discussions and overall numbers in existing classes.

### Continuing Students

- Towards the end of each year the school will embark on a placement procedure for the following year. The following criteria will apply:
- Classes will be formed depending on the number of enrolments and governed by allocation of staff from the Department of Education and Training.
- Classes *will not* be academically grouped.
- Students will be grouped as much as possible with equal gender.
- Positive peer group structures enhance the learning environment. The school will endeavour to group students who work well together and can cooperate in group situations.
- Students who have specific educational needs will have special consideration for class placement so that their education will be maximized.
- Parents will have an opportunity to make written representation before groups are formed. This representation should outline **only** exceptional circumstances such as placement of twins or historical 'problems' of which the teachers or the Principal have no prior knowledge. *We would ask that parents do not make representation for such areas as placement in straight year groups or split year groups as this very much constrains the placement of students.*
- Where possible students will be placed in a straight class after they have spent the preceding year in a split class. Consideration will be made of parent requests, peer groups and gender equity.
- Teachers will provide the Principal with a draft list of classes. The Principal will have final say in the placement of students in classes.
- Class lists will be displayed in the week prior to the commencement of school.

*If you have any concerns about a class placement you may make an appointment with the Principal to discuss them.*

### Placement Of Students In Classes Policy

Compulsory Primary Education is a journey of seven years where students are exposed to a range of teachers, teaching styles and experiences. The school endeavours to place students in classes where they can best reach their potential and benefit from these varying learning experiences.

As we apply the Principles of the West Australian Curriculum the school may look at different groupings of students so as to maximise learning. Although the basic structure will remain, there will be occasions where groups may be enlarged or even reduced. These circumstances will depend on the teaching involved and the outcomes to be achieved.

## Multi-age classes

Parents/caregivers often want to find out about classes where children of differing ages are grouped together.

In junior primary (Years Kindergarten to 3) and primary schools 'multi-age groups', 'composite classes', 'split classes', 'vertical groups', 'family groups' are names used to describe these class arrangements.

In this booklet the term 'multi-age groups' is used to describe such groupings.

### Why have multi-age groups?

Children belong to a variety of groups. Some of these groups have a diverse age range. Within families, neighbourhood and friendship groups, sports and clubs, younger and older children play and learn together.

This way of organising classes assists schools by providing flexibility in class structures to provide for needs of individual children and identified groups.

Multi-age grouping is one strategy that supports teachers in providing quality education for students.

Multi-age groups provide opportunities for children to:

- work together and learn from each other
- work at their own rate, experience success and acknowledge the success of others
- accept, value and care for others as individuals
- be in the same class as other members of the family group
- foster a 'sense of community' as they share the responsibility for learning
- stay with the same class teacher over a number of years enabling teachers to develop a realistic and detailed understanding of each child, their ability and their potential.

## Dress Code Policy

The School Board of Bibra Lake Primary School has established a dress code for all students attending the school.

The School Board believes a school dress code:

- Fosters and enhances the public image of the school;
- Assists in building school and team spirit;
- Ensures students are safely dressed for specific school activities;
- Encourages equity among students; and
- Prepares students for work, as many work places have dress and safety codes.

### Advice to Students on the Dress Code

Students should ensure that they use appropriate protection from the sun when outdoors. This includes a hat for all outdoor activities, all year round.

## Availability of Dress Code Items

1. A uniform shop operates at our school and items may be ordered on the standard form. Items in the designated school colours may be purchased from any clothing or department store if desired.
2. Sports uniforms and tracksuits may be ordered through the school.  
Sports uniform will be required for participation in Interschool Sport.

## Modifications to the Dress Code

Students who, for religious or health reasons, may wish to modify the school dress code are required to make an appointment with the principal or designated staff member. Staff will be informed of any student granted a modification to the dress code.

Students not following the dress code will receive:

- Counselling from a designated staff member on the benefits of a dress code;
- Assistance/support in obtaining suitable clothing, if necessary; and
- A pass for an agreed length of time for dress modification.

Students not following the dress code may be denied the opportunity to represent their school at official school activities, which include choir, sporting and social events.

### *The Cancer Council recommends hats with brims*

## Dress Code Selection – Boys

### **Summer**

*Black Shorts*

*Light blue polo shirt*

*Faction Tee shirt*

*Maroon cap or bucket hat*

### **Winter**

*Maroon tracksuit*

*Light blue polo shirt*

*Faction Tee shirt*

### **Sport**

*Black Shorts*

*Faction Tee shirt*

### **Interschool Sport**

*Light blue polo shirt*

*Black Shorts*

*Other shirts as provided by the school.*

## Dress Code Selection – Girls

### **Summer**

*Black sports skirt*

*Maroon sports briefs*

*Light blue polo shirt*

*Blue/maroon/grey check dress*

*Black Skorts*

*Black Shorts*

*Maroon cap or bucket hat*

### **Winter**

Maroon tracksuit  
Light blue polo shirt  
Maroon cap or bucket hat

### **Sport**

Black Shorts  
Black Sports skirt  
Black Skorts  
Maroon sports briefs  
Faction Tee shirt

### **Interschool Sport**

Light Blue Tee shirt  
Black shorts, skirts or skorts (according to sport).

## Teaching and Learning

### **School Development Days**

There will be six School Development (pupil free) days within the school year. These usually occur at the beginning of Terms 1, 2, 3 and beginning and end of Term 4.

### **Reporting to Parents**

A formal report is sent home mid-year and at the end of the year. The school can cater for both parents of separated families. Informal reporting to parents continues all year with work samples sent home and interviews.

### **Learning Areas**

Bibra Lake Primary's learning program is based on the values as prescribed in the West Australian Curriculum (*English, Mathematics, Humanities and Social Sciences (HASS) Science, Languages other than English –Japanese, the Arts, Health and Physical Education*). All students will be exposed to each aspect of the curriculum throughout their time at the school.

### **LOTE (Languages Other Than English)**

All year 1 to 6 students at Bibra Lake Primary School learn Japanese. LOTE is one of the eight learning areas.

### **Children at 'Educational Risk' and Children with a Learning Disability**

The school has a SAER – (Students at Educational Risk) Coordinator.

The SAER Coordinator supports both the teacher and student who may experience difficulty accessing the normal class curriculum; or students presenting with behavioural or emotional issues. The SAER Coordinator works closely with the school psychologist making links with support agencies when relevant.

The SAER Co-ordinator also provides support to classroom teachers as they in turn provide learning experiences for any child with a learning disability. The Coordinator seeks funding enabling a child to be provided with a Teacher Assistant or in providing additional resources to assist with their learning.

The SAER Coordinator facilitates meetings with the school psychologist in order for parents and staff to meet to better

provide learning opportunities for children who fall into this category.

### **Early Childhood**

Four centres are in operation for Kindergarten and Pre-Primary students in 2017. The telephone number for Centres EC1, EC2, EC3 and EC4 is: 9417 4049. Please indicate to whom you wish to speak.

### **Factions**

The students are divided into four factions for sports lessons and carnivals.

These are:

- *Bassett (Blue)*
- *Ramsay (Green)*
- *Meller (Gold)*
- *Tapper (Red)*

Faction T-shirts are to be worn to sport and are available from the Uniform Shop.

### **Swimming**

In-term swimming lessons are conducted each year. Pre-Primary to Year 6 will attend Melville Aquatic Centre.

### **Library Resource Centre**

The school Library Resource Centre is open to children 8.35am to 3.05pm on Tuesday, Wednesday and Friday. Parent help is requested to assist with general duties – eg covering and repairing books and returning books to shelves whenever convenient. Please contact Deputy Principal Sandy Pascoe if you can help.

### **PEAC Centre**

The Primary Extension and Challenge (PEAC) Centre provides Bibra Lake children with enrichment courses in a variety of subjects with a variety of interesting themes and topics.

Students are tested toward the end of Year 4 each year, and if selected, may attend courses in Years 5 and 6.

### **School of Instrumental Music Scheme (SIMS) Program**

Students are selected in Year 4 for special instruction in Brass, Flute, Clarinet, Percussion and Guitar in Years 5 and 6. This program allows talented music students to develop their skills to a high level.

### **Buddy System**

A number of teachers and their classes operate a Buddy system within the school. Students in the upper and middle section of the school are Buddies with the students from classes in the junior part of the school. The students engage in a range of learning activities which enhance the learning program and develop positive social relationships between the students.

## School Photographs

The school organises individual and class photographs with a professional photographer. Parents will receive information usually in Term 3 and may avail of their services if they wish.

## Pastoral Care

### Support Services

The School is supported by various Government Departments to provide the best service to our students. Apart from Dental Services the School Administration requests these services in consultation with parents. They are valuable assets to improve our educational program.

- School Psychologist
- Community Health Nurse
- Community Policing Officer
- School Chaplain
- School Volunteer Program
- Additional school services are available from South Metropolitan Regional Office

### KidsMatter

KidsMatter is a National program which is flexible and whole-of-school orientated.

When tailored to suit the needs of local schools, it has been proved to make a positive difference in the lives of the children we teach.

KidsMatter primary provides the proven methods, tools and support to help schools work with parents and carers, health services and the wider community, to nurture happy, balanced kids.

Through KidsMatter schools undertake a two-to-three-year cyclical process in which they plan and take action to be a positive community; one which is founded on respectful relationships and a sense of belonging and inclusiveness that promotes:-

- The building of a positive school
- Social and emotional learning
- Working authentically with parents, carers and families
- Support for students who may be experiencing mental health difficulties.

When schools take on KidsMatter, they build on the work that they are already doing in these areas.

Bibra Lake began to engage in the KidsMatter program in 2013 with their work toward becoming a more Positive School. An Action Team is comprised of Parents and Teacher members.

### School Chaplain

The school Chaplain's key role is in working in the school community to address the social, emotional, physical, mental and spiritual needs of students, staff and the families of both students and staff. The Chaplain works within the school as a

caring adult that is a non teacher, and is able to be a neutral person for the school community to relate to.

The Chaplain's role is varied, the main roles of a Chaplain are:

- *Building relationships with students, staff and families.*
- *Offering pastoral care.*
- *Being a mentor.*
- *Providing additional practical help for teaching and administrative staff.*
- *Offering input about spiritual and "meaning of life" questions when asked.*
- *Being a positive role model.*
- *Providing a link between schools, and other professional services and in the local communities.*
- *Participate in classroom activities; attend excursions, at the invitation of the teacher.*
- *Be a support person in grief, family breakdown and other crisis situations for staff, students and parents.*
- *Runs breakfast club and provides emergency lunches.*

Chaplains offer a formal Christian presence in the school community, representing the local churches in a broad non-sectarian sense.

Chaplains do not share confidential information without the consent of the other person, unless there are compelling moral, ethical or legal grounds. The Chaplain respects the rights of parents/guardians to ensure the religious and moral education of their children is in line with their own convictions. The Chaplain respects, accepts, and is sensitive to other people's views, values and beliefs that may be different from their own.

Tanya Trezona is our School Chaplain. She will be available Monday 7.30am – 2.30pm and Wednesday 8.30am – 2.30pm. The School Chaplain is on call after hours and during school holidays except for the week before Christmas and three weeks after. The School Chaplain can be reached through contacting Youthcare by phone on 9376 5000.

## Communication

### Skoolbag

Our School has our own Skoolbag iPhone and Android App to help us communicate more effectively with our Parent/Student community. To install it, just search for our school name "Bibra Lake Primary School" in either the Apple App Store, or Google Play Store. Newsletters can be accessed and important reminders sent to keep our parents informed of events happening in our school.

### Web Site

<http://bibralakeps.wa.edu.au>

Our Web Site is full of important information and regularly updated. If you require any information on school events, we have a live 'School Calendar' that you can easily check from term to term. Emails of newsletters and Skoolbag notifications

are accessible through our Website by clicking on the Skoolbag icon. We encourage all parents to regularly check our website for up to date information on events on our 'live' calendar.

## Newsletters

Fortnightly newsletters are posted on the School website and via our School App (Skoolbag), fortnightly on Tuesdays and include information about school activities, excursions, community activities, P & C News, etc. Hard copies can be collected from the Administration building.

There is a P & C noticeboard outside the Administration building.

## Assemblies

These are held on alternate Wednesday mornings, and classes are rostered to run an assembly. Merit certificates, special guests (students being mentioned for their special achievements outside of school) and musical items are featured. All parents, family, friends and community members are welcome to attend assemblies.

## Absentees

All absences need to be verified by a communication from a parent giving reasons for the absence (either in writing, phone or email). This can be done through our Skoolbag App. This is particularly important if the absence is due to one of the infectious diseases. Remember, if your child is unwell; please keep him/her at home until **completely** recovered (even if your child says he/she wishes to come).

## Students Leaving School Grounds

Parents are requested to go to Administration to complete the 'Notification of Child Leaving School Grounds Early' form - (green form).

The parents will then present the 'green form' to their child's teacher who will release the student into the parents care. All students must be signed out by parent/carer for appointments during school hours.

## Interviews

Parents are welcome to discuss their child's progress with teachers during the year. Please contact the teacher to arrange a suitable appointment time.

## Contact Details

Please keep phone numbers and emergency contacts current.

It is essential that we can contact a responsible adult at all times. It is most important that the school has up-to-date contact details for every student in our school. Please ensure you contact the school immediately if your contact details change including phone (home, mobile and work) and residential address.

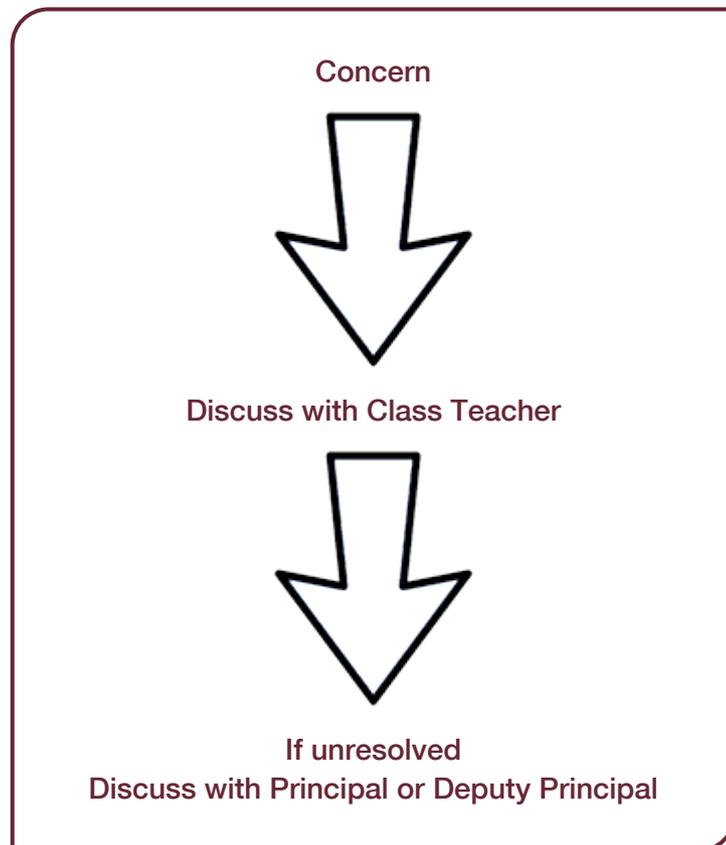
## Late Arrivals

Students arriving after 9.00am and before 10.00am must report to the office for a "late slip" to take to their teacher. After 10.00am the student is to 'sign in' in the Student Sign-In book. A note is required by the parent as a half day absence will be recorded.

## Concerns / Complaints

The school is always available to discuss issues regarding individual students or whole school organisation. It is best that if a parent has a concern with a classroom learning issue they first contact the class teacher. Follow up contact should be made with the Principal on **9417 3303** or by email on [bibralake.ps@education.wa.edu.au](mailto:bibralake.ps@education.wa.edu.au)

For more information please refer to our complaints policy/guide.



## Playground Supervision

A roster of teachers and teacher assistants is developed each term to ensure the students are supervised during the morning recess and lunch break. During the afternoon break each teacher is responsible for the supervision of their class. During inclement weather a wet weather procedure is followed.

## Property

### Personal Items Lists

Students are required to provide items for their personal use such as pencils, biros, rulers, rubbers, coloured pencils and files each day. Personal Items order forms are sent to parents in Term 4 and prepacked items are delivered and available for collection during Term 4. Relevant dates will be advertised. Please make sure that all personal items are clearly marked with the student's name.

## Respect for Property

Students are encouraged to care for their own belongings, (eg: clothing, classroom items, lunch boxes etc) and also items belonging to the school such as library books.

## Valuable Items

No responsibility can be taken by the school for the protection from damage or theft of items such as radios, games, toys or jewellery which children may bring to school. For this reason, parents are asked not to allow children to bring valuables to school.

## Internet and Media Permission Forms

From time to time the school highlights achievements of our students through our Internet site, the school newsletter or other newspapers. The school requires parent permission to place these names and pictures in the media.

New students are supplied with the "Internet Policy" to sign and their parents with the "Information Privacy and Security Permission" document to sign.

## Lost Clothing

The P & C Association maintains a lost clothing box (for unnamed items) outside the Canteen. Please mark all clothing with your child's name so it can easily be returned to you.

## Bicycles

- The Federal Office of Road Safety recommends, as a general guide, that children under the age of nine are not encouraged to ride a bicycle unsupervised.
- All students living north of the school who cycle to school are requested to park their bikes in the bike racks adjacent to Block 1.
- All students living south of the school who cycle to school are requested to park their bikes in the bike shed.
- Students are expected to wear an approved bicycle helmet.
- Students are not to ride bikes or scooters on school property.
- Bikes and scooters are to be locked in bike racks provided. Parents are expected to provide locks.

## Contributions and Charges

### Schedule

The School Board sets limits for Contributions and Charges and endorses Items for Personal Use each year.

The Bibra Lake School Board has endorsed the schedule of Contributions and Charges for 2017. The Voluntary Contribution for Kindergarten, Pre-Primary and Years 1 to 6 is \$60.00. Payments can be paid at the school office by **cash or cheque** or by direct debit.

## Bank details for EFT are as follows:

**ANZ Bullcreek – Bibra Lake Primary School,  
BSB 016 268, Account No. 4368 28802**

**PLEASE ENSURE YOU INCLUDE YOUR FAMILY NAME**

## Voluntary Approved Fund

The P & C Association sets the level of the Voluntary Approved Fund, which is tax deductible. For 2017 the level is \$20.00 per student.

## Money Collection

Money collection, for all excursions and school activities, is any day. **Please pay to classroom teacher first thing in the morning.**

## Safety

### Parking

A parents' car park is provided off Parkway Road. Please take care during the busy times before and after school. If it is necessary to collect children by car, collection at the "Kiss and Ride" facility at 3.15pm is less frustrating. Please do not leave your vehicle in the 'Kiss and Ride' as this stops the flow of traffic. The staff car park is for STAFF ONLY.

A bus bay exists at the front of the school on Annois Road. Children often return from outings close to school closure times. Parents are asked to ensure this bay is not used for parking when traffic cones have been placed on the kerb.

Parents or visitors with ACROD passes may use the pull through bay behind the canteen.

### Mobile Phones at School

Student use of mobile phones at school is an issue throughout the State. While mobiles are permitted at school, it is strongly suggested that parents should not allow their child to bring one to school unless there is a very compelling reason to do so. In cases of emergency, students have access to a telephone in the front office.

Where students require mobile phones for after school contact the phone should be handed to the front office and collected at the end of the day. Under no circumstances will the school accept responsibility for the loss, theft or damage to a student's mobile.

### Crosswalk Attendant

A crosswalk attendant is on duty in Parkway Road on school days at the following times:

#### Monday, Tuesday, Thursday and Friday:

8.00am - 9.00am  
2.45pm - 3.45pm

#### Wednesday:

8.00am - 9.00am  
2.25pm - 3.25pm

All parents and students who enter or leave the school grounds from the northern end are required to use this school crossing.

## Administration of Medication

The potential hazards involving the misuse of any drug or medication can be severe.

School staff are not expected to administer prescribed medication or treatments, which require specialist training such as giving injections.

If medication is required during school hours the following protocol applies:

1. Parent/guardian/carer must provide Administration of Medication forms.
2. Parent/guardian/carer is responsible for the submission in writing of any requirements of the student for medication, including details from the medical practitioner and of the circumstances for the appropriate use and application of the medication. The school needs to be informed if student performance or behaviour is likely to be affected by medication.
3. Parent/guardian/carer must provide the medication in a properly labelled container (name of student, name of medication, dose to be taken, expiry date).

Minimal quantities only should be sent to school unless there is a need for larger amounts to be sent, by agreement with the school;

All medication is to be handed into the front office.

4. School staff will only administer prescribed medication in accordance with instructions of advice from a medical authority;
5. Principals must ensure the medical information for the student is available to all staff who have the student under their care; and
6. The choice of a prescribed medication is the treating doctor's responsibility. It is not the responsibility of school staff to comment on prescribed medication for students.

Information is maintained and updated as changes occur.

## Accidents and Sickness

Minor accidents and injuries are attended to at school. In the case of more serious injuries and illnesses, every effort is made to contact a parent to collect the child from school for treatment. If the parents are unavailable people listed as emergency contacts are contacted.

## Health Nurse

The School Nurse screens all children during their year in Pre-Primary. This screening covers vision, hearing and a physical check. Another vision test is conducted during Year 6.

Parents of children with serious medical conditions must contact the school to fill out the required forms and decide on action plans.

**Forms must be updated each year.**

## Dental Clinic

The students have access to the Dental Clinic at South Lake Dental Therapy Centre at South Lake Primary School, Mason Court, South Lake. Students are required to be registered at the clinic. Transportation to and from the clinic when appointments are given is the responsibility of parents. The telephone number of the clinic is: 9417 3242.

## Communicable Diseases

Good health is vital to school progress. It is probable that at some time during your child's life, he/she will contract one of the common diseases of childhood.

The danger from the presence of school children suffering from a communicable disease arises chiefly from their attendance during two periods:

- Whilst suffering from early symptoms;
- When convalescing from the disease, but still retaining infection in their person or apparel.

**Notification:** Please notify the school if your child contracts any of the following:

### Chicken Pox:

Exclude from school until at least one week after first eruption appears.

Re-admit when sufficiently recovered.

Contact: May attend school.

### Impetigo: (School Sores):

Exclude from school until effective treatment (including the proper use of occlusive dressings) has been instituted.

### Ringworm:

Exclude from school until appropriate treatment has commenced. Re-admit on medical certificate that the child is no longer likely to convey the infection.

Contact: May attend school.

### Pediculosis: (Head Lice):

Cases should be excluded from school until effective treatment has been instituted.

Contact: Family contacts should be checked for infestation and should be treated.

### Measles:

Exclude from school. Re-admit on medical certificate of recovery or at least 7 days from appearance of the rash if well.

Contact: Immunised contacts are not to be excluded from school.

Non immunised contacts should be excluded for 13 days after the appearance of the rash in the last case identified in the school.

### Scabies:

Exclude from school until the day after treatment has commenced.

*Contact:* Family contacts will probably be infested and should be treated.

### **Rubella: (German Measles):**

Exclude from school. Re-admit on recovery or 5 days after onset of rash.

*Contact:* Not to be excluded.

### **Whooping Cough:**

Exclude from school. Re-admit on medical certificate that the child is no longer likely to convey the infection.

*Contact:* Not to be excluded. (Exception: Family contacts excluded for 21 days after last exposure to infection if attending Pre-Primary or not immunised).

### **Conjunctivitis:**

Exclude until discharge from eye has ceased.

*Contact:* Not to be excluded.

### **Glandular Fever:**

Exclude while symptoms remain.

### **Hand, Foot and Mouth Disease: (Coxsackie A Virus):**

Exclude while lesions are present.

*Contact:* Not to be excluded.

### **Hepatitis A:**

Exclude and re-admit on medical certificate of recovery. (Not before 7 days after onset of jaundice).

### **Hepatitis B:**

Period of communicability. Some weeks before symptoms and during the acute illness period. Carriers may be infectious for life. Exclusion from school is not necessary.

### **Herpes:**

Exclude while lesions are open and weeping.

*Contacts:* Not to be excluded.

### **Mumps:**

Exclude and re-admit on medical certificate of recovery.

*Contacts:* Not to be excluded.

For further information, contact the Community Nurse on 9337 2528.

## **Parent and Community Involvement**

### **Parents and Citizens' Association**

The P & C meets Week 3 and 7 of each term. The P & C provides service to the children by running the Uniform Shop, a five-day-a-week Canteen, Book Club, Banking and Student Discos.

P & C meetings are a forum to promote the school in the community and provides an opportunity to contribute to the School. The fundraising the P & C does greatly assists the educational program.

### **Parent Assistance in the School**

The school welcomes parental involvement in classroom activities, sports and the library. Parents should approach the teacher to offer assistance. A 'Confidential Declaration' form available from the school office must be filled in before a parent begins to assist with students. All parents, volunteers and visitors must sign in the Visitors book in the Administration building each time they assist within the school grounds.

### **School Volunteer Program**

The School Volunteer Program is an organisation which uses the abilities of mainly seniors, retired people and community members to encourage and guide children who are having difficulty coping at school.

Students are nominated by their classroom teacher and the School Volunteer Coordinator. The mentor works on a 'one on one' basis with the student, assisting the student with a variety of activities. Mentors, by being caring and positive, encourage students to tackle learning in a positive way.

### **Uniform Shop**

This service is available 2.30pm – 3.30pm every Thursday. Please check your term planner for opening times. The shop operates from the Performing Arts Room next to EC4.

If you are unable to attend during opening times, orders can be placed in an envelope along with cash or cheque (made payable to BLPS P&C Uniform) and placed in the P & C Collection locked box which is located in the school office. These orders will be delivered to your child's' classroom.

### **Canteen**

The Canteen is open five days a week from 8.30am - 12.30pm. Orders are collected in the classroom each morning. With the exception of the managers, it is staffed by volunteers. The school canteen is always in need of volunteers. Please consider whether you can help one day a week. Your own children love it and you also receive a free lunch.

**Manager:** Rhonda Barton. **Canteen telephone:** 9417 5536

### **Book Club**

A parent volunteer organises the Ashton Scholastic Book Club. There are several orders per year. By supporting this program children not only gain access to reasonably priced books, but the school also benefits because Ashton gives bonus points according to the order value. With these points we buy more reading material or other goods to benefit the children.

### **School Song**

#### **Verse:**

We are the children from Bibra Lake Primary  
We're the Swamp Harriers see us fly;  
When we work or play  
We put our hearts right into it;  
We're proud Australians just watch us try.

## **Chorus:**

Bibra Lake Primary, Bibra Lake Primary,  
Our school is placed between the Lake and the Bush;  
Room to grow, Room to show,  
Everybody they'll be proud of us;  
We are achievers, We reach for the sky.

## **Repeat Chorus**