

PARENT INFORMATION



**BIBRA LAKE
PRIMARY SCHOOL**



**BIBRA LAKE
PRIMARY SCHOOL**

BE INSPIRED. BE RESPECTED, ACHIEVE

29 Annois Road
Bibra Lake WA 6163

Email: bibralake.ps@education.wa.edu.au
Phone: 08 6173 7100
Website: www.bibralakeps.wa.edu.au/

Introduction to Bibra Lake Primary School

Welcome to Bibra Lake Primary School.

Bibra Lake Primary School is an Independent Public School.

A strength of the school is the strength of the partnerships with our community.

Each student is treated as an individual and all are encouraged to reach their potential in a caring and supportive environment. This only comes about when we all join together as a community with positive aims and purpose in mind. Bibra Lake Primary School staff are an experienced, dedicated group who are working effectively together to enhance the performance of students.

We hope that you, through your interest, personal involvement and cooperation, will come to feel very much part of our school community. We 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.

Our school core values of *respect, responsibility, learning and connection* are used daily throughout the school community in the development of our programs and policies. These values form the moral purpose of our school and the foundation for ensuring the best environment for all members of our community. We teach these values through the acronym *BIBRA—Be Inspired, Be Respectful, Achieve*.

We promote an environment where students learn to take responsibility for their actions, respect and value inclusivity, and see themselves as global citizens who can contribute to a more peaceful, just and sustainable world.

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.

Aaron Young *PRINCIPAL*

School Board

As an Independent Public School, our School Board's fundamental purpose is to enable parents and members of the community to engage in activities that are in the best interests of students and enhance the education provided by the school.

The school board is representative of the school community and on their behalf participates in:

- Endorsing the Statement of Expectations.
- Noting and reviewing the school budget and Business Plan.
- Processes to review school performance.
- Processes to determine satisfaction levels of parents, staff and students.
- Noting the school's annual report.
- Communicating with the broader community regarding the Board's function and activities.
- Involvement in the process for selecting the Principal.

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

Hours of Instruction

8:50am	School Commences
11:00am-11:20am	Recess
12:50pm – 1:30pm	Lunch
3:00pm	School Concludes

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 is where children wait, supervised, until they are formally permitted into the classroom at 8.35am, at which time they will be released from the undercover area.

Should a teacher not be in the classroom at this time, the children must wait for the teacher's arrival before entering the 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 8.50am.

Policies and Procedures

The Department of Education, 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.

At Bibra Lake Primary School we strive to develop the whole child. Your child will bring home a homework grid on a regular basis. To allow for other commitments the grids have both compulsory and choice activities which are to be completed over a period of time.

A little, often is the best way to complete tasks with children completing fifteen to twenty minutes of homework on a number of days during the week. Parents being aware of these tasks will support children in becoming organised, happy learners.

Enrolment Policy

In keeping with Department of Education 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.

Attendance Policy

It is vital that all students attend school every day. Students who drop below a 90% attendance rate are qualified as "at risk".

It is also important that students arrive at school on time, as a great deal of information is given to students in the first session of school. Missing part of the morning session puts your child at a disadvantage and is an inconvenience to teachers because of interruptions.

It is the Education Department policy, that any absence must have an explanation provided to the school. This may be done with a written note, via Connect, by text to 0447 942 712, by phoning the front office on 6173 7100 or by emailing SchoolOffice.BibraLake.PS@education.wa.edu.au.

No Dogs on School Grounds

For the safety of our children and staff, we ask that you do not bring your family pet onto school grounds. The Department of Education has a strict policy in relation to how we manage animals on school grounds.

Animals, including pets, are NOT allowed on school grounds unless they are part of an organised event, or are an authorised assistance animal.

Class Placement

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.
- 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 maximised.
- 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.
- Class lists will be forwarded to parents via Connect at the end of the school year.

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

Multi-age classes

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

In Early Childhood (Years Kindergarten to 2) 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, neighbourhoods 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; and
- foster a 'sense of community' as they share the responsibility for learning.

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 workplaces have dress and safety codes.

Advice to Students on the Dress Code

Students should ensure that they have appropriate protection from the sun when outdoors. Hats are to be worn at all times for outdoor activities throughout the year. Bibra Lake Primary School has a 'no hat play in the shade policy'.

Availability of Dress Code Items

A uniform shop (see 'Uniform Shop' under Parent and Community Involvement') operates at our school and items may be ordered on the School Uniform order form or via the 'Flexischools' app. Items in the designated school colours may also be purchased from any clothing or department store if desired, however items are to be plain with no logo/slogans/patterns/ striping etc. Winter jumpers are to be plain maroon and NO hoodies are allowed.

Sports uniforms and tracksuits may be ordered through the school. Sports uniform will be required for participation in Interschool Sport. For some Interschool and specialised sports events, the school will supply a sports polo.

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. 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.

Dress Code Selection – Boys

Summer

- *Short sleeved light blue polo/Kindy/Pre-Primary maroon t-shirt/ Year 6 Leavers polo*
- *Black Shorts*
- *Bibra Lake PS Broad Brimmed/ Bucket Hat*

Winter

- *Light blue short -sleeve or long-sleeve polo/Kindy/Pre-Primary maroon t-shirt/Year 6 Leavers polo*
- *Black Shorts/ plain black tracksuit pants*
- *Maroon polar fleece/V neck pullover/microfibre jacket*
- *Bibra Lake PS Broad Brimmed/ Bucket Hat*

Sport

- *Black Shorts*
- *Faction Polo*
- *Bibra Lake PS Broad Brimmed/ Bucket Hat*

Interschool Sport

- *Light blue polo*
- *Black Shorts*
- *Other shirts as provided by the school*
- *BLPS Broad Brimmed/ Bucket Hat*

Dress Code Selection – Girls

Summer

- *Short sleeved light blue polo/Kindy/Pre-Primary maroon t-shirt/ Year 6 Leavers polo*
- *Bibra Lake PS check dress*
- *Black Shorts/Skorts*
- *Bibra Lake PS Broad Brimmed/ Bucket Hat*

Winter

- *Light blue Short- sleeve/ long- sleeve polo/Kindy/Pre-Primary maroon t-shirt/Year 6 Leavers polo*
- *Bibra Lake PS check dress*
- *Black Shorts/Skorts/plain black track/dance pants*
- *Maroon polar fleece/V neck pullover/microfibre jacket*
- *Bibra Lake PS Broad Brimmed/ Bucket Hat*

Sport

- *Black Shorts/Skorts*
- *Faction Polo*
- *Bibra Lake PS Broad Brimmed/ Bucket Hat*

Interschool Sport

- *Light Blue Polo*
- *Black shorts/skorts (according to sport)*
- *Other shirts as provided by the school*
- *Bibra Lake PS Broad Brimmed/ Bucket Hat*

Mobile Phones at School

Bibra Lake Primary School has established a mobile device policy in line with the Department's Student Mobile Phones in Public School Policy.

The Student Mobile Phones in Public Schools policy bans students from using mobile phones from the time they enter school grounds to the conclusion of the school day.

The new policy supports staff and students to:

- reduce the potential for learning distraction
- protect the privacy of staff and students
- improve health and wellbeing
- reduce the chance of students bringing external issues to school through technology.

A copy of the policy can be made available from the website and/or upon request at the front office.

Internet and Media Permission Forms

From time to time the school highlights achievements of our students through our Website or other media outlets. The school requires parent permission to place these names and pictures in the media.

New students are supplied with the "Permission for Students to Have An Online Services Account" form to sign and their parents with the "Permission to Publish Student Images and Work for School Purposes" and "Online Services Acceptable Use Agreement" documents to sign.

School Development Days

Our staff are the most valuable resource in our schools. To ensure they have the opportunity to develop and learn, schools schedule school development days. These days (also known as pupil free days) are days when teachers, school leaders and support staff can hone and improve their skills. Children do not attend school on these days. While three days are scheduled over the Christmas/New Year break, an additional three days are scheduled throughout the school year. The dates are different for each school and are chosen in consultation with the school council/board and the school community.

Reporting to Parents

Bibra Lake Primary School uses the Department of Education's reporting template to issue a report to parents for each student in Pre-Primary to Year 6 at the end of each semester and for each student in Kindergarten at the end of Semester 2. In Semester 1, Kindergarten parents will be issued a report on their child's progress using the Bibra Lake Primary School's Social/Emotional Report.

Teachers also use a variety of methods for reporting students' progress and achievement throughout the year, including:

- informal meetings on a needs basis or when opportunities arise;
- a whole of school open night held in Term One, Week 6; and
- parent/teacher interviews held in Term Three.

Learning Areas

Bibra Lake Primary's learning program is as prescribed in the West Australian Curriculum. All students will be exposed to each aspect of the curriculum throughout their time at the school.

Languages

All year 1 to 6 students at Bibra Lake Primary School learn Japanese. Languages 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 Coordinator 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. To contact Early Childhood, please call the office on 6173 7100, where a message can be taken.

Factions

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

These are:

BASSETT (Blue) **RAMSAY (Green)**
MELLER (Yellow) **TAPPER (Red)**

Faction polos are to be worn to sport and are available from the Uniform Shop.

Swimming

In-term swimming lessons are conducted each year for students in Pre-Primary to Year 6. Whilst it would be our preference for these lessons to be completed during the summer months, this is not always possible. The dates are allocated and arranged centrally.

Library Resource Centre

The school Library Resource Centre is open to children 8.35am to 3.00pm 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 Hanne Bendtsen 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 in Term 3 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. An Expression of Interest note is sent home to Parents/Carers to indicate if they would like their child to be included in the selection group.

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 in relation to dates and options closer to the date.

School Incursions/Excursions

From time-to-time incursions or excursions are organised by the school or classroom teacher. These both support and extend the classroom program. You will receive information about these as they are approaching and will be asked to sign a permission slip and pay to cover the cost of the activity.

All students are expected to participate in these events, however, will be unable to do so without having paid the cost and provided a signed permission slip. The total costs of these activities for the year will not exceed the amount allocated in the School Charges and Contributions document which is provided with the booklists and in the enrolment packs.

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*
- *School Chaplain*
- *School Volunteer Program*

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 who 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 but may include:

- *Building relationships with students, staff and families;*
- *Offering pastoral care;*

- *Being a mentor;*
- *Providing additional practical help for teaching and administrative staff;*
- *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; and*
- *Runs breakfast club and provides emergency lunches.*

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, accepts, and is sensitive to other people's views, values and beliefs that may be different from their own.

Hannah Icwat is our School Chaplain. She is available on Mondays and Wednesdays. Hannah can be contacted via email on Hannah.Icwat@education.wa.edu.au.

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

Communication Protocols

In Western Australia, parents/carers, school staff and students share responsibility for public schools providing safe, supportive and productive learning environments. We achieve this through our relationships, good communication and working together.

Our public schools provide positive environments for students to learn and for staff to work. This is achieved by school staff, parent/carers and students:

- valuing and supporting every member of the school community and appreciating their contributions;
- celebrating diversity and individuality; cooperation and acceptance are welcomed and encouraged;
- forming positive connections; and
- creating friendly, supportive and cohesive communities.

School communities thrive on open communication wherein staff, students, and parents/carers have opportunities to share good news, discuss issues and maintain an ongoing dialogue.

Parents/carers have opportunities to speak with or write to a member of staff to raise any issue of concern, provide feedback or make suggestions.

Teachers and school staff may not be available to respond immediately, however they will make every effort to respond, generally during school hours, within a reasonable timeframe. Teaching staff, including principals, are not required to respond to communications outside of their normal working hours. There is an expectation that communication and all interaction between school staff and parents/carers is mutually respectful. Verbal and/or physical aggression or threats, offensive language and derogatory comments, whether face to face, over the phone, via email or on social media is unacceptable and will not be tolerated. School staff are not expected to respond to communication that is unacceptable and these will be referred to the Principal or Regional office.

Connect

Our School uses Connect to allow us to communicate effectively with our Parent community. Connect is an integrated online environment developed by the Department of Education WA for staff, students and parents in public schools. Connect is totally free, and because it is provided by the Department of Education, very safe.

Connect is used for both class and whole of school communication. Connect also allows Parents/Carers to notify the school of student absences.

Parents access Connect with an allocated parent ID which the school will provide. A detailed user guide, log in details and passwords are provided in a separate document. If you have more than one child, you only require one login - even if your children attend different public schools.

Web Site

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

Our Website 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. We encourage all parents to regularly check our website for up-to-date information on events on our 'live' calendar, and school policy documents.

Assemblies

These are held on alternate Friday 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 (6173 7100), email (SchoolOffice.BibraLake.PS@education.wa.edu.au),

through Connect or via text to 0447 942 712. This is particularly important if the absence is due to an infectious disease. Remember, if your child is unwell; please keep him/her at home until completely recovered (even if your child says he/she wishes to attend).

Students Leaving School Grounds

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

Parents will then present the 'green form' to their child's teacher who will release the student into the parent's 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.

Please do not approach teachers at the beginning of the day with something requiring discussion as they are busy getting the students organised for the day.

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. If you wish to change/add emergency contact details, email SchoolOffice.BibraLake.PS@education.wa.edu.au.

Late Arrivals

Students arriving after 9.00am must report to the office for a "late slip" to take to their teacher.

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.

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 inclement weather a wet weather procedure is followed.

Property

Personal Items Lists/Booklists

Students are required to provide items for their personal use such as pencils, biros, rulers, erasers, coloured pencils and files each day.

Personal Items/booklist order forms are allocated by year groups. Ordering is done online using COS and orders are delivered to your home address. Relevant dates and other options are outlined on the forms.

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 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.

Lost Property

The P & C Association maintains a lost clothing cupboard (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

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 2023. 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 Donation

The school board has endorsed additional voluntary donations for the School Chaplain, Technology and Curriculum IT and STEM (Science, Technology, Engineering and Mathematics). The total for 2023 is \$50.

Money Collection

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

Refunds

Refunds on excursions/incursions (if required) are made at the end of Term 4 and are governed by a number of rules. In some instances we may only be able to refund a component of the payment made. Please submit your refund request in writing or via email to BibraLake.PS@education.wa.edu.au for consideration.

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.

Crosswalk Attendant

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

Monday to Friday:

8.00am - 9.00am

2.45pm - 3.45pm

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

Health

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:

- Parent/guardian/carer must provide Administration of Medication forms (these are available at the office);
- 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;
- 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;
- School staff will only administer prescribed medication in accordance with instructions of advice from a medical authority; and
- 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.

Should your child's medical needs change at any time, please contact the school to update the information and/or forms as required.

Asthma

If your child has been diagnosed with asthma, it is the parents responsibility to supply an asthma plan and puffer to be kept at school in the classroom. Your child will be identified in the school medical file as having asthma with their photograph displayed.

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 will be 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.

Parents are encouraged to ensure their child's immunisation is up to date.

While it is often difficult to prevent the transmission of common respiratory (colds/flu) and gastroenteritis infections that occur, every effort should be made to minimise the spread of infection by:

Children should stay home in the early stages of illness as they are likely to be more infectious and transmit the virus/bacteria to others

- via coughing, sneezing and, contaminating surfaces that others touch;
- Children should remain absent until they are symptom free if they have a cold or flu; and for at least 24 hours if they have had gastroenteritis; and
- Parents to seek medical advice if their child has ongoing symptoms of illness

Chicken Pox:

Exclude from school for at least 5 days after vesicles (rash) appear and until vesicles have formed crusts. Re-admit when sufficiently recovered.

Conjunctivitis:

Exclude until discharge from eye has ceased.

COVID 19

Students who test COVID-19 positive and are experiencing symptoms are strongly encouraged to stay home until they have recovered. Anyone who is a close contact is encouraged to test daily for 5 days and only attend school following a negative RAT result.

Diarrhoea:

Exclude until 24 hours after diarrhoea has ceased.

Glandular Fever:

Exclude while symptoms remain.

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

Exclude until vesicles have formed crusts that are dry.

Head Lice:

Exclude until after treatment has commenced and live lice removed.

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.

Impetigo: (School Sores):

Exclude from school for 24 hours after antibiotics treatment has commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing. Young children who are unable to comply with good hygiene practices should be excluded until sores are dry.

Influenza (flu):

Infectious period usually 1 day before onset of symptoms until 7 days after. Exclude until symptoms resolved.

Measles:

Exclude from school for 4 days from onset of rash, in consultation with public health unit staff. Immunised contacts are not to be excluded from school.

Non immunised contacts should be excluded until 14 days after the onset of the rash in the last case identified in the school.

Meningococcal disease:

Exclude until antibiotic treatment has been completed. Contact management will be coordinated by public health unit staff.

Molluscum contagiosum:

Lumps will eventually disappear without treatment. Lesions should be covered to prevent transmissions.

Mumps:

Exclude for 5 days after parotitis (Swollen salivary glands). For further information, contact the Community Nurse on 9337 2528.

Ringworm:

Exclude from school until commenced anti-fungal treatment for 24 hours.

Rubella:

Exclude for 4 days after onset of rash.

Scabies:

Exclude from school until the day after treatment has commenced. Family contacts should be treated.

Whooping Cough:

Exclude from school for 5 days after an appropriate antibiotic treatment, or for 21 days from the onset of coughing. Contact management will be coordinated by public health unit staff.

<http://www.healthywa.wa.gov.au>

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 and other events. 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 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.

While other relatives are welcome to assist in class, it is a Department of Education requirement that they will be required to apply for a Volunteer Working With Children Check (WWCC). Forms to apply are available at the post office. An identity card will be issued which needs to be sighted by the school at the time of signing in.

Ed Connect

The Ed Connect 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 8.30am – 9.00am every Friday (except the last Friday of Term). The shop operates from the Performing Arts Room next to EC4.

Orders can be placed online via the Flexischools App or by placing an order form and cash in the Uniform Shop box in the front office. Please note that FlexiSchools orders need to be placed by 2pm on Thursdays. Orders are ONLY processed and delivered on Fridays. For orders placed in person on the day, the Uniform Shop is able to accept cash payments, or a FlexiSchools order can be placed and filled while visiting the shop if you can show the confirmation of payment email.

- Download the Flexischools app
- Set up your account
- Add Bibra Lake Primary School and your child/ren

If you are unable to attend during opening times, orders can be placed in an envelope along with cash 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.

Any queries can be directed to the Uniform Shop at uniformshopBLPS@gmail.com

Canteen

The Canteen is open five days a week from 8.30am - 1.30pm. Orders can be made online via the Flexi Schools App (see above for instructions). Alternatively, orders can be placed in the basket in the classroom. Orders are collected from the classroom each morning. With the exception of the managers, the canteen 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.

Menus are updated specific to the seasons.

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



