



Brabham Primary School

PARENT HANDBOOK 2024

SUCCESS FOR ALL WITHIN A CULTURE OF EXCELLENCE AND INCLUSION

FROM THE PRINCIPAL

Welcome to Brabham Primary School!

It is an honour to have your child and family join our inclusive learning community. We invite you on a shared educational journey, where we value working in partnership with parents to create opportunities that are reflective of the needs of our students and wider community.

Our students are at the centre of everything that we do. At Brabham Primary School our team of skilled and engaged educators work together to promote and provide a diverse range of learning opportunities aimed at developing the whole child, with a focus on the academic, social, physical and emotional development of EVERY child.

Our school is one that fosters a sense of belonging for everyone. We celebrate and welcome members from all cultures and foster a positive and supportive learning environment through high expectations of student learning and behaviour.

This handbook was developed to provide easy access to relevant information to support families as they transition into our school environment. We welcome any feedback that could enhance this process to ensure that this is a positive experience for students and their families.

'Through community we grow'



Julie Woodhouse
Principal



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SCHOOL ESSENTIALS

GENERAL INFORMATION

Address: 31 Lakefield Drive, Brabham 6055

Telephone: 9265 1840

Email Address: brabham.ps@education.wa.edu.au

Website: www.brabhamps.wa.edu.au

Facebook: <https://www.facebook.com/BrabhamPS>

SMS Absentee: 0427 969 283

Office Hours: Monday to Friday 8:30am - 3:30pm (during school terms)

Principal: Julie Woodhouse

Deputy Principals: Jenefer Goronski, Victoria Rowland & Penny Mclean

Manager Corporate Services: Janet Mailey

2024 TERM DATES FOR STUDENTS

All term dates for the current year and future years are available on the Department of Education website: www.det.wa.edu.au/education/termdates/

Dates on this website may change due to school development days. You can contact the school directly for more advice.

2024 TERM DATES

TERM 1. Wednesday 31st January - Thursday 28th March

HOLIDAYS. Friday 29th March - Sunday 14th April

TERM 2. Tuesday 16th April - Friday 28th June (Thursday 25th April - ANZAC Day)

HOLIDAYS. Saturday 29th June - Sunday 14th July

TERM 3. Tuesday 16th July - Friday 20th September

HOLIDAYS. Saturday 21st September - Sunday 6th October

TERM 4. Tuesday 8th October - Thursday 12th December

SCHOOL DEVELOPMENT DAYS FOR STAFF

TERM 1. Monday 29th January & Tuesday 30th January 2024

TERM 2. Monday 15th April 2024

TERM 3. Monday 15th July 2024

TERM 4. Monday 7th October & Friday 13th December 2024

STUDENTS DO NOT ATTEND ON THESE DATES

SCHOOL HOURS

	MONDAY - FRIDAY	
	BRABHAM PS OFFSITE KINDY	BRABHAM PS MAIN SITE (PP-6)
School Gates Open	8:20 am*	8:20 am*
Classroom Doors Open	8:30 am	8:30 am
School Begins	8:40 am	8:50 am
School Finishes	2:40 pm	3:00 pm

*Kindergarten students must remain with parents & caregivers until their classroom doors opens. Parents & caregivers hold duty of care during this time.

**Pre-Primary to Year 6 students will have supervision provided by staff until classroom doors open. All students unoccupied by an adult must head directly to the Performing Arts Centre to be supervised in one place.

Ideally, children should arrive when classes open at or just after, as this will give them time to organise their personal belongings for a smooth start to the day. All children are expected to leave school grounds promptly after the end of the school day, unless enrolled in after school care or after school activities. This will provide safety and duty of care for all children.

The earlier finish time for Kindergarten is part of our traffic management plan to ensure that our families and students are having a safe transition from school to home. The school times ensure that all students receive the required instructional time and staff are provided collaborative time to develop quality education programs with a focus on improving your child's outcomes.

ENROLMENT & ADMINISTRATION

ENROLMENT INFORMATION

All enrolments are processed by the school's Administration Office. To enrol at Brabham Primary School there are a number of eligibility requirements. Additional information can be found on the school website.

Resident in the Local Intake Area

The School Education Act 1999 guarantees a place for every child in the compulsory years of schooling (Pre-Primary to Year 6) in their local school. Brabham Primary School is designated as a Local Intake School. The school has places for students in Pre-Primary – Year 6 whose usual place of residence is within the boundaries of our local intake area that has been determined by the Department of Education. We require parents/carers to provide documentary evidence of the students' legal name, age, proof of address and current Family Court Orders, if applicable, at the time of enrolment.

Families that do not reside within the catchment area are still welcome to complete an application and approval will be at the discretion of the Principal, based on class numbers.

Special Needs

Parents/carers of students with special needs are asked to contact the school, at the time of enrolment, to discuss their child's unique requirements. This will ensure that the most appropriate program is put in place to meet the needs of their child.

Overseas Students

Students who are not Australian Citizens must present their passport and visa grant notice at the time of enrolment. Students born overseas, who are Australian Citizens, must present their passport. Some students on visas will be required to enrol through TAFE International WA.

Immunisation Records

The school must sight a recent (printed within 2 months) copy of each student's AIR History Statement (immunisation records) at the time of enrolment. A child's immunisation is expected to be up-to-date upon entry to school. These include Measles, Mumps, Rubella, Polio, Whooping Cough, Diphtheria and Tetanus. Immunisations can be obtained from your local GP or through your MYGOV Medicare online account.

Proof of Address

A current utility bill as well as either, a lease agreement (with a minimum of 6 months tenancy from date of enrolment), or rates notice must be provided as evidence of current residential address in our local intake area.

Kindergarten Enrolment

Children can start Kindergarten when turning four years old by 30 June of the year they attend, if they are up to date with their immunisations. Applications for enrolment in Kindergarten for 2024 are accepted according to the following criteria:

- 1.Children living in the intake area of the school and who will have a sibling enrolled at the school in 2024;
- 2.Children who live in the intake area of the school but will not have a sibling at the school in 2024;
- 3.Children who live outside the intake area of the school and who will have a sibling at the school in 2024;
- 4.Children who live outside the intake area of the school and who won't have a sibling at the school in 2024.

Kindergarten is non-compulsory schooling, and the enrolment process completed for Kindergarten only covers that year.

****All Kindergarten students must repeat the enrolment process for Pre-Primary.**

Pre-Primary Enrolment

Pre-Primary is the first compulsory year of schooling and children attend five full days per week. Children commence Pre-Primary when turning five years old by 30 June of the year they attend.

Student Records/Information

It is important that parents/carers advise the school immediately if there are changes of address, telephone number, emergency contacts or medical details. This will ensure that the welfare of all students is given the highest priority, especially in times of urgency.

Access Restrictions

Parents/carers are reminded that the School Education Act 1999 obliges parents/carers to inform schools of any Family Court Orders or other orders which are applicable to their children. The school must sight the original documents and all details are treated in the strictest confidence. Any changes to orders must be provided to the school as soon as possible.

Contributions

A voluntary payment requested from parents goes towards the cost of materials, services and facilities used by K-6 students in the educational program.

Financial support provided by parents has always played an enabling role in the provision of resources that extend the school's capacity to add value to students' learning experience. Whilst contributions are voluntary, the quality of our teaching and learning program will be maximised when each family makes its contribution to the cost of supplementing funding gained from other sources, including the State and Commonwealth Governments.

Extra Optional Charges

Voluntary courses and activities where an election is made by the parent or student to participate. The participation of a student in an extra cost optional component is conditional on payment of the costs of that component by the due date.

The determination of charges for extra cost optional components is to be viewed as an upper limit. Participation in these components is voluntary, but a charge is payable if the student opts to participate.

SCHOOL PAYMENTS

Cash and Credit Card Payments can be placed in the School Payment Collection Box located inside the Administration Office for processing. Please place the money in a sealed payment envelope (spares are available in the Administration Office foyer), along with the permission form. **Don't forget to put your child's name, the amount of money enclosed and the purpose clearly stated on it.** The participation of a student is conditional on payment being received by the due date along with permission form. We accept cash, EFTPOS, credit card or direct deposit payments.

Payments to the School:

- EFTPOS
- Credit Card
- Cash
- Direct Debit

BSB: 066040

Account: 1990 5886

Account Name: Brabham Primary School

Description: Use student's full name e.g. TOM SMITH – Event or Swimming or School Fees.

Please remember to attach a copy of your transaction receipt to your form or envelope.

LEAVING SCHOOL EARLY

Parents collecting their children during the school day are required to sign them out at the Administration Office. A yellow pass will be provided to the parent/carer, which needs to be presented to the teacher prior to the children being released from class. It is vital that when enrolling children, the names of all people authorised to collect children from school are listed on the enrolment form. To ensure the security of all children, you may be asked for identification at the time of pick up. In the interests of child protection, no child will be permitted to be picked up by an unauthorised person.

SCHOOL VISITORS

All visitors to the school are required to sign in and out through the Administration Office. An identification sticker will be issued clearly outlining you as a visitor and is required to be worn at all times while on the school grounds during school hours. This is a Department of Education requirement.

Working with Children Check Cards are to be provided by anyone over the age of 18 who is not a parent of a student at the school. This includes all grandparents helping within the school community or classroom.

Please see the Administration Office or visit the Working with Children website <https://workingwithchildren.wa.gov.au> if you require further information. An application can be obtained from an authorised Australia Post outlet.

PARENT/CARER ASSISTANCE

Parents or visitors are required to sign in and out at the front office on arrival. Class teachers may also request parent/carer assistance in classrooms and with school activities. This help is always very welcome. Contact your child's classroom teacher or watch for items in the school newsletter requesting assistance with special school events.

Parents/carers working with children in the classroom, or assisting with excursions, are required to complete a Department of Education Confidential Declaration, which is available from the Administration Office. In some cases, there may be a need to obtain a Working with Children Card (WWCC). Information on these requirements is also available from the Administration Office.

SCHOOL COMMUNITY

WHOLE SCHOOL EVENTS & ASSEMBLIES

Assemblies will be a feature of our whole school activities program and be linked to our school values and mission. A schedule of assemblies will be published in Term Calendars and promoted electronically. In addition, many other events to promote parent and community involvement and celebrate student learning and good behaviour will be a feature of our school.

GETTING TO SCHOOL

We have partnered with **'Your Move'** a Department of Transport initiative aimed at supporting schools to promote healthy living by encouraging ways our students can walk, scoot or ride to school. Parents can support us to promote sustainable practises and reduce traffic issues around the school by actively encouraging students to walk or ride to school.

A School Access Guide to support our students and their families to travel to school safely is currently being developed by the Your Move and the School. Keep an eye out for more information.

COMMUNICATION PROTOCOLS

Brabham Primary School supports that effective communication is the key to success in building positive home school community relationships.

A BRIEF OUTLINE OF COMMUNICATION AT BRABHAM PS

COMMUNICATION TOOL	SCHOOL STAFF	PARENTS/CAREGIVERS
PHONE	Used by staff to contact parents or caregivers in an emergency, as a result of sickness or injury and when important information needs to be communicated about your child, their wellbeing and academic progress.	Used by parents to communicate an urgent message to their child or contact the school for information that is not available on our school website.
SMS	Used by staff to send out reminders and to notify parents of unexplained absences.	Used by parents to notify the school of a student absence on 0427 969 283 .
WEBSITE	Updated comprehensive information and documents relevant for current and prospective parents. This includes policies, enrolment forms, booklists, newsletters, annual reports and upcoming events.	First place for parents to gather general school information, event updates and relevant documents/forms. If you are unable to locate what you need, please call the school directly.
SEESAW	Used by class teachers to communicate with parents and promote students learning. Used to promote general school initiative, events and celebrate student success. Students can use this platform to create and record work in an e-journal.	Parents can message teachers directly with non-urgent information or questions. If it is urgent, phone the school directly. Parents can expect a response within four working days.
NEWSLETTER	Used to promote general school initiative, events and celebrate student success. A notification will be sent on Seesaw informing parents that the newsletter is available.	A document that will keep community up to date with past and present events, and school/class initiatives.
FACEBOOK	Used by the school to promote events, programs and initiatives, and will often redirect people back to our website. The Facebook page will be monitored infrequently, so please contact the school directly if you have an urgent matter.	Parents can view, like and comment on upcoming and past event pages, programs and initiatives. The Facebook page will be monitored infrequently, so please phone the school directly for urgent matters. Any inappropriate comments will be deleted from the page.
EMAIL	School staff may email community members when appropriate.	Parents can email the school (brabham.ps@education.wa.edu.au) with general enquiries, such as enrolments if the information is not available on the school website. Used by parents to notify the school about changes in contacts or circumstances, to request an appointment (please be aware that teachers are unlikely to respond during classroom time) or may not be able to communicate an urgent message to a child.

INTERPRETER SERVICES

We have interpreter services available for all parents/carers who require support for teacher meetings and interviews. We are happy to arrange this for any members of our community. Further information can be found in our Parent Communication Charter on our website.

MESSAGES

At class meetings at the beginning of the year, teachers will inform parents of the best way to contact them. Parents may forward messages to teachers in note form or via Seesaw. Telephone messages to children during the school day should ONLY be requested on an EMERGENCY basis. Please ensure you discuss pick up arrangements with your child before school to save confusion and distress at the end of the day.

CONCERNS

If you feel you have cause for concern about any aspect of the school's activities, please let the teacher, Deputy Principal or Principal know about it. If other parents talk to you about anything to do with the school that they are not happy about, tell them to come in and let us know. No problem can be solved if we don't know of its existence. Early knowledge of concerns can often resolve problems quickly.

PARENTS & CITIZENS ASSOCIATION (P&C)

The P&C is a great opportunity for parents, teachers and community members to support the learning and infrastructure of the school. Meetings are held twice per term. A notional membership fee of \$1 is payable each year and ensures copies of the minutes of each meeting and the right to vote at meetings. Funds raised by the P&C contribute to the funding of programs and facilities within the school, which makes for a better educational experience for our kids! To find out more, contact the P&C on: president.bpspandc1@gmail.com

SCHOOL BOARD

The School Board works with the school community to achieve the best outcomes for students. It plays an important role in contributing to quality school governance and that the community expectations and the school's priorities reflect the needs of the students.

The functions of boards are covered by legislation and include both approval and advisory roles. Some of the matters boards may make decisions on include fees and charges, book lists, sponsorship and dress codes. Boards make these decisions with the principal who ensures the decisions adhere to legislative and policy requirements. Principals also seek the advice of boards so as to understand local community views. The council/board does not intervene in the control or management of the school. This is the role of the Principal. If you are interested in becoming a Board member please contact the school.

STUDENT LEADERSHIP

Students are encouraged to take on leadership roles during all their years at school. Your child will have the opportunity to be a leader within their class and have various roles in the classroom throughout the year. These opportunities and jobs will build their skills with time management, organisation and responsibility, laying the foundation for future leadership roles as they grow older. In the older years, students will have many opportunities to be a formal leader in different areas. These students will be nominated and voted on by their peers and school staff.

TEACHING & LEARNING

We aim to foster an inclusive and supportive learning environment while delivering excellence in education.

6 Givens for Every Learning Environment:

1. Strong relationships
2. High expectations and excellent classroom practice
3. Excellent presentation – uniforms, book work and personal organisation
4. Appealing classroom environments
5. Positive classroom tone
6. Quality feedback to students

3 Imperatives of Student Engagement and all staff will ensure that:

- Students are safe, have trust, respect and feel valued
- Students have learning at their level
- Students have friends at school

4 Pillars of Whole School Teaching:

1. Positive teacher-student relationships
2. Teacher directed learning
3. Evidence based, high impact instruction
4. Moving student's knowledge from short-term to long-term memory

We implement evidence based whole school approaches, which integrate strong cultural perspectives, making teaching and learning at Brabham Primary School inclusive, supportive and individualised.

The Pre-primary to Year 6 Western Australian curriculum provides a coherent and comprehensive set of prescribed content and achievement standards which schools will use to plan student learning programs, assess student progress and report to parents.

CURRICULUM

The Western Australian Curriculum encompasses ACARA's Australian Curriculum English, Mathematics and Science. In addition, year-level syllabuses for Humanities and Social Sciences, Health and Physical Education, Technologies, The Arts and Languages remain broadly consistent with the Australian Curriculum but have been contextualised to make them more suitable for Western Australian students and teachers.

Belonging, Being and Becoming - **The Early Years Learning Framework** describes the principles, practice and outcomes essential to support and enhance young children's learning from birth to five years of age, as well as their transition to school.

SPECIALIST PROGRAMS

Science and Technology

Our Science and Technology program will reflect the needs and interests of a contemporary community, one that is quickly evolving through rapid advances in science and technology. This brings new and exciting teaching and learning opportunities. We will work in partnership with the community to develop and deliver innovative Science, Technology, Engineering and Mathematics (STEM) programs. Through these programs we aim to equip our students with the skills necessary to utilise a range of technologies to enhance student learning; whilst fostering critical thinking, communication, collaboration and creativity.

Performing Arts

Our Performing Arts department has been established to provide our students with a wide range of quality experiences in Performing Arts, including Music, Dance, Drama, Choral and much more. Together they provide opportunities for students to learn how to create, design, represent, communicate and share their imagined and conceptual ideas, emotions, observations and experiences, as they discover and interpret the world. The Performing Arts entertain, inform, challenge, and encourage responses, and enrich our knowledge of self, communities, world cultures and histories. It will contribute to the development of confident and creative individuals, nurturing and challenging active and informed citizens. Learning in the Arts is based on cognitive, affective and sensory/kinaesthetic response to arts practices as students revisit increasingly complex content, skills and processes with developing confidence and sophistication through the years of schooling. Students will have the chance to showcase their talents and share their creative expression in a range of ways.

Physical Education

Integral to our Physical Education program will develop the acquisition of movement skills, concepts and strategies to enable students to confidently, competently and creatively participate in a range of physical activities in various contexts and settings. Students will learn about how the body moves; how to approach and resolve challenges; how to optimise movement performance; and the benefits of physical activity to themselves, others and communities. Through movement in a variety of contexts and settings, students acquire, practise, manage and refine personal, interpersonal, social and cognitive skills.

Languages - AUSLAN

Learning Languages enables all students to communicate proficiently in a language other than English by providing students with essential communication skills in that language, an intercultural capability, and an understanding of the role of language and culture in human communication. Aligned with the proposed one school model approach for Brabham Primary School, learning AUSLAN (Australian Sign Language) will provide a more inclusive environment for students who are deaf. Learning AUSLAN develops neural pathways and cognitive processes unique to using a visual language.

ASSESSMENT

There are 6 principles of Assessment at Brabham Primary School:

1. Assessment is an integral part of Teaching and Learning
2. Assessment should be educative
3. Assessment should be fair
4. Assessments should be designed to meet their specific purposes
5. Assessment should lead to informative reporting
6. Assessment should lead to school-wide evaluation processes

REPORTING TO PARENTS

As part of accountability requirements, regular reporting to parents and feedback on student progress is an important process for our school. A variety of methods are utilised each term to keep parents informed about their child's progress.

Parent and carers will receive formal reports twice a year that comply with the Department of Education requirements to:

- Give an accurate and objective assessment of the student's progress and achievement;
- Include an assessment of the student's achievement reported as ABCDE scale, clearly defined against specific learning standards and relative to the student's peer group.

Parents and carers are encouraged to discuss their child's progress throughout the year by making an appointment with their child's teacher. Making an appointment will ensure sufficient time, attention and privacy for all involved.

PERSONAL ITEMS - STUDENT REQUIREMENT LIST

Parents are asked to provide a number of consumable items, which should be replaced as necessary. To make the purchasing task easier, and in an attempt to gain some uniformity in materials, bulk order facilities have been organised through a local business, **Campion Education**. Students from Years 1 – 6 also require several textbooks. There is no obligation to use this company to purchase, but should parents wish to do so, materials selected and ordered will be available prior to the school year beginning. Collection details are advertised through the school website.

HOMEWORK

At Brabham Primary School we encourage parents to read regularly with students, encourage them to write lists / keep a journal / draw, answer their questions, encourage opportunities to become part of clubs, afterschool sport, swimming lessons and visit different places and play outside. Homework for primary school children should consider the child's context, so a balance of play, rest, exercise and consolidation of learnt knowledge and skills can be achieved. In the early years, homework should largely be informal and quick activities that consolidate learning. As children move towards the upper primary years, they should progressively be exposed to more structured homework requirements in order to facilitate a smooth transition to secondary school through the development of good study habits. Homework should always be seen as a vehicle to enhance student learning outcomes and foster positive school/home partnerships.

FACTIONS

Our faction names have been selected based on surveys, feedback, and input from our community. Local native animals and Indigenous names were the preferred choices for faction names. The native animals chosen also tie in with our Public Art Project - with the themes of Earth, Sea and Sky animals. Our faction colours have been chosen to represent the landscape in WA. Students will be allocated a faction on enrolment.

The faction names, and their colours are:

- Karak - (Red Tailed Black Cockatoo) – Pindan
- Kaarda - (Racehorse Goanna) – Gold
- Yonga - (Kangaroo) – Emerald
- Maali - (Black Swan) – Teal



LIBRARY

Our Library is an engaging, stimulating centre, fostering both formal and informal learning opportunities. The Library is open during lunchtimes when staff are available to supervise students. All classes have rostered Library borrowing time. Children must have library bags to protect school library books from damage or loss. Books and equipment that have been damaged or misplaced will be charged to your child's account. Parent assistance is appreciated when books need to be covered and during class library periods. Please contact the school Administration Office if you would like to be part of the volunteer roster.

STUDENTS AT EDUCATIONAL RISK

Brabham Primary School is committed to identifying students at risk and addressing the needs of students as early as possible to ensure that every student achieves to their full potential. The term 'At Educational Risk' refers to a student who may not achieve his/her potential for a variety of reasons and each student has the potential to be at risk at different stages throughout their school life.

The school has established an experienced Student Services Team that comprises of school administrators, the learning support coordinator and the school psychologist. The Student Services Team leads a three-tiered response to intervention that will target the needs of our students. Working with families and external agencies, we will provide opportunities for all students to learn and achieve their full potential.

PROCEDURES & POLICIES

ATTENDANCE

The School Education Act 1999 requires children of compulsory school age to attend school (applies to all students from Pre-primary). When a child is unable to attend, legislation requires that parents/caregivers forward written notification providing a reasonable cause for the absence of their child. Please note that a telephone message beforehand is encouraged if the absence is anticipated.

The school uses an SMS messaging service which, on every school day at approximately 10am, will automatically send a text message to a parent or care giver if a child is marked absent without explanation. Parents are expected to respond to these messages. When an explanation is not provided to the Principal within three days of the original day's absence, the class teacher may send a letter requesting an explanation.

The Department of Education classifies any student below 90% as an attendance risk. The school will work with families who fall below this percentage on an individual case management basis. Supports may include individual attendance contracts and home liaison visits by an attendance officer.

Family holidays during school terms are not encouraged. School holiday periods provide a considerable amount of time for families to enjoy holidays. Absence during school terms may disrupt children's learning and their social development with friends. A written note, providing start and end dates and reasons for the holiday, is to be forwarded to the Principal.

Our teachers work hard to provide in class education and will not be able to provide additional personal vacation work should you choose to take a holiday during term.

Regular absences of 1 or 2 days per week has a huge impact:

When your child misses just...	that equals....	which is.....	and over 13 years of school that is.....
1 day each fortnight	20 days per year	4 weeks per year	Nearly 1 and ½ years
1 day each week	40 days per year	8 weeks per year	Nearly 2 and ½ years
2 days each week	80 days per year	16 weeks per year	Over 5 years
3 days each week	120 days per year	24 weeks per year	Nearly 8 years

ABSENTEE NOTIFICATION

If your child will not be attending school on a certain day, you can notify the school by one of the following ways:

- **ABSENTEE FORM** - Via the school website **OR**
- **SMS** - **0427 969 283**

LATE PASSES

If your child arrives after 9.00am, they must come through the Front Office to collect a late pass which they will then take to their classroom teacher.

BIRTHDAY CELEBRATIONS

Your child's special day is important to us and we want to help them celebrate. Staff will not be able to cut cakes, so it is suggested that you may provide allergy aware cupcakes or individually wrapped items.

BEHAVIOUR & BULLYING

Brabham Primary School is committed to meeting the behavioural and social-emotional needs of individuals, whilst recognising the rights of others in a safe, caring and positive school environment.

STUDENT ENGAGEMENT

Our **Student Engagement Policy** focuses on engaging students in a positive manner, through a tiered response that aims to cater for individual student needs. A part of this policy is the behaviour policy that includes teaching, rewarding and reinforcing desirable behaviour, and providing appropriate support as required. It is based on the Positive Behaviour Support framework and provides clear school and classroom behaviour expectations with fair and appropriate consequences which are applied consistently and equitably.

Our journey as a **Positive Behaviour Support** school will be a highly collaborative one with students and staff actively involved in the construction of our school values and a matrix that will identify behaviour expectations, reflective of our values and will provide a common shared language throughout the school.

Bullying is not tolerated at our school. Children are encouraged to report all acts of bullying so that action can be taken. **The Student Engagement Policy** includes a section on bullying – how to prevent it, and how we respond to it.

CANTEEN

A regular on-site canteen service is currently available. For menu and details on how to order, please see our school website.

EMERGENCY PROCEDURES

The school has a clearly documented emergency procedures. All staff are taken through these at induction and drills are conducted regularly throughout the school year to ensure that staff and students know what to do in the event of an emergency.

EXCURSIONS & INCURSIONS

Educational excursions and incursions play an important part in the learning program of all classes. Written permission is required for all excursions and failure to return the excursion permission slip will prevent the child from participating. This procedure is strictly adhered to for safety and legislative reasons. It is desirable that all children participate in planned excursions and incursions that form part of the education program at school.

The school will publish a costing document each year which provides details for the expected maximum expenditure that each year level may incur. We also offer payment plan options for families that might have trouble paying by a certain time. Please contact us for more information.

SUN SMART

Brabham Primary School is a Sun Smart school for the safety of all children. All students must wear a wide brimmed school hat when engaging with activities outside of the classroom all year round. This includes recess, lunch, physical education and other outside activities. Please ensure your child's hat is clearly labelled with your child's name.

Children without hats will be supported by playing in designated shaded or undercover areas.

LOST PROPERTY

All found unlabelled items, such as clothing, will be placed in the lost property baskets, located outside the Library. Students and parents are welcome to look before and after school to recover lost items. We ask for your assistance by ensuring that all personal belongings are clearly labelled with your child's name to assist us in returning items.

Children are asked not to bring along valuables such as mobile phones, jewellery, toys or unnecessary money that might be lost or damaged during school hours. No responsibility will be accepted for valuables of this nature.

MOBILE PHONES & ELECTRONIC DEVICES

"In October 2019, the State Government announced a new Student Mobile Phones in Public Schools policy to take effect from the start of Term 1, 2020. The policy requires all public schools to implement a ban on the use of mobile phones for all students from the time they arrive at school to the end of the school day. This extends to the use of smart watches which need to be on aeroplane mode during school.

Students are not encouraged to bring mobile phones or electronic devices to school. However, where parents require that their child carries one to and from school it must be given to a school officer at reception before 8:50am. It can be collected at the end of each day. The use of mobile phones and electronic devices is not permitted during school hours. School staff will contact families whenever necessary, and parents can contact the front office if they need to urgently get in touch with their children. Neither the school nor the Department of Education will accept any responsibility if mobile phones or electronic devices are lost, damaged or stolen.

DOGS & OTHER PETS ON SCHOOL GROUNDS

To ensure the safety of all members of the Brabham Primary School community, we require that dogs and other pets do not enter school grounds, with the exception of service dogs or dogs visiting as part of educational programs with approval by the Principal. We thank all of our parents and community members in advance for respecting these guidelines.

SCHOOL HEALTH CHECKS

From time to time, members of the School Health Services carry out checks and examinations of children. These primarily relate to hearing and eye tests. Parents and carers will be notified of when these visits occur.

DENTAL THERAPY CENTRE

The school has a Dental Therapy Centre attached to it, which provides a free ongoing dental service for children attending school from Pre-primary onwards. The aim of this service is to improve the oral health of children through education and instruction about teeth, gums and good dietary habits. Treatment provided may include permanent or temporary fillings, fluoride treatment, fissure sealants, x-rays, extractions and clearing of teeth. Any specialist treatment required is not covered by this service; in these instances referrals will be issued to parents.

PERSONAL BELONGINGS

Children are asked not to bring along valuables such as mobile phones, jewellery, electronic toys or money that can be mislaid or damaged during school hours. No responsibility will be accepted for valuables of this nature.

SMOKE FREE SCHOOL

Parents and visitors are asked to adhere to the Department of Education Policy prohibiting smoking on school grounds or near school gates.

OUT OF SCHOOL CARE

OSHClub are our provider. Enrolling with OSHClub can be completed by visiting the website oshclub.com.au and click on register.

Before school care will operate from 6.45am - 8.45am. After school care will run between 2:55pm and 6pm. Bookings can be made anytime up to 24 hours before the session commences.

Parents should contact the OSHClub Customer Service & Billing Team on 1300 395 735 if they have any questions relating to booking or enrolling in the Brabham Primary School OSHClub service.

MEDICAL PROCEDURES & CONDITIONS

Please advise the office if your child suffers from a condition that requires our attention and support. This includes conditions such as asthma, allergies or other medical conditions. It is important that you provide the school with an Action Plan provided by your family doctor if your child has a known medical condition. A confidential record of students with specific conditions is maintained within our electronic records system.

It is preferable that prescription and non-prescription medication is administered to your child at home before and after school. However, we acknowledge that medication may be required to be administered whilst your child is at school. If this is the case, you must complete the appropriate Health Care Plan which can be obtained from the front office.

ALLERGIES

Brabham Primary School is a Nut Aware School. We acknowledge that due to food processing practices it is impractical to eliminate nuts or nut products entirely from an environment where there is food. Therefore, we have opted to be a 'Nut Aware' which means:

- Please do not send nuts or nut products to school for your child's recess or lunch.
- No nut products to be included in food on special days i.e. birthday cakes, or in any cooking activities at school or on school camps.
- Staff will supervise students eating at recess and lunch time. Students will be encouraged NOT to share food.
- Staff have participated in training for understanding and dealing with Anaphylaxis.
- All staff are made aware of specific students via their Medical Plans including photographs, emergency response planning and medication advice.

Please alert the school to any allergies that your child/children may have on enrolment so we can implement the appropriate plan to support them.

COMMUNICABLE DISEASES

The Communicable Disease Guidelines provided by the Western Australian Health Department state that the following common ailments require exclusion from school:

DISEASE	LENGTH OF EXCLUSION
Chicken Pox	At least 5 days after vesicles (rash) appear and until vesicles have formed crusts.
Conjunctivitis	Until discharge from eyes have ceased.
Hand, Foot & Mouth Disease	Until vesicles have formed crusts that are dry.
Head Lice	Until lice and eggs (nits) are killed and hair is clean.
Impetigo (School Sores)	For 24 hours after antibiotic treatment has commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing.
Influenza	Until symptoms are resolved.
Mumps	For 9 days after the onset of salivary gland swelling.
Ringworm	Until persons have received anti-fungal treatment for 24 hours.
Rubella (German Measles)	For 4 days after onset of rash.
Scabies	Until the day after treatment has commenced.

Parents will be asked to collect their children if they are suspected of having an infectious disease and to seek medical advice. The school may request a medical certificate confirming the child is safe to return to school.

ACCIDENTS & ILLNESS

In the event of a child being sick or having an accident at school, one of the parents or carers will be contacted if possible. All parents and carers are asked to ensure that the school has an up-to-date contact phone number, address and emergency contact details, so contact can be made without delay.

In the event of a serious accident where parents cannot be contacted, an ambulance may be called (note the expense for this action is to be met by the family not the Department of Education).

Important: Please note that if your child may be (or is) ill with any infectious condition, including colds and stomach ailments, they should not attend school and they should return to school only when fully recovered. The risk of cross infection in schools is very high despite the best efforts of staff and students.

When in doubt, please keep your child at home and if necessary, seek medical advice.

SCHOOL UNIFORM POLICY & DRESS CODE

A School Dress Code

- Assists in building a school identity
- Promotes school and team spirit
- Encourages equity between students by reducing peer pressure
- Contributes to student safety, comfort and well-being

Considerations

- Parents/carers and staff should provide ongoing support and encouragement to children to adhere to the dress code
- The procedure for children who do not follow the dress code will entail a discussion between the Principal and family on an individual basis
- There is an expectation that children from Kindergarten – Year 6 will follow the School Dress Code

General

- All items should be named
- All long hair is to be tied back for health and safety reasons
- Faction T-shirts are available but optional for wearing on Sport and Carnival Days
- The Principal approves variations to the Dress Code to enable religious beliefs to be met

OUR SCHOOL UNIFORM

Our school uniform colours have been determined based on community consultation. The key colours of maroon, silver and charcoal have been chosen to honour Sir Jack Brabham racing colours.

All uniform items including school and sports clothing, bags, and hats are available from our uniform supplier – **Tudor Uniforms**. We have an onsite uniform shop at Brabham Primary School, **every Tuesday morning during the school term, from 8.30 am - 10.30 am.**

Clothing

- Polo uniform shirt - maroon, short sleeved with school logo
- Polo faction shirts (optional)
- Generic black shorts or skirt
- Generic black tracksuit pants
- Brabham Primary School dress (optional)
- Charcoal and Maroon Microfibre zip jacket with embroidered school logo
- Plain black rain jacket (optional)
- Broad brimmed uniform hat (reversible with faction colour)
- Kindy students have the option of wearing a Kindy Tee with our logo

Footwear

- Sports shoes, joggers or sneakers
- Fitted sandals with low heels and back straps
- School shoes or boots
- Footwear must be always worn. Thongs and other open footwear should not be worn to school for reasons of safety.

Cosmetics/Jewellery – (All years)

- No cosmetics, including nail polish
- No jewellery other than earrings – sleepers or studs and watches
- For health and safety reasons, all students are encouraged to tie hair back if it is shoulder length or longer
- All articles of clothing should be clearly marked with the student's name.



Kindy Tee
Turquoise
Y2-Y6



School Polo
Y2-Y16
SM & MED



Microfibre Jacket
Y2-Y16

EARLY CHILDHOOD (KINDERGARTEN & PRE-PRIMARY)

Our Early Childhood team create rich learning environments that are connected to children's needs, talents, and interests. We deliver an age-appropriate program that incorporates play-based exploration and explicit instruction. This encourages the development of student wellbeing, their capacity to learn and share ideas and allows each child to be recognised as a unique individual.

WHAT TIME DOES KINDERGARTEN (BIDI KAATADJINY) & PRE-PRIMARY START & FINISH?

KINDERGARTEN - BIDI KAATADJINY - OFFSITE KINDY A GROUP

Monday, Tuesday and Alternate Wednesday (Odd Weeks)

Gates Open: 8:20am

Classroom Doors Open: 8:30am

Teaching Time: 8:40am – 2:40pm

B GROUP

Thursday, Friday and Alternate Wednesday (Even Weeks)

Gates Open: 8:20am

Classroom Doors Open: 8:30am

Teaching Time: 8:40am – 2:40pm

PRE-PRIMARY

Gates Open: 8:20am

Classroom Doors Open: 8:30am

Teaching Time: 8:50am – 3:00pm

The gates for both the Bidi Kaatadjiny and Early Childhood car parks are unlocked by 8:20am. If you need to come into the school during the day you must enter or exit through the Front Office.

Drop off: Our Kindergarten and Pre-Primary classroom doors open at 8:30am to enable students to be settled and ready to learn. We encourage you to stay and read or complete an activity with your child during the first 10 minutes of the day. Being on time each morning provides a great start for both students and teachers.

Pick up: Department of Education policy states that a Kindergarten and Pre-Primary children must be dismissed to a responsible person. Please collect your child promptly at 2:40pm/3:00pm, as they may become upset if left waiting.

If your Kindergarten or Pre-Primary child attends OSHClub they will be dropped to class in the morning and collected in the afternoon by OSHClub staff.

GETTING READY FOR KINDERGARTEN & PRE-PRIMARY

FIRST DAY OF SCHOOL



- Please bring your child's stationery requirements on the first day.
- Individual stationery items such as pencils and textas do not need to be named, but please name books and folders.

UNIFORM POLICY & DRESS CODE



- The school uniform is a requirement for Kindergarten & Pre-Primary students.
- Please allow your child to wear velcro or slip-on shoes until they can tie their own shoelaces.
- Clothes need to be easily managed for toileting and to encourage self-management skills.
- Please keep a spare set of clothes and underwear in your child's school bag as messy play and accidents are common.
- A school bag which is large enough to have their lunch box and a spare change of clothes is recommended. It also needs to be easy for your child to carry and access.
- Please clearly label all clothing, shoes, hats and bags with your child's full name.
- Please apply sunscreen before your child comes to school each day.
- Children must bring a hat every day for outside play.

LUNCH & SNACKS



- Students need to bring a water bottle every day, with their name on it. Please ensure it is filled with water (no juice or cordial please).
- Students sit together for a healthy snack and this is an important part of our program.
- Students have two eating breaks.
- Please pack morning snack and lunch in two separate containers.
- Morning snack could include 1 – 2 pieces of fresh fruit (cut up if necessary) or raw vegetable sticks and 1 – 2 other healthy snacks, such as crackers, cheese or yoghurt.
- Please provide your child with a nutritional and healthy lunch – please avoid chips, cake and processed foods if possible. All food must be brought to school in a named lunch box.
- Please be aware of bringing nut and egg products in school lunches as there may be some children in your class that are allergic.
- The children are given adequate time to eat their lunch. All remaining lunch is put back in their lunch boxes so you have an idea of how much, and what, has been eaten.
- Please check that your child can open/close their own lunch box independently.
- In warmer weather, please provide an icepack in your child's lunch.

EXTRA INFORMATION FOR KINDERGARTEN & PRE-PRIMARY

PARENT/FAMILY HELP ROSTER

- Brabham Early Childhood classes welcome parent help as an important part of developing community relationships. Class teachers will have more information on this at their class meeting in Term One.



ASSISTING BRABHAM PRIMARY SCHOOL

The development of children is a shared responsibility between the school and parents/carers. You can assist our school and your child's educational development by:

- Being on time to drop off and pick up from school.
- Ensuring that all absences are explained.
- Notifying the Principal if you plan on being away for an extended period (more than 3 school days).
- Discouraging your child from bringing toys to school (unless requested by the teacher).
- Promptly reading, signing and returning (if necessary) all forms and notes.
- Routinely read the school newsletter and any other notices that may be displayed or sent home.
- Keeping up regular contact with your child's teacher. Any concerns (health, educational, family) should be discussed at your earliest convenience.
- Making a time in advance to privately discuss more complex and/or confidential matters.
- The first few weeks can be a big adjustment for the students – please ensure they receive adequate sleep (3 - 6 year old children should average 10 - 12 hours sleep per night).



FINALLY: PREPARING FOR KINDERGARTEN & PRE-PRIMARY

The first day of school can be an anxious experience for both you and your child. Here are some tips to get ready for starting the new school year:

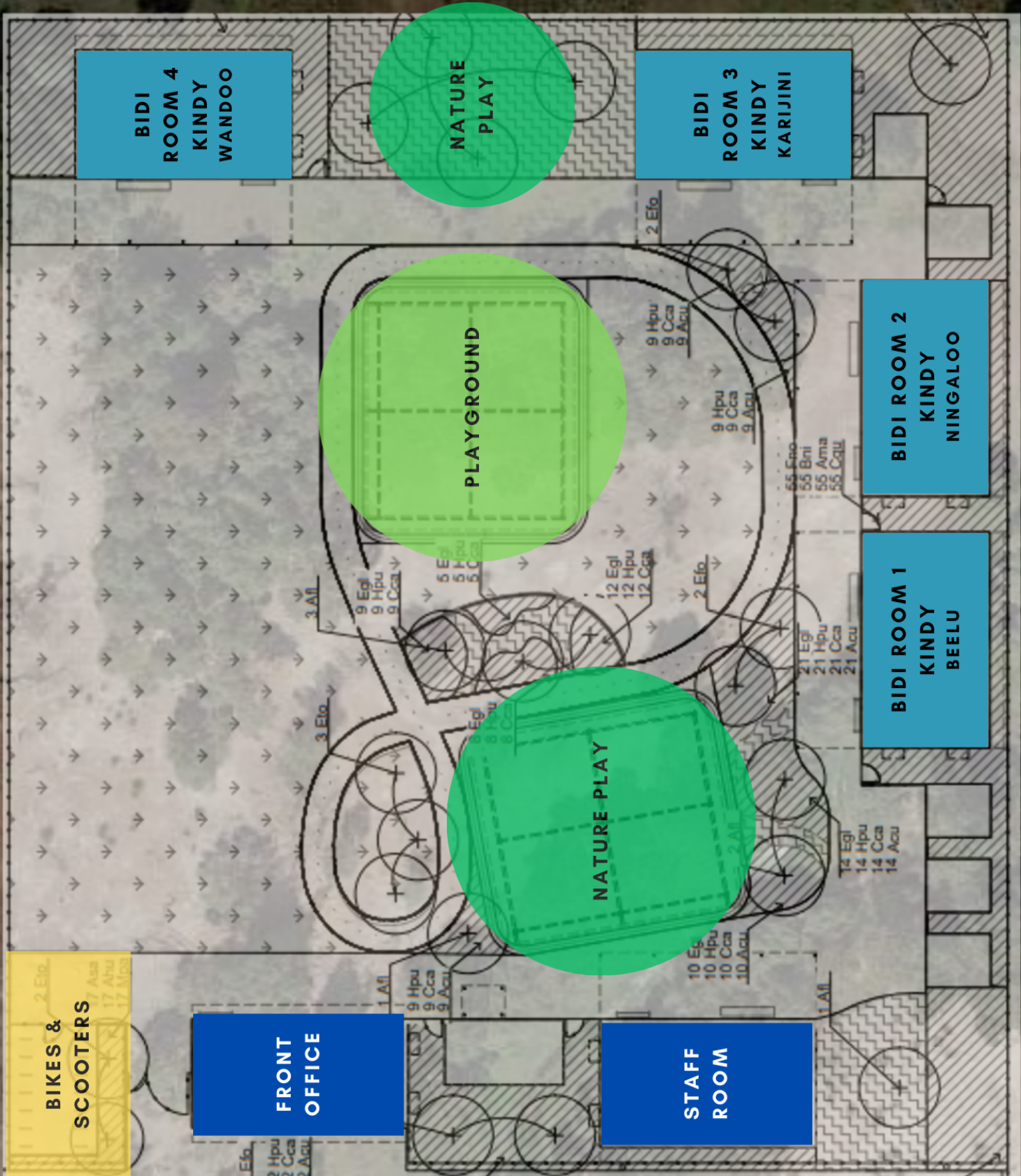
- Go past the school and talk to your child about how they will soon be going there, the exciting things they will do, and the friends they will make.
- Check that your child has all the listed requirements and is ready for the first day.
- Explain that Mum/Dad or a Caregiver will drop them off and then pick them up when school has finished.
- Practice at home, having morning tea and lunch using their lunch box.





Brabham PS

BIDI KAATADJINY SCHOOL MAP



FAIRMOUNT BOULEVARD CARPARK



Brabham PS

2024 SCHOOL MAP



PALFREY STREET

LAKEFIELD DRIVE

CAMBALLIN STREET



Brabham
PRIMARY SCHOOL

T: (08) 9265 1840
 31 LAKEFIELD DRIVE BRABHAM WA 6055
 BRABHAM.PS@EDUCATION.WA.EDU.AU
 WWW.BRABHAMPS.WA.EDU.AU
 SMS ABSENTEES: 0427 969 283

- SPORT SHED
- PURPLE ROOM 1
- PURPLE ROOM 2
- PURPLE ROOM 3
- PURPLE ROOM 4
- PURPLE ROOM 5
- PURPLE ROOM 6
- PURPLE WET AREA
- OFFICE
- ORANGE ROOM 1
- ORANGE ROOM 2
- ORANGE ROOM 3
- ORANGE ROOM 4
- ORANGE ROOM 5
- ORANGE ROOM 6
- ORANGE ROOM 7
- ORANGE ROOM 8
- ORANGE ROOM 9
- ORANGE ROOM 10
- ORANGE ROOM 11
- ORANGE ROOM 12
- ORANGE WET AREA
- OFFICE
- MEETING ROOM
- STAFFROOM
- LIBRARY
- TEAL ROOM 1
- TEAL ROOM 2
- TEAL ROOM 3
- TEAL ROOM 4
- TEAL ROOM 5
- TEAL ROOM 6
- TEAL ROOM 7
- TEAL ROOM 8
- MAGENTA ROOM 1
- MAGENTA ROOM 2
- MAGENTA ROOM 3
- MAGENTA ROOM 4
- MAGENTA ROOM 5
- MAGENTA ROOM 6
- MAGENTA WET AREA
- OFFICE
- ADMINISTRATION
- DENTIST
- TOILET BLOCK
- PERFORMING ARTS CENTRE (PAC)
- CANTEEN
- UNIFORM SHOP
- P/ARTS ROOM
- GREEN ROOM 1
- GREEN ROOM 2
- GREEN ROOM 3
- GREEN ROOM 4
- GREEN WET AREA
- OFFICE
- YELLOW ROOM 1
- YELLOW ROOM 2
- YELLOW ROOM 3
- YELLOW ROOM 4
- YELLOW ROOM 5
- YELLOW ROOM 6
- YELLOW ROOM 7
- OFFICE
- OHV SHED