2020

PARENT/CAREGIVER INFORMATION GUIDE

BINNU PRIMARY SCHOOL
AN INDEPENDENT PUBLIC SCHOOL

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Dear Parents/Caregivers,

Welcome to Binnu Primary School

The following information is designed to support your family to transition to Binnu Primary school.

We look forward to building a rewarding partnership to cater for your child's social, emotional and academic needs.

Kind regards,

Helen Barnes
Principal, Binnu PS

CONTACT DETAILS

ADDRESS	**Lauder Street** **C/- Post Office** **Binnu WA 6532**
TELEPHONE NUMBER	**(08) 9936 1017**
MOBILE NUMBER	**0439 361 019 (excursions only)**
EMAIL	**Binnu.PS@education.wa.edu.au**
WEBSITE	**www.binnups.wa.edu.au**

SCHOOL STAFF

PRINCIPAL
Mrs Helen Barnes

TEACHING STAFF
Mrs Yvonne McKenzie
Ms Karen Lewis

MANAGER CORPORATE SERVICES
Mrs Kyra Simkin (Tues, Wed, Thurs)

EDUCATION ASSISTANT
Ms Emily Bunter

AIEO
Dayne Cox

LIBRARIAN
Mrs Dale Diepeveen (Wednesdays)

CLEANER & GARDENER
Mrs Lyn Casley

CHAPLAIN
Mr Peter Hanrahan

SCHOOL PSYCHOLOGIST
Alana Bech

DATES FOR 2020

TERM 1

January 27th (Monday)	Australia Day PUBLIC HOLIDAY
January 28th (Tuesday)	School office is open from 8.30am – 3.30pm
January 30th (Thursday)	Teachers Commence
February 3rd (Monday)	Term 1 commences for students
February 4th (Tuesday)	Kindy students commence
March 2nd (Monday)	Labour Day PUBLIC HOLIDAY
April 9th (Thursday)	Term concludes
April 10th (Friday)	Good Friday PUBLIC HOLIDAY
April 13th (Monday)	Easter Monday PUBLIC HOLIDAY
April 14th (Tuesday)	Easter Tuesday
April 27th (Monday)	ANZAC Day PUBLIC HOLIDAY (In holidays)

TERM 2

April 28th (Tuesday)	Term commences for teachers and students
Friday 1st May	Staff Development Day (No school for students)
June 1st (Monday)	Western Australia Day PUBLIC HOLIDAY
July 3rd (Friday)	Term concludes

TERM 3

July 20th (Monday)	School Development Day
July 21st (Tuesday)	Term commences for students
September 25th (Friday)	Term concludes
September 28th (Monday)	Queen's Birthday PUBLIC HOLIDAY

TERM 4

October 12th (Monday)	School Development Day
October 13th (Tuesday)	Term commences for students
December 17th (Thursday)	Term ends for students
December 18th (Friday)	SDD - Term ends for staff

School Development Days may be subject to change
As per Department of Education website – There are six school development days where students do not attend:
Two of these days are before the school year starts for students and one day is after the school year ends for students.

SCHOOL CLOSED UNTIL 2021

OUR VISION

Binnu Primary School provides an opportunity for each student to achieve their full potential through quality education and a safe and supportive learning environment.

OUR PURPOSE

Our purpose is to partner with our community to inspire students to be confident and respectful active citizens. We aim to prepare our students to be lifelong learners, critical and compassionate thinkers. We provide quality education in an engaging environment, utilising best teaching and learning practices and technologies. We encourage each student to be the best they can be.

OUR VALUES

Our values build the foundation for our approaches to teaching and learning and form the basis of how we interact with each other in our school community.

Respect

Unity

Responsibility

Creativity

Personal Best

OUR BELIEFS

At Binnu Primary School we believe all students have the potential for success and it is our role to provide opportunities for students to succeed regardless of their race, gender, cultural background and abilities.

We believe quality teaching and learning includes;

- A respectful, safe and inclusive learning environment that promotes students' engagement, participation and motivation to learn.
- Maintaining a culture of high expectation for student success and celebrating achievement.
- A quality, balanced curriculum that encompasses best practice instructional strategies, quality programs with innovative resources and rigorous assessment.
- Identifying and catering for students' academic, physical, social and emotional wellbeing at their point of need.
- Communication and collaboration between parents, teachers and students to support outcomes for students.
- Support of each other as a professional learning community through collaboration, peer observations, professional learning and discussions.
- Staff regularly accessing quality professional learning opportunities that support school improvement targets and identified professional goals.
- A school culture of mutual respect to support improvement targets whilst recognizing each other's' roles and responsibilities.

RIGHTS AND RESPONSIBILITES

Rights	Responsibilities
Parents • Expect their child to learn in a safe and supportive environment • Be informed with regular communication about their child's learning and behaviour. • Be heard in appropriate forums on matters relating to your child.	• Ensure your child attends school regularly. • Meet your child's basic needs and ensure their emotional wellbeing is conducive to learning. • Regularly communicate with their child's school. • Support the school's dress code and policies.
Students • Learn in a safe and supportive environment. • Work and play in a secure friendly and clean environment. • Travel in a safe environment. • Be respected. • Be heard.	• Follow our school expectations. • Ensure the school environment is kept clean and orderly. • Ensure you are on time and organised. • Listen, participate and join in with all learning experiences.
Staff • Work in a safe and supportive environment. • To be respected. • Open communication and support from parents, community members and Administration. • Supported in career development opportunities.	• Model respectful, courteous and honest behaviour- our school expectations. • Ensure ALL students' learning needs are being met. • Cater for different cultural, disability and individual needs. • Teach in accordance with the WA Curriculum. • Motivate students to learn. • Ensure good organisation and planning. • Acknowledge students' achievement. • Support school and DoE policies.

ABSENCES

If your child/ren will be absent from school we ask that you phone or email the office or provide written notification to teachers on your child's return to school. It is Education Department policy that the school receives notes for absences of all children who are enrolled at a school.

ASSEMBLIES

Assemblies are usually held once per term commencing at 2.30pm. Dates will be advertised in the school newsletter. They are held to recognise student achievements and each class performs an item. All parents/caregivers are encouraged to attend.

BOOKLISTS

Each year the school will distribute booklist/student requirement packages to all families. The school can order on your behalf from the Northampton Newsagency and they will be ready to take home before the start of Term 1.

Alternatively they can be purchased from any stationery supply business. All students must have these requirements to start the school year as the school does not carry supplies for individual students.

BUSES

Two bus routes operate from the school. All enquiries regarding buses, their routes or alterations to these should be directed to School Bus Services. Strict safety rules apply to children travelling on school buses and parents and students will be asked to sign a "Bus Code of Conduct" form at the beginning of the school year. Parents who pick up students from school or make alternative arrangements during the day must inform the bus driver and the school in writing that they will not be going home on the bus.

School Bus Website: www.schoolbuses.wa.gov.au
Parents are able to lodge and track applications for Transport Assistance, lodge claims for Conveyance Allowances and make changes to contact information.

Please remind your child they must go ***straight*** to the bus at home time.

Ajana Bus:	Chris & Belinda Hazell	Mob	0407 744 533
East Binnu Bus:	Verity Hulme	Mob	0418 665 330
	Dianne Hulme	Mob	0417 940 918

CAMPS AND EXCURSIONS

All classes are involved in educational excursions during the year.
Permission forms for each major excursion need to be signed by parents prior to your child participating. You will be provided with the necessary information about each excursion as they arise.
The next school camp will be held in 2021.

COMMUNICATION

Two way communications between home and school is seen to be crucial for the effective operation and growth of our school. The major forms of communication to parents are:

- The fortnightly newsletter
- Our website www.binnups.wa.edu.au
- Emails
- SeeSaw App
- Circulars and notices as necessary
- Student diaries
- Parent meeting and committees
- Parent/teacher interviews
- Assemblies
- Special school functions
- Facebook/social media

Parents/caregivers are strongly encouraged to contact teachers or the school office to discuss any relevant concerns, or provide feedback. Parents/caregivers are invited to participate in as many school activities as their circumstances permit and to become involved in the various committees where possible.

CONCERNS/COMPLAINTS

If parents/caregivers have a concern about their child's school work, behaviour or classroom programme, they should discuss their concern with the teacher, as soon as possible. You are asked to arrange a mutually convenient time with the teacher, *as they should not be disturbed while teaching or supervising the class.*

Where a concern relates to a whole-school issue eg. school policy or an issue of a general nature, please make an appointment to speak with the Principal. This process should also be used if you have discussed a class or individual issue with your child's teacher, and have not satisfactorily resolved it with them. If parents wish to discuss an urgent matter they are requested to go to the OFFICE and NOT TO THE CLASSROOM. Any person coming into the school must go to the front office first, if you are staying on school grounds for more than ten minutes you must sign the register on arrival and departure. This is in the interest of safety and security of our students.

DAILY TIMES

Lessons commence	8:50 am
Morning Recess	10:40am – 11:00 am
Lunch	1:00pm – 1:40 pm
Lessons conclude	3:00 pm

Please make sure that children do not arrive before 8.30am as proper supervision is not possible before this time.

BEHAVIOUR MANAGEMENT

Binnu Primary School adopts a Positive Behaviour in Schools approach to TEACHING student behaviour. We have four student expectations.

We are Respectful
We are Responsible
We are Friendly
We try our Personal Best

We explicitly teach students the skills necessary to be successful leaners. We encourage students to make good behavioural choices by providing reminders of our school expectations and what that behaviour looks like via our behaviour matrix.

Students are rewarded with PBS tickets (yellow slips) when staff see the expected behaviours. These are tallied by the classroom teacher and students receive a reward at 25, 50, 75 and 100 PBS tickets.

DRESS CODE

The Binnu Primary School community takes pride in and shows respect for the school, ourselves and others. The student dress code has been developed to support these values.

The School has a "NO HAT, NO PLAY" policy for all students during the year. Broad brimmed hats are encouraged to be worn. Hats in the school colours may be purchased from the school office.
Our school uniform consist of: Blue polo shirt, Navy Blue pull on shorts/sports shorts, Navy Blue pants or track pants, Navy Blue Gingham dress and Navy Blue skorts.
Footwear should be either closed in shoes or firmly fitted sandals. For safety reasons it is not considered appropriate for students to wear thongs or scuffs to school.
All clothing should be clearly marked with the child's name. Students are discouraged from wearing or bringing valuable personal items to school. The school will not take responsibility for any of these items. Any items unclaimed and unmarked at the end of each term will be given to a charitable organisation.
All uniform requirements can be purchased from the P&C via the school office.

ENROLMENTS

A Birth Certificate or extract and immunisation record must be sighted on enrolment. Other students new to the school should be enrolled on their first day. The total enrolments for 2020 are 13 students in K-6.

FACTIONS

Our school operates a faction system for sporting, academic and other activities. We have two factions: Murchison (Blue) and Hutt (Gold). Faction competition is designed to promote sportsmanship, enjoyment, team spirit and endeavour. Every effort is made to make sure that children from a family are in the same faction.

FEES

Education Department regulations permit the school to seek a voluntary contribution from parents to cover the many costs not met by government funding.

Each year we ask all families to make a voluntary payment called the Contributions and Charges allowance. The following rate has been set by the Binnu PS School Council.

Each student: $60.00

*Please see the fees form at the end of this booklet.

These amounts are reviewed annually by the School Board

BUSHFIRE AND EVACUATION PROCEDURES

Binnu Primary School is listed on the Department of Education's Bushfire Risk Register. Therefore we have a Stand-Alone Bushfire Plan available in the front office.

The plan is reviewed annually and states the school must practise its evacuation procedures. Parents will be contacted when evacuation practises occur to avoid unnecessary concern.

HEALTH & SICKNESS

Students who are unwell, are not to attend school as the risk of cross infection is great. Please advise us, in writing (email, text message etc) of your child's absence. Please contact the school as soon as possible as often there are government health regulations which apply to attendance where a child has a communicable disease. (eg. chicken pox, school sores & head lice)

Please keep us informed of any changes to your child's health or medial conditions, as this will help us be aware of any special requirements.

DISEASE	**PERIOD OF EXCLUSION FROM SCHOOL**
CHICKEN POX	Child is excluded from school. Re-admit when sufficiently recovered. Some remaining scabs are not an indication for continued exclusion. When the weeping of the sores has stopped, children are allowed back at school. The contagious time is when the sores are weeping. Contacts not excluded.
CONJUNCTIVITIS	Child is excluded from school until discharge from eyes has ceased. Contacts not excluded.
HEAD LICE/NITS (Pediculosis)	Child is excluded from school until effective treatment has been instituted. Contacts: Family contacts will probably be infested and should be treated accordingly.
MEASLES	Child is excluded from school. Re-admit on medical certificate of recovery, or at least 7 days from appearance of the rash if well. Contacts not excluded.

RINGWORM (Tinea)	Child is excluded from school. Re-admit on medical certificate that the child is no longer likely to convey the infection. Contacts not excluded.
RUBELLA (German Measles)	Child is excluded from school. Re-admit on recovery.
SCHOOL SORES (Impetigo)	Child is excluded from school until effective treatment including proper use of occlusive dressings has been instituted.
WHOOPING COUGH (Pertussis)	Child is excluded from school. Re-admit on medical certificate of recovery. Contacts not excluded.

HOMEWORK

It is school policy that children are given homework regularly and reading each night. Homework involves out-of- school learning by students and is phased in gradually from Year One. Homework can take a number of forms, depending on the purpose for which it is set. The most important aspect of homework is that it is purposeful out-of-class learning that quite deliberately seeks to enhance the extent to which each child benefits from our school's educational programme.

HOME READING

Students are encouraged to read each night and record their progress in their reading diaries. Students are rewarded with a reading prize and certificates at 25, 50, 75, 100, 125, 150, 175, 200, 225, 250, 275 and 300 nights of reading.

LUNCH ORDERS

Lunches are provided on a private commercial basis by the Binnu General Store (BP Roadhouse). They offer a variety of hot food, sandwiches and drinks.
Parents are responsible for ordering their child's lunches. If you wish to place a lunch order you may telephone (0427 361 052) the Binnu Store. Only items on the lunch order list can be ordered. The school has a policy that discourages the swapping of lunches between the children.

MEDICATION – ADMINISTRATION OF TO STUDENTS

Staff will only administer prescribed medication where there is a written agreement between staff, parents/caregivers, the Principal and where written instructions from the prescribing doctor have been provided by the parent/caregiver. Please contact the Principal for further information.

Staff <u>WILL NOT administer pre-mixed medications</u>. Students should not self-administer their own medication, with the exception of Asthma medication. Over- the-counter (non –prescribed) medication – The school will not be involved in administering non-prescribed medication unless authorised to do so.

NEWSLETTERS AND NOTICES

Newsletters are updated to our website 3 weekly in Weeks 1, 3, 6 and 9. At the beginning of each term a Term Planner will accompany the newsletter. The planner is an outline of major school events for the term.

PARENTS AND CITIZENS' ASSOCIATION

The Binnu P&C Association meets once a term in the school staff room. The Binnu P&C acts as a way of raising funds to contribute to school development. Participation by parents creates a better understanding of our school's programmes and an increased motivation for students to achieve.
As they arise P&C meetings will be notified through the school newsletter.
The P&C AGM will be conducted early in Term 1 each year. All parents are encouraged to attend P&C meetings.

PARENT – TEACHER INTERVIEWS

A classroom meeting will be held early in Term 1 for teachers to communicate their plans for the school year.
An individual parent – teacher interview (optional) can be scheduled at the end of Term 2 after Semester 1 reports have been sent home.
If parents wish to discuss their child's progress, they need to make an appointment wit their child's teacher to arrange a suitable time as classes should not be interrupted.

REPORTING TO PARENTS

Reporting refers to the school's system of informing parents/caregivers of their child's progress. Binnu Primary School has adopted the following Reporting to Parents framework for communicating the progress of our students:

Term 1	Classroom meeting
Term 2	End of semester formal report and portfolios
Term 3	Learning Journey
Term 4	End of semester formal report and portfolios.

SCHOOL BOARD

The School Education Act 1999 requires all Independent Public Schools to establish a School Board with <u>parent/community members being in the majority.</u>
Our Council will comprise of 7 delegates: Principal, Manager Corporate Services (Executive Officer), one staff member and 2 parents and 2 community members. The period of tenure will be for a period of not more than two years. If more nominations are received than existing vacancies an election will be held as per the information stated at the bottom of the nominee form.
The primary functions of our School Board will be to take part in:

- establishing, and reviewing from time to time, our school's objectives, priorities and general policy directions;
- the planning of financial arrangements necessary to fund those objectives, priorities and directions; and
- evaluating the school's performance in achieving them
- to promote the school in the community;
- to take part in the formulating of codes of conduct for students at the school.

The school would encourage parents/citizens of our school community to nominate for School Board should they be interested in helping shape our school's direction over the next two years. Nomination forms can be obtained from the school office. The School Board will meet at least once a term.

SPORT

Sport is part of the Health and Physical Education learning area. At Binnu Primary we promote regular physical education activities. This is supported by the school's involvement in NCVISSA (Northampton and Chapman Valley Interschool Sports Association) which allows our students to participate in a variety of interschool sporting events.
We believe sport to be a positive pursuit and of great value to children as it can enhance their own character development and build good social relationships.

Term 1	In-term swimming (Thursday 6th, 13th, 20th, 27th February and Tuesday 18th February.
	Binnu Faction Swimming Carnival (Friday 20th March)
	NCVISSA Swimming Carnival – years 3-6 (Friday 27th March)
Term 2	NCVISSA Winter Carnival – years 3-6
	Faction Cross Country
Term 3	Faction Athletics Carnival
	NCVISSA Interschool Cross Country – Years 3-6
	NCVISSA Interschool Athletics Carnival
Term 4	NCVISSA Summer Carnival – years 3-6

SWIMMING

In-term swimming will be held every Thursday for 4 weeks and 1 Tuesday from week 1 of Term 1. The programme is co-ordinated by Vac Swim and is administered by quality instructors. The school buses students to the Geraldton Aquarena and returns to school in time to catch their bus home. Reports on children's progress are sent to the school later in Term 1.

VISITORS

All visitors to the school are asked to visit the front office on arrival. If parents/caregivers are staying longer than 10 minutes they are asked to sign in before assisting in rooms and prior to departing.

Lauder Street BINNU WA 6532
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Email | Binnu.PS@education.wa.edu.au