

EAST BEECHBORO PRIMARY SCHOOL



PARENT INFORMATION BOOKLET 2025

**51 BROCKMILL AVE
BEECHBORO WA 6063
6216 1900**

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EastBeechboro.PS@education.wa.edu.au**



EAST BEECHBORO PRIMARY SCHOOL

Our Vision

To create a secure and positive environment to maximise each child's potential.

Our Values

Our school embraces all students, irrespective of social background or economic circumstance. We are committed to the values that we believe are essential in achieving the best possible outcomes for all students and are guided by four core values in everything we do. These core values are:

Learning

We have a positive approach to learning and encourage it in others. We advance learning based on our belief that all students have the capacity to learn.

Excellence

We have high expectations of our students and ourselves. We set standards of excellence and strive to achieve them. The standards and expectations challenge all of us to give our best.

Equity

We recognise the differing circumstances and needs of our students and are dedicated to achieving the best possible outcomes for all. We strive to create workplaces and learning environments that are free of discrimination, abuse or exploitation.

Care

We treat all individuals with care. Our relationships are based on trust, mutual respect and the acceptance of responsibility. We recognise the value of working in partnership with parents/caregivers and the wider community in providing a quality education for our students.

INDEX

Introduction	pg 4
Absences from School	pg 4
Administration Staff	pg 4
Allergies	pg 4
Arrival At School	pg 5
Assemblies	pg 5
Behaviour and Wellbeing	pg 5
Bell Times	pg 6
Bicycles and Scooters	pg 6
Book Club	pg 6
Booklist	pg 6
Composite or Split Class	pg 6
Concerns/Complaints	pg 6
Connect	pg 7
Custody	pg 7
Dental Clinic	pg 7
Dogs	pg 7
Excursions/Incursions	pg 7
Factions	pg 7
Hats	pg 7
Homework	pg 8
Important Dates	pg 8
Immunisation	pg 8
Internet Usage	pg 8
Leaving During the School Day	pg 8
Library	pg 9
Medical Emergencies	pg 9
Medication At School	pg 9
Mobile Phones	pg 9
Newsletters	pg 9
No Smoking	pg 9
Parent Involvement	pg 9
Parking	pg 10
Payment of Costs	pg 10
Photos	pg 10
Reporting to Parents	pg 10
School Chaplain	pg 10
School Nurse	pg 10
Sick Children	pg 11
Sport	pg 11
Student Teachers	pg 11
Swimming	pg 11
Uniform Policy	pg 11
Visitors	pg 11
Virtues	pg 12
Voluntary Contributions	pg 12

Introduction

Welcome, and congratulations on your decision to enrol your child at East Beechboro Primary School. This booklet is designed to give you a brief overview of information you may find useful regarding processes that occur at our school. For a more detailed understanding of our school, we hope you take some time to chat with your child's classroom teacher, and we invite you to call our office to clarify any aspect of your child's schooling.

East Beechboro Primary School values working together in partnership with families to achieve the high expectations we set for our students. With a shared commitment to quality teaching and learning, and productive relationships, we look forward to working together to support your child to grow and thrive both academically and socially.

Caroline Harben
Principal

ABSENCES FROM SCHOOL

If your child is absent due to illness, medical or dental appointments that cannot be arranged outside of school hours, please contact the school on 6216 1900 or via Connect with a reason. Extended absences should be supported with a medical certificate. We are required to record unexplained absences and advise the necessary authorities.

Where you are able to give advance notice of absences, particularly for a prolonged period, please contact the school to let us know as soon as possible.

ADMINISTRATION STAFF

Principal:	Mrs Caroline Harben
Deputy Principals:	Mr Jonas Byford Mrs Nicky Suckling
Manager Corporate Services:	Mrs Dana Marshall
School Address	51 Brockmill Avenue Beechboro WA 6063
Phone:	6216 1900
Website:	www.eastbeechboroprimary.wa.edu.au
Email:	EastBeechboro.PS@education.wa.edu.au

ALLERGIES

East Beechboro Primary School is an allergy aware school. We implement a range of measures to minimise the chance of a student being exposed to a known allergen.

If your child has an allergy you are required to report it to the school and complete an Emergency Medical Action Plan with your Medical Practitioner to assist us in keeping your child safe.

ARRIVAL AT SCHOOL

Due to “duty of care” concerns, students should not arrive at school before 8:15am.

On arrival to school after 8:15am but before 8:30am, children from all year levels, and parents, must wait in the Undercover Area, where they will be supervised by a member of administration. All students will be released to class at 8:30am to prepare for the school day.

Children who arrive at school after 8:40am must report to the Administration Office where they will be given a ‘Late’ note to take to class and recorded as ‘Late’ on the attendance register. Any disruption to a student’s attendance is a cause for concern as it impacts upon learning outcomes.

Parents should adhere to start and end of day session times when bringing and collecting a child to avoid them becoming distressed.

**** A child will not be released to an unknown person without prior notification in writing to the school.***

ASSEMBLIES

Assemblies are generally held weekly on a Wednesday morning from 8:50am to approximately 9:30am. **Councillor assemblies**, held fortnightly, deliver school messages for staff and students, and school incentive awards are presented. **Class assemblies** are hosted by classes who present an item such as a song or class learning. Student Honour Certificates are presented to students at these assemblies. Parents and friends are welcome to attend all assemblies.

BEHAVIOUR AND WELLBEING

The School Behaviour Management Policy provides students with a positive, safe and supportive learning environment. Our student behaviour and wellbeing approach is based on restorative practices where we;

- Assist students to develop personal responsibility for learning, behaviour and wellbeing.
- Support students to restore any relationships damaged in the event of a confrontation
- Maintain the rights of students to learn and the rights of teachers to teach in an orderly, secure environment.

A copy of our Behaviour Management and Bullying Prevention Guidelines is available on request from reception.

Our School Rights are explicitly taught and consistently referred to;

1. We have the right to be free from harm.
2. We have the right to teach and learn.
3. We have the right for our property to be looked after.

Whole School Reward System

The school operates a token reward system using “greenies”, “pinkies”, a series of achievement certificates and merit badges. The system is used throughout the school in the classroom and playground. Students are rewarded for good behaviour, demonstration of good work, effort, virtues and school values.

Honour Certificates are issued by teachers to identified students for a variety of reasons and presented at assemblies. Students receive a variety of stamps, stickers and rewards from administration for application, achievement and exemplary work.

BELL TIMES

Classroom Doors Open	8:30am
School Starts	8:40am
Morning Session 1	8:40am – 10:55am
Recess	10:55am – 11:15am
Morning Session 2	11:15am – 12:40pm
Lunch	12:40pm – 1:15pm
Afternoon Session	1:15pm – 2:45pm

BICYCLES AND SCOOTERS

Children must know and obey all cycle safety rules if riding to and from school. Consistent with police advice, it is strongly recommended that children under the age of 10 do not ride to school unaccompanied. Students must wear a helmet at all times when riding their bicycle or scooter. Bikes and scooters must be walked on school grounds.

Bikes and scooters are secured within the school grounds however; it is strongly recommended that a lock also be used to protect your child's property. The school does not accept responsibility for the security of bikes and scooters.

Skateboards and roller skates are not permitted on school grounds.

BOOK CLUB

Scholastic Book Club is available on a regular basis throughout the year. Brochures are sent home with each child, showing the books available and the prices. Students return their orders to school with payment as indicated on the brochure. Book orders will be delivered to the school and sent to the child's classroom on arrival.

BOOKLIST (PERSONAL ITEMS LISTS)

Booklists are issued each November/December for the following year. The items on the Booklist (Personal Items list) are essential for day-to-day classroom learning. Parents are asked to ensure that ***all items are clearly labelled with the student's name.***

COMPOSITE CLASS POLICY (Split class)

Being placed in a composite class does not disadvantage children. It is a teacher's professional responsibility to teach every child at their point of need regardless of their age. Given the developmental nature of learning and social interactions of children, composite classes optimise educational outcome opportunities.

Teacher professional judgement is the key to all placement decisions. All students will have their placements determined following very careful consideration of their needs.

CONCERNS AND COMPLAINTS

Please contact the school with any concerns or complaints. In most instances it is appropriate that the class teacher be the first point of contact. However, please feel free to contact the Principal or Deputy Principals directly if you feel this is warranted.

CONNECT

Connect is the Department of Education's communication platform which allows parents to engage in their child's learning. Each parent will be given their own secure login to Connect. Parents will receive notifications from Connect via email or text messages, when a notice has been posted. More information about accessing this platform will be in your enrolment pack.

CUSTODY

If there are court orders involving a child, the class teacher and Principal need to be informed and copies of court orders **must** be lodged at the school office. Unless the school has a copy of approved court orders, the school cannot refuse to release children to either parent.

DENTAL CLINIC

Located at Caversham Valley Primary School, 60 Summerville Blvd Caversham. All Pre-Primary and new students to the school will be issued an enrolment form at the beginning of the year. All enrolled students are offered appointments. The clinic makes its own appointments through letters sent to the school or to the home. All Pre-Primary, Year 3 and Year 6 students will be screened during the year for a growth and development check.

If you wish to discuss a dental concern you can contact the clinic on 9461 2713.

DOGS

Dogs are not to be brought onto school grounds, even if on a lead.

EXCURSIONS / INCURSIONS

Teachers may supplement class activities with selected excursions to enhance the curriculum and student learning. Cost of excursions will not exceed the amount identified in the yearly "Contribution and Charges" schedule. All students must submit payment, parental permission slips and current medical information to be eligible to attend an excursion.

Attending excursions, incursions or organised school activities is a privilege not a right. Continuous behavioural concerns may preclude a student from attending such activities.

FACTIONS

On entering the school each child is allocated to one of our four factions. Family members are allocated to the same faction. Faction groups are Bilbies (green), Wallabies (yellow), Numbats (red) and Bandicoots (blue).

HATS

The school has a "NO HAT, NO PLAY POLICY". Children's outdoor activities will be confined to undercover areas if they do not have a 'SunSmart' hat. East Beechboro Primary School is an accredited 'SunSmart' school. The wearing of the school SunSmart hat is part of the school uniform. Hats are available from the uniform shop.

Please ensure your child's hat is clearly labelled with your child's name.

HOMEWORK

Homework is set in line with the student's year level and capacity, and increases in formality, complexity and time requirements as children progress through year levels. Although the issue is best clarified with teachers at class meetings, parents can generally expect that homework will consist of reading, completion of class work, revision of recent work, reparation for tests and projects/assignments.

Parents can anticipate that a reasonable amount of time for children to spend on homework, on four occasions per week, would be:

Junior Primary	-	10-20 minutes
Middle and Upper Primary	-	20-30 minutes

IMPORTANT DATES

Term Dates for 2025

Term 1 – Wednesday 5th February -Friday 11th April

Term 2 – Monday 28th April - Friday 4th July

Term 3 – Monday 21st July - Friday 26th September

Term 4 – Monday 13th October - Thursday 18th December

*Note: Teachers commence on Monday 3rd February 2024. The school office will be open from Wednesday, 29th January 2024.

School Development Days for 2025

Monday 3rd February and Tuesday 4th February Term 1

Friday 30th May, Term 2

Friday 29th August, Term 3

Monday 7th October, Term 4

Friday, 13th December, Term 4

IMMUNISATION

Children enrolling in Kindergarten **must** be up to date with all the scheduled immunisations for their age to be able to attend school. Parents will need to provide a copy of their child's Australian Immunisation Register (AIR) Immunisation History Statement as proof of immunisation.

INTERNET USAGE

The internet is provided as a learning aid and will only be used in accordance with the Internet and Computer Usage Policy guidelines. Students and parents must return a signed record of internet and computer usage understanding prior to students being permitted to use computers in classes.

LEAVING DURING THE SCHOOL DAY

Students being collected during the school day (e.g. dental appointment), will be released through the school office. Only parents and other authorised persons may collect children. Each child being collected must be officially "signed out" through the school office.

LIBRARY

Classes are allocated a library time for borrowing and returning books. Students are encouraged to borrow a book of their choice which they take home for **the week** to read and enjoy. Students **must** return their book to the library on their next visit to borrow another one. Students who have not returned their book will **not** be permitted to borrow another until it has been returned.

MEDICAL EMERGENCIES

Every effort will be made to contact parents in the event of a medical emergency. In the case of a medical emergency children will be treated by staff, and if deemed necessary, an ambulance will be called. Cost of an ambulance will be billed to the parent.

Please make sure information regarding to the MEDICAL CONDITIONS, EMERGENCY CONTACTS, and the name and telephone number of your MEDICAL PRACTITIONER on your child's enrolment form is up to date.

MEDICATION AT SCHOOL

If medication is required at school, parents must speak to a Deputy Principal, or the Principal and complete the required permissions.

MOBILE PHONES

Students are required to read and sign a Mobile Phone Agreement to bring their phones to school. They must leave their mobiles at the office at the start of the day and collect them after school. The school accepts no responsibility for lost or damaged mobiles for students who do not follow this process. Students found using their phones at school will have the phone confiscated and parents will be able to collect the phone from the office. Parent support on this matter is greatly appreciated. During the school day, parents may contact their child by calling the school office.

NEWSLETTERS

Newsletters are produced three times a term. This publication is available on the school website and via Connect. It is highly recommended that parents spend time reading the Newsletters to stay informed.

NO SMOKING

Parents and visitors must adhere to Department of Education and Training policy prohibiting smoking on school grounds or at official Department of Education events i.e. sport carnivals, excursions or family events.

PARENT INVOLVEMENT

Parents are encouraged to involve themselves in as many school activities as possible.

- ***Parents and Citizen's Association*** – The P&C plays a vital role in helping with the education of the students of the school by organising fundraisers and social events. Joining the P&C is a good way to meet other parents. Meetings are held every month in the school staffroom. All parents are urged to support the P&C to assist our school and students.

- **School Board** – East Beechboro is an Independent Public School with a School Board that meets once a term. Parent Board members (6) are elected by ballot from the community, the Principal is automatically on the board, staff members (2) are elected by ballot of staff members, independent community members are invited to join the board. Members serve on the board for a period of no less than 2 years.

PARKING

You are requested to make the safety of all children paramount when parking and to heed the Council road signs. Parking is at a premium at the end of the school day.

THE STAFF CAR PARK IS RESERVED FOR STAFF, SERVICE VEHICLES AND VALID ACROD PERMIT HOLDERS ONLY. This policy exists for the safety of children. Parents are not permitted to use the car park unless prior arrangements have been made with the Principal.

PAYMENT OF COSTS

When paying for activities such as excursions, swimming lessons, class activities etc, the preferred payment option is QKR! (a free Mastercard App). Other payment options available are EFTPOS, Cash or Direct Deposit (BSB: 066 132 Acct: 00902273). Families experiencing financial difficulties are welcome to discuss (confidentially) other payment options with Dana Marshall - Manager Corporate Services.

Students can deposit permission forms and/or payment (cash or credit card) in the black drop boxes at the back of the staff room.

PHOTOS

Throughout the year student photos may be selected for newsletter displays, media publications, web page productions or other school promotional materials. **Parent permission must be given prior to student images being taken for school use.**

Parents will be provided the opportunity to purchase professional school photos during the school year.

REPORTING TO PARENTS

Parents are advised of the teaching program and their child's progress in a number of ways throughout the year including:

- **Class information Sessions** – conducted by teachers early in the school year.
- **Student Work Samples** – a selection of your child's work forwarded home for your consideration and comments throughout the year.
- **Parent/Teacher Interviews** - conducted at the request of parents or teachers at any time during the year.
- **Formal school reports** - sent to parents via Connect at the end of each semester.

SCHOOL CHAPLAIN

The role of the School Chaplain is to offer pastoral care to our students. Appointments can be made through the Deputy Principal.

SCHOOL NURSE

A school nurse is available to the school through a referral process. Responsibilities include hearing, eyesight and general growth and development checks.

SICK CHILDREN

If your child is unwell in any way, it is advisable they be kept at home – even if they feel well and want to come to school. This will prevent infecting other children and avoid your child becoming distressed unnecessarily.

SPORT

Sport is a part of the school curriculum and as such all children are expected to participate. A parent note or doctor's certificate is required before a child can be excused. Physical Education lessons are conducted with all classes.

STUDENT TEACHERS (Education Assistants, Workplace Learning students, High School students)

Each year our school supports the program of Edith Cowan University, TAFE Certificate III students and high school students by accepting a number of trainees for short and long term placement in classrooms.

SWIMMING LESSONS

Swimming Lessons run for 2 weeks each year for Year 1 – Year 6 students. 10 lessons are provided by the Department of Education and are free, however there is a cost to families for transport and pool entry. It is the responsibility of the parents to pay these costs in full prior to the commencement of the lessons.

UNIFORM POLICY & DRESS CODE

The school uniform is endorsed by the School Board and states that **denim clothing in any form is not acceptable**. Please note that we are an accredited SunSmart school.

Our school uniform fosters and enhances the public image of East Beechboro Primary School, assists in building school and team spirit, ensures students are safely dressed for specific school activities, encourages equity among students and is cost effective. Items in the designated school colours may be purchased from the P&C Uniform Shop. Second hand school clothes are also available from the uniform shop for a gold coin donation.

Student Presentation/Uniform

- All students are expected to wear the school uniform as per the Uniform Policy.
- Jewellery should be limited to a watch or studs/sleepers (earrings) for safety reasons. Should a student be wearing inappropriate jewellery or makeup they will be asked to remove it.
- All students should wear appropriate shoes for school activities.

The Uniform Shop is run by the P&C volunteers and is open weekly. Orders can be placed via their online store at; eastbeechborouniforms.square.site or through the order form (available on the school website and from the school office) and returned via email or in person.

VISITORS

In the interest of student safety all visitors to the school inclusive of parent helpers are expected to present to the school office to register. Students will not be released to an adult without completion of the official 'sign-out' process.

VIRTUES

The East Beechboro Primary School community is committed to the implementation of the whole school Virtues program. All virtues are explicitly discussed in the classroom, highlighted during assemblies and school announcements and referenced in school newsletters and internal communications.

	TERM 1	TERM 2	TERM 3	TERM 4
WEEK 1& 2	Honesty	Honesty & Truthfulness	Cooperation	Trustworthiness
WEEK 3& 4	Courtesy	Commitment	Forgiveness	Tolerance
WEEK 5& 6	Respect	Courage	Diligence	Assertiveness
WEEK 7& 8	Pride	Compassion	Reliability	Perseverance
WEEK 9 & 10	Self-Discipline	Responsibility	Determination	Friendliness

VOLUNTARY CONTRIBUTIONS

To enrich the opportunities available to your child in the school, the Education Act provides that a School Board may request funds to support student education. The School Board has approved contributions to be set at **\$50 per child or a maximum of \$150 per family**. These funds are important for the school to budget effectively and it is appreciated if the contribution is be paid early in Term 1 of the school year or when submitting your child's personal items list.

The School Board has approved an annual voluntary P&C contribution of **\$10 per family**. We gratefully appreciate your support in offering these small contributions.