



BALCATT A PRIMARY SCHOOL

INFORMATION BOOKLET

2025



ADMINISTRATION STAFF

BALCATTÀ PRIMARY SCHOOL

Principal: Mr Peter Gates

Deputy Principals: Mrs Nicole Murphy

..... Mrs Anthea Bouhla

Manager Corporate Services: Ms Julie Walker

PHONE NUMBER

Primary School 9253 4900

TERM DATES – 2025 (for students)

Term 1	Wednesday	5 February	Friday	11 April
Term 2	Tuesday	29 April	Friday	4 July
Term 3	Tuesday	22 July	Friday	26 September
Term 4	Monday	13 October	Thursday	18 December

PUBLIC HOLIDAYS – 2025

Labour Day	Monday	3 March
Good Friday	Friday	18 April
Easter Monday	Monday	21 April
ANZAC Day	Friday	25 April
Western Australia Day.....	Monday	2 June
King's Birthday	Monday	29 September
Christmas Day.....	Thursday	25 December
Boxing Day	Friday	26 December

SCHOOL HOURS

School Commences: 8:50am

Recess: 10:30am – 10:50am

Lunch: 12:20am – 1:00pm

School Closes: 3:10pm

SCHOOL PROGRAMS

Balcatta Primary School operates a comprehensive educational program aligned with the W.A. Curriculum and Assessment guidelines. We support a diverse range of students from various cultural, linguistic and socio-economic backgrounds. Additionally, our school offers a number of features that enhance our educational program.

1. Music Specialist / School Choir / Instrumental Program.
2. English as an Additional Language or Dialect (EAL/D) strategies and assessment tools used across the school.
3. A voluntary part-time Kindergarten program.
4. Computer Technology enabling all students regular access to quality programs.
5. New automated library - with regular library sessions.
6. A Behaviour Management Policy encouraging positive performance and good standing, supported by Zones of Regulation.
7. Languages Other Than English (LOTE). Children in Years 3-6 will be introduced to Italian.
8. Pre Primary – Year 6 Dance Program. (Edu – Dance).
9. Aussie Optimism program supported by the School Chaplain.

VALUES

Forever Upward: Rise – Respect, Include, Strive and Explore.

VISION

We strive to work together to fully develop the academic, social and emotional potential of every student.

PURPOSE STATEMENT

Through the establishment of our school Business Plan we aim to provide our students with an education which will develop their knowledge, skills and understandings thus enhancing the children's self-worth and their appreciation of the environment in which they live, so that they are able to participate as informed, responsible members of society.

PERFORMANCE INDICATORS

The success of the school in fulfilling its purpose will be indicated by the extent of student achievement in:

- The Arts
- English
- Health and Physical Education
- Languages Other than English
- Mathematics
- Humanities and Social Sciences
- Science
- Design & Technologies
- Developing an approach to learning, which is both receptive and critical, enabling them to participate positively in schooling.
- Developing qualities of self-acceptance, self-confidence, initiative, co-operation and respect for themselves and others.

GENERAL INFORMATION

SCHOOL BOARD

This committee (made up of parents, community members and teachers) is formed with the fundamental purpose of enabling parents and members of the community to engage in activities that are in the best interests of students and will enhance the education provided by the school. This includes activities that will improve an educational program of the school or the management of the school's facilities.

P & C ASSOCIATION

The school's P&C Association, through its fund-raising activities, provides for improved facilities at the school. Meetings are held at regular intervals throughout the school year. Members are required to be financial members by paying a nominal fee of \$1.00 per member. The P&C also requests a voluntary contribution of \$10.00 per family to help with their fundraising to improve school facilities. New members are most welcome.

PARENT INVOLVEMENT

Parent involvement is encouraged and welcomed, particularly in the following areas:

- | | |
|------------------|----------------------|
| • Library | • Canteen |
| • Book covering | • Fundraising events |
| • Classroom help | • Excursions |

- Attendance at P&C meetings
- Parent information sessions
- Sporting carnivals
- Parent evenings
- Assemblies

COMPULSORY SCHOOLING

It is now compulsory for all students to attend school from Pre-Primary onwards. Children born between **1 July 2019** and **30 June 2020** are eligible for admission to school in 2025 for Pre-Primary.

KINDERGARTEN:

Balcatta Primary School has two four/five-year-old groups, with a 5-day fortnight (= 2.5 days per week).

In 2024, children born between **1 July 2020** and **30 June 2021** may attend.

ARRIVAL AT SCHOOL

Parents are requested to ensure that children do not arrive at school before **8.35 am**. Teacher supervision does not officially commence until 15 minutes before the beginning of classes. Written notification is required if a child arrives before 8.35 am.



PUPIL REQUIREMENTS (Personal Items List)

The Education Department provides textbooks, teaching resources and equipment etc. Parents are required to supply personal, consumable items and replace these as they are used. The Personal Item List for each year is sent home at the end of each year for parents to purchase for the following year. Parents may purchase these items through the school supplier, Champion Education (endorsed by the School Board) however, there is no obligation to use them.

SCHOOL ATTENDANCE

Regular attendance at school is fundamental to your child's learning. Consistent attendance and participation are essential for your child's social and academic learning.

As parents or legal guardians of an enrolled child, you are responsible under the *School Education Act 1999* to ensure the attendance of your child at school every day. It is important to assist your child's achievement and learning by making regular school attendance a priority in your child's life.

The Department of Education's Student Attendance policy requires parents/guardians to provide an acceptable explanation to the school principal for any absences of their children.

Principals must authorise all absences. The Act defines health, religious and cultural observances as reasonable cause for a school absence and the absence would be recorded as “authorised” by the Principal.

As the parent/guardian you must obtain the Principal’s approval for any planned absence. Notes are requested for:

- (a) daily absence from school.
- (b) permission to leave the school ground, including when going home for lunch.
- (c) exclusion from sport and physical education for MEDICAL REASONS.

TRAFFIC ARRANGEMENTS

Parents who pick up or set down children by car are requested to study the Parent Parking Plan of the school at the back of this booklet. We have a manned school crossing on Main Street with parking available in Sylvia Street. **Parents are asked not to use the staff/visitors car parks due to safety reasons and overcrowding of vehicles.**



Parents are also reminded of the 40 km per hour zone from 7.30 am to 9.00 am and 2.30 pm to 4.00 pm school days.

VOLUNTARY CONTRIBUTIONS

This contribution is needed to provide your child with extra resources that cannot be catered for with existing funds (ie art/craft materials). The cost is \$50.00 (K-6) per student for the year and should be paid on ‘enrolment day’ or through the Personal Items Booklist.

CHARGES

Throughout the year your child/ren may be involved in excursions/incursions etc for which a **charge** is required. When this occurs a note will go home requesting payment (eg \$5 for a visit to the zoo). The total of all of these activities will not exceed the amount as stated on the Charges sheet sent home to all families in late November the previous year. A copy of the Charges sheet is always available at the front office.

SCHOOL COLOURS

Blue and Red.

SCHOOL DRESS CODE

The school dress code has been endorsed by the School Board.

SCHOOL UNIFORM

The wearing of school uniform is HIGHLY DESIRABLE and draws favourable comments from visitors and when the school appears in public. Please keep up this standard by ensuring that your children are correctly dressed and do not wear non-school clothing (denim NOT allowed).



BOYS

Summer: Navy blue shorts and school collared polo shirt/faction polo shirt.

Winter: Navy blue pants, school collared polo shirt/faction t-shirt and school zip jacket.

GIRLS

Summer: Navy blue and white checked dress or navy blue pleated wrap-over skirt or navy blue shorts and school collared polo shirt/faction t-shirt.

Winter: Navy blue pants, school collared polo shirt/faction t-shirt and school zip jacket.

Please Note: Navy blue shorts, pants, pleated wrap-over skirts and dresses can be purchased locally at Kmart, Big W and Target Stores etc.

WIDE-BRIMMED HATS (No Hat - No Play)



The wearing of school uniform wide-brimmed hats in the school grounds is school policy for the whole school year. Children must wear school wide-brimmed hats at all times when playing in the grounds. Children without hats are restricted to the undercover assembly area and the verandah areas. If a child repeatedly chooses not to wear a hat whilst playing in the playground, they will receive a reflection sheet for not following our 'No hat no play' policy.

Please Note: The Balcatta Primary School uniform shop is no longer open. Uniforms are now available from:

Eclipse Universal

2/10 Stanford Way MALAGA or on-line

***<https://schooluniformstore.com.au/balcatta-primary>
(Enter Code – BPS6021)***

CLOTHING

Articles of clothing such as hats, jumpers, t-shirts, footwear etc needs to be **clearly marked with the child's name**, as it is difficult to trace lost property if unmarked. Shoes, joggers and sandals are recommended for everyday use.

The following items are **NOT** acceptable for students to wear to school:

- Decorative jewellery, make-up, nail polish or hair colouring
- Ear-rings – except for a stud or a sleeper.

HEALTHY HABITS

The school, through its Health Program, encourages students to:

- bring water bottles to school (no cans please)
- have healthy snacks and lunches
- wear wide-brimmed hats and appropriate footwear



PARENT/GUARDIAN CONTACT DETAILS

This information is of great assistance in the event of your child meeting with an accident or becoming ill during the day.

Please notify the school (ASAP) if your address and/or contact details change at any time throughout the school year. (i.e. home, work etc.)

If your child has a medical condition, please complete the Health Care forms which are available at the office.

SICKNESS & ACCIDENT DURING SCHOOL HOURS

The following information concerning the procedures to be adopted during an accident/illness is presented below:

- (a) Children showing signs of sickness before school **should be kept at home**. They **should not** be sent to school in the hope that they will improve as the day progresses. Experience indicates that this seldom happens.
- (b) Minor injuries or sudden slight sickness occurring during the day will be treated at school. In the case of more serious accidents and illness, parents will be contacted and asked to arrange for the child to be collected from school.
- (c) In extreme emergencies the child may be taken to a doctor or hospital before parents can be notified. Every effort will be made to contact parents as soon as possible if an emergency should arise.
- (d) Parents are requested to notify the office when taking their child out of the school during school hours (ie doctor's appointment, etc). A notification slip will then be given to the parent to pass on to the relevant teacher. Parents will also be required to sign their child 'out' or 'in' again as appropriate at the school office.

The school is anxious to do the very best for your child when he or she is sick or injured. Please assist us in this matter by supplying ALL RELEVANT INFORMATION asked for on the emergency form.

SCHOOL REPORTS

Two reports are issued during the year - at the end of Semester 1 and Semester 2.



PARENT INTERVIEWS

Parents wishing to discuss their child's progress with the Administration or Class Teacher/s are asked to make an appointment. You will be advised by See Saw (app)/letter or through the semester reports if the Class Teacher wishes to discuss your child's work progress or attitude to work etc.



Please do not interrupt teachers when they are occupied in classroom duties.

FACTIONS

Children will be allocated to one of the following factions:

- * HUTT (Gold)
- * ODIN (Red)
- * WALTERS (Green).



Family members will be placed in the same faction wherever possible.

Faction Captains and Councillors will be appointed by the end of Term 1 and will be expected to assume various responsibilities and set a strong role model for all children by wearing school uniform.

EXCURSIONS & INTERSCHOOL SPORTING EVENTS

Students will be required to wear school uniform as appropriate. Suitable footwear must be worn (ie shoes, sneakers, sandals). **NO THONGS.**

Notes relative to school uniform:

- ✓ Available year round:
- ✓ School collared polo shirts, school zip jackets, faction polo shirts and wide-brimmed hats.
- ✓ Available from Eclipse Universal



The items available are school collared polo shirts, school zip jackets and wide-brimmed hats.

SWIMMING CLASSES

Classes will be conducted at Terry Tyzack Aquatic Centre during Term 4 for Pre-Primary to Year 6.

(Monday 24 November – Friday 5 December inclusive).



SPORTING EQUIPMENT



No equipment may be used before school.
Children are not allowed to bring equipment from home.

ASSEMBLIES

Assemblies are regarded as an important part of school life, with all students and staff attending. The form of these assemblies is quite varied as the students lead the proceedings on a class roster basis. The assemblies are held on a Friday morning starting at 9.00 am. Parents are most welcome to attend any of the school assemblies.



Dates are printed in the newsletter.

NAMING OF PERSONAL ITEMS

Please ensure all books, items of clothing and personal possessions etc. are clearly marked with your child's name. The teaching staff will not accept any responsibility for lost clothing. There is a lost property collection located at the school office.

LIBRARY

Each class has regular lessons in the Library.



LIBRARY AND READING BOOK BAG

A bag is required by each child to protect school and library books from loss or damage. No child is permitted to take a book home unless it is adequately covered or protected. The minimum size is 45 cm x 30 cm and it is to be made of cloth.

Library bags are available at the Library \$6.00.



BICYCLES/SCOOTERS

Bicycles and scooter are to be placed in racks provided **and are to be locked to the rack**. Due to traffic hazards in this area it is considered inadvisable for children below Year 4 to ride bicycles to school. Students' bicycles and scooters parked on school property are left there at the owner's risk. Students riding a bicycle must wear a suitable helmet, otherwise they will not be allowed to ride to school.

It is also highly recommended that students riding a scooter also wear a helmet.

SCHOOL CANTEEN

The canteen may operate when parent help is available. A menu and price list will be issued before the canteen re-opens and updates sent home when changes are made. Orders are handed in at the canteen before the commencement of lessons and are delivered to the classrooms at lunch time. Volunteers are needed. If you have a 'free' morning, please contact the Canteen Co-ordinator through the school office.



SCHOOL BUILDINGS

School buildings are out of bounds after school and during the weekends. Teachers are endeavouring to instil in the children a pride in their school. Promptly reporting any act of vandalism will help preserve the attractiveness of the school.

CHAPLAIN

The Chaplain is able to contribute to the school community in many ways.

Some of the duties are:

- Supporting a new child to find friends.
- When there are problems, relationships difficulties between students and/or their families.
- Supporting families with health problems, financially or supplying food parcels when needed.
- Home visits.
- Helping connect families to agencies in the community.
- Support staff personally.
- Support staff with students, excursions and sports events.
- Parenting courses.
- Newsletter articles.
- Zones of Regulation Support.
- Breakfast Club Co-ordinator. Every Tuesday at 8:15am.
- Student Activity Centre Tues and Thurs during lunch time.



MOBILE PHONE INCLUDING PHONE WATCHES



Mobile phones are not permitted at the school except in emergencies and a letter must be provided to the school from the parents indicating the reason. Mobile phones and phone watches are to be left at the front office before school and collected at the end of the school day. In keeping with the School Education Regulations 2000, Regulation 70, all students' mobile phones are to be switched off and not used in classrooms.

The school cannot accept responsibility for any mobile phones brought to the school.

DENTAL THERAPY UNIT

The *Westminster Dental Therapy Centre* provides a service to the school. All treatment is undertaken at the clinic. Parents are required to take their children to Westminster Primary School for all appointments. Enrolment forms are sent home with all Pre-Primary and new students in Term 1.



Westminster Dental Therapy Centre is located at Westminster Primary School, Marloo Road WESTMINSTER 6061. Phone number: 9413 5080.

INFECTIOUS DISEASES

The following may be of benefit in determining how long to keep a child at home in case of illness:



Chicken Pox: Exclude from school. Where no medical certificate of recovery is available, re-admit seven days IF WELL (contacts not excluded).

Conjunctivitis: Exclude from school until discharge has ceased. Contacts NOT excluded.

Headlice: It is recommended that hair should be treated and nits removed before children return to school. A **Head Lice Fact Sheet** is available from the school office. Parents are asked to check their children's hair on a regular basis (ie weekly) to help control the spreading of head lice.

Hepatitis A: (Hepatitis A Virus) - Notifiable

Transmission: Contamination of fingers, food or drinking water by faecal material from infected person. Flies may act as vectors. Incubation period: 21 to 35 days. Period of communicability: from several days before onset of symptoms to seven days after. Exclusion from school: exclude; re-admit on medical certificate of recovery or after symptoms subside, but not before seven days after onset of jaundice.

Hepatitis B: (Hepatitis B virus) - Notifiable

Transmission: Sexual contact; contact with blood of an infected person; and also from mother to baby. Incubation period: two to six months. Period of communicability: some weeks before symptoms and during the period of the acute illness. Carriers may be infectious for life. Exclusion from school: exclude while symptoms remain. Contacts: follow medical advice. Immunisation: Recommended for high-risk groups only.

Impetigo: (School Sores) exclude until effective treatment (including the proper use of occlusive dressings) has been commenced (contacts - do not exclude).

Measles: (Notifiable)

Transmission - sprays or droplet infection, or indirectly through articles freshly soiled by discharge from nose or throat of infected person.

Incubation period: 7-21 days (usually 10-14 days).

Period of communicability: from five days before to five days after the appearance of the rash.

Exclusion from school: Exclude: re-admit on medical certificate of recovery, or seven days after appearance of the rash, if well.

Contacts: Do not exclude immunised contacts. (All children should be immunised against measles, preferably at 12 months of age and certainly before entry into pre-school or day care centre unless they have had the disease). Non-immunised contacts should be excluded for 13 days after the appearance of rash in the last case identified in the school, unless contact was immunised within 72 hours of first exposure.

Immunisation: Measles/mumps/rubella vaccine from 12 months of age.

Mumps: Exclude from school. Re-admit on **medical certificate** of recovery (contacts not excluded).

Ringworm: Exclude from school until appropriate treatment has commenced and with a **medical certificate** that the child is no longer likely to convey infection (contacts not excluded).

Rubella (German measles): Exclude from school. **Where no medical certificate** of recovery is available, re-admit on subsidence of symptoms - sore throat and rash (contacts not excluded).

Whooping Cough: Exclude from school. Re-admit on medical certificate of recovery (contacts not excluded).

BEHAVIOUR MANAGEMENT (School Rules)

SAFETY

1. Children to walk on verandas at all times.
2. Children are only allowed in the classroom with a teacher.
3. Children must have a note to leave during school hours.
4. Dangerous objects are not to be brought to school.
5. Children are not permitted to throw objects, eg sticks, stones and sand.
6. Wide-brimmed hats to be worn at all times in the playground.

RESPECT FOR OTHERS

1. Children to behave in an acceptable manner.
2. Children to obey directions from staff at all times.

RESPECT FOR PROPERTY

1. Children to use equipment properly.
2. All litter to be placed in bins.
3. Children are not to climb trees.

GENERAL

1. Children to eat in designated areas.
2. Children to arrive at school after 8.35 am.
3. Children to line up at their rooms at siren times.
4. Bikes are to be ridden only outside school boundary.

Our school policy is to promote good behaviour and good relationships between children, at school.

**** We feel it is very important to continually acknowledge children's good behaviour, just as it is very important to acknowledge their good achievements in the classroom and in the playground. Teachers acknowledge this in a variety of ways - in particular, using our faction points slip which entitles the child to have his/her name in a prize draw conducted at major assemblies.**

Unfortunately, we do have some children who break rules, which endangers/upsets other children. We use the following procedures:

Procedure for Playground Offences

1. Teacher records in Playground Duty File: date, name, room and misdemeanour.
2. Child is given Reflection Sheet to complete - sitting on the bench outside the staff room.
3. Parents contacted after the child has received three Minor Reflection Sheets via a letter or telephone call from the Deputy Principal.

Major Offences

1. Report child immediately to Principal or Deputy.
2. Students to complete incident report. Duty teacher also is required to fill in an incident report.
3. Parents informed via letter or telephone call.
4. Children will be given time-out at lunchtime under supervision of a teacher.
5. Principal/Deputy to administer appropriate punishment if further intervention is necessary.
 - Time out
 - Isolation
 - Contract
 - Suspension

**** Please see class teachers for Class Discipline Procedures.**

SCHOOL WATCH9264 4771 POLICE13 14 44



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