



# pre-primary parent handbook

Mandurah Baptist College Primary School

MANDURAH  
BAPTIST COLLEGE



BE STRONG & COURAGEOUS

## PRINCIPAL'S WELCOME



*When we speak of children we must remember that in each case a promise, a future and irreplaceable life is at stake.*

It is my pleasure to welcome you to Mandurah Baptist College Primary School - a vibrant, compassionate and caring community where staff, parents and children grow and learn together.

Our core College values of Honesty, Respect, Responsibility, Perseverance, Compassion, Justice, Self-Discipline, Integrity and Tolerance provide the framework for teaching and learning at Mandurah Baptist College Primary. With a commitment to excellence in all areas - intellectual, physical, emotional, social and spiritual - it is our aim to help children build strong foundations that will equip them well in the future while encouraging the development of lifelong learning habits.

In the following pages you will find information that will assist you in understanding the day-to-day management and operation of our Primary School. Should you require any further information or wish to discuss any concerns, please do not hesitate to contact us. We welcome your enquiries.

MBC staff consider it a privilege to journey with you as together we seek to create an environment that encourages, nurtures and challenges your child to become the very best they can be!

Rob Gratton

PRINCIPAL PRIMARY SCHOOL

## **EARLY CHILDHOOD EDUCATION STATEMENT OF PHILOSOPHY**

The MBC ECE Statement of Philosophy outlines the principles under which our College operates from Pre-Kindergarten through to Year 2.

Our Statement of Philosophy reflects the principles of the National Quality Framework, the Early Years Learning Framework, the Western Australian Curriculum and Assessment Outline and the Mandurah Baptist College mission, values and motto. It guides the decisions, policies and daily practices of all staff working within the early years at MBC and assists in planning, implementing and evaluating quality experiences for all children.

Our Statement of Philosophy will underpin consistency and continuity in working with children and their families from their entry into the College at Kindergarten to the end of Year 2. It will guide the development of shared, common and clear goals and will help create a united staff team.

Our Statement of Philosophy is a fluid and ‘living’ document that changes as new insights are gained and practice is evaluated. It will be reviewed annually.

### ***MBC College Mission***

The College aims to provide a comprehensive curriculum which will cater for the individual needs of all students fostering a desire for learning and excellence. Within this framework, students are encouraged to develop:

- A love for learning and striving to their maximum potential
- Application of life skills and knowledge utilizing personal talents
- Self-discipline
- Respect for self and others
- A personal awareness of God and the application of biblical principles

### ***MBC COLLEGE VALUES***

Honesty, Respect, Responsibility, Perseverance, Compassion, Justice, Self Discipline, Integrity and Tolerance

### ***MBC COLLEGE MOTTO***

Our College motto is 'Be Strong and Courageous'.

### ***OUR BELIEFS***

We believe that children are unique individuals created and loved by God. We acknowledge the diversity of families within our College and the importance of working in partnership with each family in the education of their child. We respect the cultural background of each child and acknowledge that learning first begins in the home.

We believe that all children are capable, competent and successful learners who learn in different ways and at different rates. We believe that in order for each child to realise their full potential they need opportunity to problem solve, express thoughts and ideas, wonder and inquire, master new skills, imagine and create, reflect on learning and interact with their environment in playful and active ways. We believe in equity and inclusion for all children.

We acknowledge the importance of physical, emotional, social and spiritual well-being and believe in the need to provide both environments and structured programs, which, through positive reinforcement and encouragement, support the development of all aspects of the child.

We recognise and value the knowledge and commitment of our teachers and assistants and support their continued professional learning. We believe in the importance of working as a united team in order to support each other professionally, emotionally and spiritually.



## ***OUR ACTIONS***

We welcome families into our College. We provide regular opportunities for them to be involved in a range of learning activities with their children, and encourage and support them as educative partners. We make children's learning visible to families in a variety of ways including learning journeys, reports and meetings.

We provide safe, playful and engaging learning environments that give opportunities for all children to thrive, make choices and learn from their mistakes. We structure programs to allow children to learn, and to demonstrate their learning, in different ways. We focus strongly on developing a solid foundation of Literacy and Numeracy skills through rich learning experiences, explicit teaching and guided practice. Our programs are inclusive and responsive to children's needs and interests, and promote inquiry.

We provide opportunities for children to develop physically, emotionally, socially and spiritually through intentional teaching and learning programs. We set clear and consistent boundaries to allow all children to feel safe and secure. We collaborate with specialist staff to ensure the best outcomes for students. We offer emotional and spiritual support to families.

All staff are dedicated in their relationship with God and demonstrate this in their daily life. They respect and value the children, families and other staff in the College. Staff are committed to participating in ongoing early childhood professional learning. They meet regularly as a team and are collaborative and reflective in their approach to planning, assessing and evaluating teaching and learning programs.

## STAFF

Principal	Mr Rob Gratton
Deputy Principal	Mrs Jacqui Burrage
Deputy Principal	Mr Brendan Waddy
Early Childhood Education Team Leader	Mrs Alison Fallon
<b>Pre-Primary 1</b> Teacher	Mrs Sally-Anne Croft
Teacher Assistant	Mrs Allison Rollitt
<b>Pre-Primary 2</b> Teacher	Mrs Anelle Rheeder
Teacher Assistant	Mrs Kerry Stinson

## SCHOOL HOURS

Lessons commence at 8.40am and conclude at 3.05pm. The class room doors are opened for students to enter at 8:30am.

### Term 1

Week 1: Wednesday and Friday 8:40 to 3:05pm

Week 2: Monday, Tuesday, Wednesday and Friday 8:40 to 3:05pm

Week 3 onwards: Monday to Friday 8:40am to 3:05pm

### Term 2, 3 and 4

Week 1 onwards: Monday - Friday - 8.40am - 3.05pm

## WHAT TO BRING?

Children are to bring the following items to Pre-Primary each day:

- A piece of fruit, vegetable, cheese or cracker for your child's morning tea. No chips, chocolates or cakes please.
- A drink bottle (named) with water in it.
- A spare set of underpants and clothing to be kept in school bag.
- A named MBC hat for outdoor time.
- Lunch

## PRE-PRIMARY CULTURE

Children learn by playing. Play is a child's work, thus the daily program centres around both free and structured play. Each area of the Pre-Primary has a significant value as your child plays and explores in:

The block corner	The dramatic play corner
Art/craft activities	Group/mat sessions
Music & Movement	Book corner
Puzzle/Manipulative areas	Sandpit
Water play	Outdoor play

In providing all of these learning opportunities, (and more) it is intended that each child achieves a high success rate as well as a degree of extension in their own learning experience.

Mandurah Baptist College Pre-Primary aims to:

1. Provide a safe, encouraging and stimulating learning environment, which encourages the independence of every child
2. Program for the individual, so that each may grow and learn at their own rate, and accordingly, to their own interests.
3. Develop a positive self-concept in each child.
4. Have a play-based environment, where children can choose from a variety of activities in order to help their development in physical, language, social and emotional and cognitive areas.
5. Place a large emphasis on language and its development, giving every child various opportunities to communicate in a variety of ways.

It is our personal aim to educate and grow your child as an individual throughout their Early Childhood learning experience. We look forward to our partnership during this stage of your child's education and pray that God would bless you and your family throughout the coming year.

*Pre Primary Teachers*

*Mrs Croft and Mrs Rheeder*

## PRE-PRIMARY DAILY TIMETABLE

*An average day in the Pre-Primary might include:*

- Books/ puzzles morning challenge
- Welcome, Devotion, Prayer, Music/Movement
- Mat Session: Focused session integrating the topic/theme.
- Story, activity intro, instructions
- Learning Centres
- Pack Away & Fruit
- Outdoor Play
- Mat Session: Focused session integrating the topic/theme.
- Learning Centres
- Pack Away
- Lunch & Outdoor Play
- Rest Time
- Learning Centres
- Pack Away & story & whole class discussion/reflection on the day
- Home time





## GENERAL INFORMATION .....

### WAYS PARENTS CAN HELP

#### *SETTLING IN*

We are keen for your child to settle into Pre-Primary happily. You are welcome to come in and sit on the mat with your child to do a puzzle or look at a book. When it is time to go, please leave promptly with a confident 'Goodbye'. Your confidence in your child's ability to cope is important.

Most children settle quickly once their parents go, but be assured, if there are problems we will let you know.

#### *TOYS*

Unless children are requested to bring a specific toy for a learning activity please leave all toys at home. They can cause negative peer pressure and inappropriate play. No responsibility can be taken for lost or broken toys.

Pre-primary is a war-toy free zone and violent role play games are discouraged.

#### *BIRTHDAYS*

We enjoy making children feel special as they celebrate birthdays. You are most welcome to send a cake to share on your child's birthday. The most manageable method is to send an iced cup cake for each child. There is a maximum of 26 in this class.

**Please note: ALL NUTS & NUT PRODUCTS ARE DISCOURAGED FROM BEING BROUGHT TO SCHOOL.**

#### *HEALTH AND SAFETY*

Although it may be inconvenient, please do not send children to Pre-Primary if they are sick. Remember the impact on other families! If

## **GENERAL INFORMATION .....**

your child is ill, or absent, a signed note should be given to the teacher when your child returns.

The following illnesses require exclusion from school:

Chicken Pox, Head Lice, Conjunctivitis, Cold Sores, Vomiting, Diarrhoea, Influenza, School Sores, Ringworms, Measles, Mumps.

### ***DEVELOPING INDEPENDENCE***

It is our aim to encourage the children toward independence whilst fostering inter-dependence on others. To assist in this process please allow them to take responsibility for putting their hats in the their lockers, putting their bag away etc. We expect the children to be able to toilet themselves.

### ***PARENTS & FRIENDS***

Parents are very welcome to be part of Parents & Friends at Mandurah Baptist College. The Primary School Administration will notify parents of when the P & F Meetings will be held via the Newsletter.

### ***COLLECTION OF CHILDREN***

Please make every effort to be punctual. Children can become distressed when their parents or caregivers are late to collect them. Please note that children may be escorted to the Primary Administration Office if a parent or caregiver is late and the teacher has duties after school that require them to leave the classroom.

When a parent or care-giver is required to collect a student from the College during school hours, and upon their return, please report to the Primary School Administration Office. You will be required to sign a register indicating that the child has been removed from the school premises or returned to class.

## **GENERAL INFORMATION .....**

### ***CHILD COLLECTION ARRANGEMENT***

Children will NOT be allowed to leave with an adult or sibling other than the parent or carer nominated at the beginning of the year, unless parents have notified the College in writing.

A Student Release Form will be sent out at the beginning of the year for you to list people who may collect your child.

We have this policy in place to protect you and your child and feel that any inconvenience caused is worthwhile to ensure your child's safety.

Please do not place your friends, or family members or our teaching staff in the embarrassing situation of being refused access to your child.

### ***PARENT ROSTER***

Parents are invaluable to the Pre-Primary programme. With your support we are able to offer a greater variety of learning experiences/ activities. You are asked to volunteer to be a parent helper whenever possible. A roster will be displayed on the notice board each term.

A parent helper assists the Pre-Primary staff with children's activities, and clean up activities, generally joining in the fun. Being on roster provides an excellent opportunity for you to see your child interacting with others as well as giving you a chance to participate in their learning.

If you are in as a parent helper you will need to sign-in at the office where you will be given a visitors badge. At the conclusion of your visit please return your visitors badge to the office and sign-out.

### ***NEWSLETTER***

The Primary School Newsletter is published fortnightly on Thursday's. The Newsletter is uploaded to the College Website at

## GENERAL INFORMATION .....

www.mbc.wa.edu.au. **IMPORTANT:** Please inform the school if you change your email address.

### **ABSENCES**

Should students need to attend appointments, or will be absent during class time, parents must notify the class teacher with a signed note prior to the event. When unexpected absences occur, or sickness necessitates being away from the College **please contact the Primary School Administration Office by phone or email by 9:00am on the day.**

Upon their return to school, a note signed by the Parent/Guardian must be given to the relevant teacher. A medical certificate may be required to explain prolonged absences.

### **IN-TERM FAMILY VACATIONS**

According to the School Education Act 1999, students are required to attend school whenever the school is open for instruction or to otherwise participate in an educational program of the school whether at the school or elsewhere. The Act also determines that students can only be kept home for medical reasons or for a 'reasonable cause.' Unfortunately a 'family vacation' is not determined to be a reasonable cause.

### **VOLUNTEERS**

If you are a volunteer or helper at school, please always enter the school through the Administration Office.

### **VOLUNTEER DECLARATIONS**

Anyone who volunteers at the school in any capacity (classroom help, excursions, sports carnivals etc) is required to sign a Confidential

## GENERAL INFORMATION .....

Volunteer's Declaration. The declaration is valid for one year, unless there is a change in your circumstances. These forms are available from the primary school office along with a Child Protection Advice brochure to provide you with useful advice and information when working with children.

### ***VOLUNTEER CODE OF CONDUCT***

If you are able to volunteer on a more regular basis, for example more than 3 times in the term, let the teacher or Administration Office team know, and they will provide you with a 'Volunteers Code of Conduct' form to read and sign.

### ***VOLUNTEER WORKING WITH CHILDREN CHECK CARD***

All volunteers who are over 18 years of age and **who are not a parent of a student in the College**, must have a Working with Children Check Card to be able to carry out volunteer work in the college. This means that all other relatives including Grandparents need to gain a Working with Children Check Card to be able to volunteer at the College. Please find below a link to the WWCC website for detailed information on how to apply for a WWCC card.

<https://workingwithchildren.wa.gov.au/applicants-card-holders/applying-for-a-wwc-check/how-to-apply>

If the person has a current WWCC Card, it will be necessary for them to bring their WWCC Card with them when they volunteer so that their card can be sighted by office staff and details recorded.

Grandparents and extended family members will not be able to volunteer at the College after 7 March 2017 without either a WWCC Application Receipt or a current WWCC Card.

## **PRIMARY SCHOOL COMPLAINTS PROCEDURE**

Mandurah Baptist College is a community and as such, there will be times when parents will wish to make suggestions, may have a complaint or need to raise a concern that needs addressing. Mandurah Baptist College takes these issues seriously and welcomes such feedback. The Complaints System is outlined briefly on the next page to assist families should such a need occur. Please remember it is our policy that we wish to deal with issues sooner rather than later.

A complaint will be treated as an expression of genuine dissatisfaction that needs a response.

Please see the Complaints Procedure (Primary) diagram on page 17 for information on who to direct a complaint or concern to.

### ***MANDURAH BAPTIST COLLEGE WISHES TO ENSURE THAT:***

- 1.) Parents/Guardians have an understanding of how to make a complaint should the need or situation arise
- 2.) Mandurah Baptist College responds within a reasonable time frame and in a courteous and efficient manner
3. )Parents/Guardians understand that they are listened to and that complaints are viewed seriously
- 4.) Action is taken where appropriate

***“How should I complain?”*** When you raise a complaint, please be as clear as possible about what is troubling you. Staff members at the Mandurah Baptist College will be happy to help. It may be best to start with the person most closely concerned with the issue – for example, the relevant Coordinator. They may be able to sort things out quickly, with little fuss. A phone call is the quickest means of contact or a letter is also appropriate. However you may feel the issue needs to go to a senior staff member such as the Principal.

***“I don’t want to complain as such, but there is something bothering me.”*** Mandurah Baptist College staff are working towards the same purpose as yourself – the education and well-being of students. Staff want to hear your views and ideas.

***“I am not sure whether to complain or not.”*** If you have a concern, as a parent/guardian you are entitled to raise it with the College. If in doubt, remember we are here to help. Sometimes it is reassuring just to talk your concerns through with someone.

***“What will happen next?”*** If you raise something on the phone or in person, it may be resolved immediately and to your satisfaction. If you forward a complaint or suggestion in writing, the College will contact you within 5 working days to respond to your concerns and explain how the matter will proceed. In many cases the person will need to discuss the matter with a colleague and will consider it further before responding. You will be given a date by which time you will be given a response. If a detailed explanation of the issue is needed, a letter or report will be sent to you as quickly as possible. This letter will inform you of the outcome of the complaint. It will explain the conclusion, the reasons for it and any action taken or proposed.

***“What happens about confidentiality?”*** Your complaint or concern will be treated as confidential and with respect. Knowledge of the issue will remain limited to the Principal and to those directly involved. The Chairman of the College Board may also need to be informed in some matters. It is a College policy that complaints made by parents/guardians should not rebound adversely on the student. We cannot entirely rule out the need to make third parties outside the College aware of a complaint and possibly also the identities of those involved. This would only happen in a case where the student’s safety is at risk

or where it became necessary to refer a matter to the police. As a parent/guardian, you would be fully informed.

***“What if I am not satisfied with the outcome?”*** We hope that you will feel satisfied with the outcome, or at least that your concerns have been fully and fairly considered. If you are not satisfied, the Principal will offer to refer the matter to the Chair of the School Governing Body. Alternatively, you may wish to write directly to the Chair. The Chair will call for a full report from the Principal, and will examine matters thoroughly before responding.

This may result in a satisfactory solution, but if it does not, the Chair will invite you to a meeting. You may wish to be supported by a friend, but legal representation would not be appropriate at this stage.

If the meeting does not bring about a resolution, the matter would be referred to an independent arbiter. It is his/her task to look at the issues in an impartial and confidential manner. The Arbiter will invite you to a meeting. You will be asked if there are any papers you would like to have circulated beforehand. As with the Chair’s meeting, you will be invited to bring a friend with you.

The school recognises and acknowledges your entitlement to complain and we hope to work with you in the best interests of the children and young people in our care.

## **STUDENTS COMPLAINTS PROCEDURE**

***“How do I make a complaint?”*** By talking about it or by writing it down if you find that easier. You can do it by yourself, or through your parents.

***“To Whom?”*** To anyone on staff.

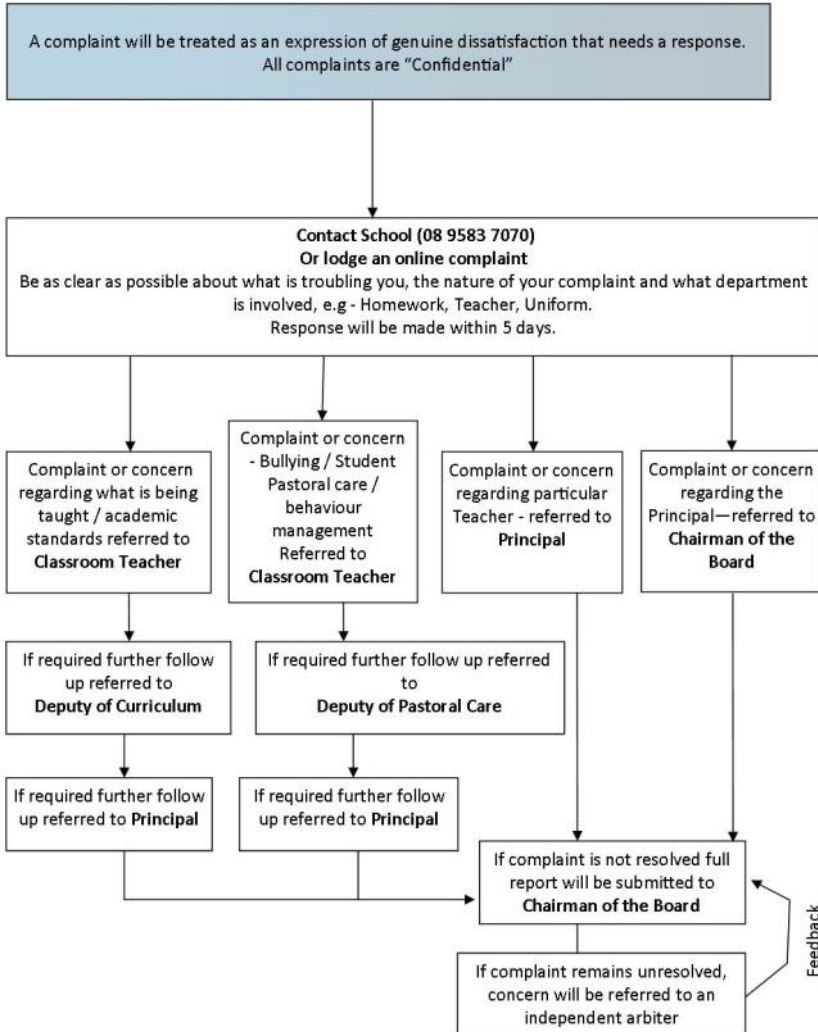
***“Does it matter what the issue is?”*** No, it can be a big problem or a small one. By discussing it, you may come up with some positive ideas.





# Mandurah Baptist College

## Complaints Procedure (Primary)



***“What will happen next?”*** If possible, the staff member will deal with it in person. If not, he or she will go on your behalf to someone who can help.

***“Do others have to know?”*** If you are worried about confidentiality, tell the staff – they will understand. Even if you find the issue hurtful or embarrassing, don’t worry – it will only be discussed by staff that can help you.



## GETTING STARTED

### *USEFUL BOX*

You can assist your child's Pre-Primary program by saving us your junk (well, some of it anyway!) We would appreciate the following items (please ensure they are thoroughly clean and have not contained dairy or nuts):

Perhaps you would like to donate something? Items such as the following would be appreciated.

Anything else? If you have access to other items that you think may be useful, please ask us. It may be just what we are looking for. We have good imaginations!

Plastic containers	Gumnuts	Velcro off-cuts
Margarine containers	Shells / pebbles	Foam trays
Plastic soft drink bottles	Wool and string	Material
Plastic milk / fruit containers	Buttons / beads	Cereal packs etc
Shoeboxes / matchboxes	Easter egg wrappers	Off-cuts of wood, dowel
Cardboard cylinders	Foil wrapping paper	Pantyhose
Cotton reels / overlocker spools	Used greeting cards	Wood shavings / sawdust
Lids from fruit juice	Shredded paper	Confetti (hole punches)
Old magazines (please censor)	Wax crayon / candle ends	A4 photocopy paper boxes and lids
Large cardboard boxes		
Cooking utensils	Cottonwool balls	Balloons
Pegs	Pop sticks	Unheaded matchsticks
Coloured paper patty pans	Rice / pasta (uncooked)	Plastic string
Bodkins or blunt tapestry needles	Unwanted sand toys	Puzzles, dolls, dress ups
Toy vehicles / tricycles	Plain butchers paper	Children's picture books

## PASTORAL CARE AND DISCIPLINE

Staff at Mandurah Baptist College are committed to building positive and meaningful relationships with students to optimise each child's learning potential. A strong Pastoral Care program operates throughout the College for the care and nurture of students. The school does have a chaplain, and should you have any concerns or issues you would like to bring to the chaplain's attention please ring on 9583 7070 and ask for the Chaplain.

The College upholds nine core values; Honesty, Respect, Responsibility, Perseverance, Compassion, Justice, Self-Discipline, Integrity and Tolerance. These form the framework of a whole school approach to pastoral care and behaviour management.

Appropriate behaviour is expected, taught and affirmed. Boundaries and expectations for behaviour are clearly defined and explained to students. Consistent consequences are enforced. Where appropriate, students are involved in determining boundaries and consequences, thereby encouraging them to take responsibility for their actions.

Each member of the staff and student community has the right to feel comfortable and safe at school. To this end there is no tolerance for the following:

- Vandalism
- Harassment – verbal, physical, bullying
- Possession and / or sale of illegal substances, materials or implements

For more detailed information, full policies regarding student management, bullying and pastoral care are available from the Principal on request.

## **CURRICULUM**

### ***READING AND WRITING***

Typically children around the age of five are at the 'role play' stage of development. They start to notice environmental printing (e.g. Signs, symbols), realize print has meaning and display reading-like behaviours but make up words as they go along. They may re-tell familiar stories from memory believing that they are reading. They begin to understand that speech can be written down and often use scribble, numbers and letters to represent writing. Any attempts your child makes should be accepted and encouraged

### ***PHYSICAL EDUCATION***

Physical Education provides an opportunity for children to not only develop their physical skills but also to increase their confidence and sense of self worth. All children are encouraged to be involved in a wide range of sporting and physical activities, with an emphasis on participation.

Fundamental movement skills and game skills are covered in the program. Pre-Primary children are involved in the Primary School Athletics Carnival during Term 3.

### ***SPECIALIST TEACHER PROGRAM***

Pre-Primary children take part in the specialist Physical Education, Art and Music program and LOTE.

### ***INFORMATION & TECHNOLOGY***

It is our aim to assist students to develop the skills that will enable them to use information technology across the curriculum. Students are able to access computers at school and electronic whiteboards are used as a teaching tool in our classroom.

# **CURRICULUM**

## ***MATHEMATICS***

Children are taught mathematics in the following areas: Space (leading to geometry); Measurement, using arbitrary units (leading to standard measurement); Number; Chance & Data and Working Mathematically.

At Pre-Primary children learn to:

- Count using one-to-one correspondence.
- Read, write and say as many small whole numbers as possible, using them to say how many things there are.
- Make comparisons of 'more/less', 'longer/shorter', heavier/lighter', before/now/after' and 'the same'.
- Make non-numerical estimations of size.
- Make, continue or copy patterns.
- Make collections of a given size and describe order.
- Begin to sequence objects and events.
- Talk about the way they use numbers, shapes and time.
- Understand and use appropriate language to describe positions.
- Label 2D geometric shapes.
- Classify items and talk about likenesses and differences.

## ***MONITORING AND REPORTING ON CHILDREN'S PROGRESS***

Please show an interest in your child's work. It is very significant to him/her. Bear in mind, many learning experiences do not produce tangible end products. A lot of work is kept at Pre-Primary in your child's file which includes checklists of specific skills and concepts, regular work samples and anecdotal records.

In addition, feedback will be given on your child's progress on request. If an area of concern is identified you will be contacted to discuss strategies to address it.

## UNIFORM POLICY

### *RATIONALE*

Mandurah Baptist College has established a uniform code which states that all students who attend the College will be required to wear College uniform. This contributes to:

- the fostering and enhancement of the public image of the College.
- improving morale, team spirit and pride in the College.
- ensuring that students are safely dressed for College activities.
- encouraging equity among students, reducing rivalry.
- identifying non-College children on-campus.

All children are required to wear the College Uniform in a manner which is a credit to the student and the College.

The wearing of nail polish is banned from Mandurah Baptist College.

All items of the College Uniform are available through the College, with the exception of footwear.



# UNIFORM POLICY

## MANAGEMENT

### SEASON CHANGEOVER

The summer uniform is to be worn in Terms 1 and 4 and the winter uniform in Terms 2 and 3.

Please also note the College policy regarding the following:

*Hat* The navy College hat with the College logo is a compulsory part of the uniform for all students. In accordance with our College policy which recognises our duty of care to all children who attend this school, the 'no hat, no play in the sun' policy will apply all year. Children wearing correct headwear will be allowed to play in the sun. Children without hats will be required to remain in the shaded, undercover areas of the school.

*Hair* At all times when students are in College uniform, hair must appear tidy and well cared for. All hair must be kept short or tied up. Boys hair is to be no longer than collar length. Hair accessories must be in navy, gold or white, but no decorative type clips are permitted. There can be no extremes of hair colour. Tints that are a natural colour only may be used. Haircuts must not be shorter than No. 1. Students with inappropriate haircuts, styles or colours will be removed from class.

### *Jewellery*

No jewellery is allowed except for a maximum of one pair of plain stud or sleeper earrings in the lower lobe of the ear's. However boys are not permitted to wear earrings when in school uniform. A watch may be worn.



*Make-up* Make-up and nail polish are not to be worn.

*Bags* The royal blue College back pack is compulsory. Bags must be kept in good condition and not covered in graffiti. Unsatisfactory bags will need to be replaced.

## **UNIFORM REQUIREMENTS**

### ***SUMMER UNIFORM***

#### Kindergarten - Pre-Primary

Girls Navy sports shorts, royal blue College polo shirt, royal track top (if cold) and College socks.

Shoes: Joggers/sandals

Boys Navy sports shorts, royal blue College polo shirt, royal track top (if cold) and College socks.

Shoes: Joggers/sandals

### ***WINTER UNIFORM***

#### Kindergarten - Pre-Primary

Girls / Boys Royal blue College tracksuit, royal blue College polo shirt, College socks.

Shoes: Joggers

### **Sunglasses**

Children may wear sunglasses when outdoors but are not to wear them in class, or on their heads as decoration.

## **HEALTH & GUIDANCE SERVICES**

Regular visits are made by the School Nurse, enabling children to receive health checks from Pre-Primary onwards. Children with learning difficulties or other problems which effect learning may be assessed by a Guidance Officer. Parental approval is sought and full details of any remedial action will be advised to parents.

### ***IMMUNISATION REQUIREMENTS***

In the interest of children's health and continued well being at school, please ensure that your child has had the mandatory immunisation requirements. Copies of your child's immunisation history must be included when applying to enrol a child at the College.

### ***DENTAL THERAPY***

The School Dental Service provides dental treatment at no cost for school aged children. Specialist treatment is not available, but referrals can be written if required. To enrol your child/children in the School Dental Service, please contact the Golden Bay Dental Therapy Centre on 9537 2619. The service is located at the Golden Bay Primary School, 9 Thundelarra Drive, Golden Bay.

### ***INFECTIOUS DISEASES***

The danger from the presence at school of children suffering from infectious diseases arises chiefly from their attendance at two periods:

- Whilst suffering from the early symptoms
- When convalescent from the disease but still retaining some infection in their person or apparel.

Public Health Regulations for exclusion stages are set for your information:

## HEALTH & GUIDANCE SERVICES

**CHICKEN POX:** Exclude from school. Re-admit when sufficiently recovered. Some remaining scabs are not an indication for continued exclusion. Contacts: do not exclude.

**MEASLES:** Exclude from school. Re-admit on medical certificate of recovery, or 7 days after appearance of the rash if well. Contacts: do not exclude immunised contacts. Non-immunised contacts should be excluded for 13 days after the appearance of rash in the last case identified in the school.

**MUMPS:** Exclude from school. Re-admit on medical certificate of recovery. Contacts: do not exclude.

**RINGWORM:** Exclude from school. Re-admit on medical certificate of recovery that the child is no longer likely to convey infection. Contacts: do not exclude.

**RUBELLA:** Exclude from school. Re-admit on recovery.

**SCABIES:** Exclude from school until effective treatment has been instituted. Family contacts will probably be infested and should be treated.

**NITS - PEDICULOSIS:** Exclude from school until effective treatment has been instituted and most nits removed from hair. Contacts: family contacts will probably be infested and should be treated. Weekly checking is recommended.

**SCHOOL SORES - IMPETIGO:** Exclude from school until effective treatment (including the proper use of occlusive dressings) has been instituted.

## HEALTH & GUIDANCE SERVICES

**SLAP CHEEK:** Children with slap cheek are not required to be excluded from school. By the time slap cheek has been identified, the child is no longer contagious.

**GASTROENTERITIS:** The faeces and vomit of a person with gastroenteritis are usually infectious from the time the person begins feeling ill until at least 48 hours after symptoms have stopped. Keep children home from school for at least 24 hours after symptoms have stopped.

More information on these and other communicable diseases are available on the WA Health Departments website at;

<http://www.public.health.wa.gov.au/>

A Community Nurse makes regular visits to the school. An appointment may be made regarding your child.



**NOTES:**

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**PHONE NUMBERS**


## **SCHOOL ADMINISTRATION**

### ***PRIMARY SCHOOL ADMINISTRATION***

Office Hours: 8:00am to 4:00pm

### ***PRIMARY SCHOOL NEWSLETTER***

The Primary School newsletter is emailed to parents/guardians fortnightly throughout the term. The newsletter is our primary source of communication between the College and parents/guardians. The Newsletter is also available on the College website via *Skoolbag*.

### ***SKOOLBAG***

*Skoolbag* is a mobile phone App used to communicate directly to parents. It works through both smart phones and smart devices (such as iPads and Android Tablets). Installation instructions are available from the Primary School office.

### ***UNIFORM SHOP***

Tuesday , Wednesday and Thursday

8.30am to 3:45pm during term.

Closed 12:00 – 1:00pm Lunch

Any variations or additional opening times are published in the College newsletter.

### ***MANDURAH BAPTIST COLLEGE PRIMARY SCHOOL***

Badgerup Avenue & Catalina Drive, Lakelands 6180

PO Box 4116,

Mandurah North WA 6210

T: (08) 9583 7070 F: (08) 9583 7033

E: [admin@mbc.wa.edu.au](mailto:admin@mbc.wa.edu.au)

W: [www.mbc.wa.edu.au](http://www.mbc.wa.edu.au)

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