



# Primary School Parent Handbook

Mandurah Baptist College Primary School



**MANDURAH  
BAPTIST COLLEGE**

BE STRONG & COURAGEOUS



## SCHOOL ADMINISTRATION

In the following pages you will find information to assist you in learning about the Primary School.

Please keep it for future reference. If you have any queries or concerns please feel free to call the College Administration on 9583 7070. Office staff will direct you to the most appropriate person to answer your query.

### **Primary Administration**

The Primary School Administration Office staff are in attendance during normal College hours for new enrolments and general enquiries. **Fees are to be paid at the Senior School Office.**

**Office Hours 8:00am - 4:00pm.**

Postal Address: PO Box 4116, Mandurah  
North 6210

Telephone: (08) 9583 7070

Facsimile: (08) 9583 7033

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

Location: Catalina Drive and Badgerup  
Avenue,  
Lakelands, WA 6180

## STAFF

Principal:	Mr Rob Gratton
Deputy Principal - Curriculum:	Mrs Alison Fallon
Deputy Principal - Student Services:	Mr Brendan Waddy

### Teaching Staff

Mrs Heidi Adams	Kindergarten B (Tues, Fri & every 2nd Wed)		
Mrs Jessica Cargill	Kindergarten A (Mon, Thu & every 2nd Wed))		
Mrs Sally-Anne Croft	Pre-Primary 1		
Mrs Anelle Rheeder	Pre-Primary 2		
Mrs Sheila Willment	Year 1W	Mrs Tanya Johansson	Yr 1J
Mrs Anita Kloppe	Year 2K	Mrs Heather Dreckow	Yr 2D
Miss Deborah Morling	Year 3M	Mrs Linda Mackenzie	Yr 3MC
Mrs Isobel Gee-Pemberton	Year 4G	Mrs Tessa Claassen	Yr 4C
Mrs Sasha Blockley	Year 5B	Mrs Yolande van Zyl	Yr 5V
Mrs Helen Gale	Year 5G	Mrs Lisa Van Wees	Yr 6VW
Mrs Erin Woodage	Year 6W	Mr Justin Veart	Yr 6V

### Specialist Staff

Miss Katrina D'Silva	Music
Mrs Jenelle Lee	Art
Mrs Emily Munday	Art
Mrs Lenka Pesch	French
Mrs Sarah Arkwright	French
Mrs Sathi Kunjan	Indonesian
Mrs Philippa Hunt	ICT
Mr Brendan Waddy	Senior PE
Mrs Caroline Paternoster	Junior PE
Mrs Mary Brown	Support
Mrs Laura Waddy	Support
Mrs Celeste Smith	Support
Mrs Michelle Horne	Support/IE
Mrs Tina Gratton	Psychologist
Mrs Connie da Prato	Chaplain

### Education Assistants

Mrs Natalie Jehring	Year 3 and Special Needs
Mrs Robyn Savage	Year 3 and Special Needs
Mrs Zelda Labuschagne	Kindy A and Kindy B
Mrs Belinda Roberts	Special Needs and Library
Mrs Diana Maddigan	Year 4 and Year 5
Mrs Melissa Seymour	Year 3 and Special Needs
Mrs Leah McMahan	Kindy
Mrs Allison Rollitt	PP1
Mrs Kerry Stinson	PP2
Mrs Lisa Sutton	Year 1 and PP1
Mrs Shirley Miller	Year 2 and Resources
Miss Shanna de Ridder	Year 5 and Year 6

## STAFF cont . . . .

### Administration Staff

Mrs Marion Lund	Registrar/PA to Principal
Mrs Sue Anderson	Administration Assistant
Mrs Wilna Roets	Student Services
Mrs Lilian Pretorius	Receptionist
Mrs Rebecca Newton	Administration Assistant
Mrs Amy Laden	Library
Mr Rick Lund	Grounds/Maintenance

## WELCOME

The Primary School is a co-educational facility, providing quality academic programs within a Christian ethos for children from Kindergarten to Year 6.

Mandurah Baptist College Primary School is a learning community focussed on best practice in the education and development of students. We are dedicated to the academic and social well-being of all our students. We aim to equip students for life-long learning in an environment where we are committed to honouring God in all that we do. The Principal and all staff are partners with students in this pursuit.

The College is staffed by committed Christians and is founded on Christian principles. Students will learn about Christian values, as part of their classroom learning program.

Our College motto is **"Be Strong and Courageous"**.

Mandurah Baptist College was established in 2005 to provide a high standard of education, within a Christian context in the Peel region.

The College is associated with Mandurah Baptist Church and the Baptist Family Churches of Western Australia, a community of over 100 churches and eleven Colleges.

At Mandurah Baptist College we offer:

- ◆ A commitment to high academic achievement
- ◆ A caring, supportive and safe learning environment
- ◆ Professional experienced Christian teaching staff
- ◆ An Outcomes Based Education Program.

## WELCOME cont . . .

- ◆ Innovative Pastoral Care programs including Counselling services, buddy mentoring and a friendly, encouraging school community.
- ◆ A firm, fair and supportive Student Management Policy.
- ◆ Neat and attractive school uniforms.
- ◆ Classroom environments conducive to high quality learning.
- ◆ Term calendars and fortnightly Newsletters to keep parents informed of all school priorities and events.
- ◆ Involvement of parents in College activities.
- ◆ A strong, balanced Board system comprising representatives from the Baptist Union of Western Australia and the College Association.

## COLLEGE AIM

The aim of the College is to provide a comprehensive curriculum which will cater for the individual needs of all students, and to foster a desire for learning and excellence. Within this framework, students will be encouraged to:

- ◆ Develop a love for learning, striving to reach their full potential.
- ◆ Acquire life skills and knowledge, using their personal talents.
- ◆ Develop self discipline.
- ◆ Show respect for self and others.
- ◆ Develop a personal awareness of God and the application of Biblical principles.

## Charter of Good Will

The Mandurah Baptist College Charter of Good Will is the central focus of self-discipline for each student of the College.

Every Teacher and student has a right to:

1. Learn or teach free from disruption.
2. Be treated courteously.
3. Be free from any form of discrimination including verbal or physical abuse.
4. Work in a clean, safe and healthy environment.

## COLLEGE AIM cont . . .

### Our Values

Mandurah Baptist College Primary School upholds core values which form the framework of our pastoral care, discipline and learning programs.

Our values are: Honesty, Respect, Responsibility, Perseverance, Compassion, Justice, Self-Discipline, Integrity, Tolerance

From earliest entry to the College at Kindergarten, we seek to teach and encourage students to reflect these values in all areas of their social, emotional, cognitive and physical development.

### Primary School Facilities

The Primary School consists of;

- ◆ A purpose built Early Learning Centre with three classrooms for Kindergarten and Pre-Primary
- ◆ Fourteen classrooms for Years 1-6
- ◆ An Art/Craft room
- ◆ Two Computer Labs
- ◆ A Music room
- ◆ A Library
- ◆ An Undercover Area.
- ◆ An Administration area and staffroom.
- ◆ An Auditorium
- ◆ Three separate playgrounds - one dedicated to the Early Learning Centre, one for Primary students and a Loose Parts Play Area.
- ◆ Two Large playing Fields
- ◆ Basketball courts
- ◆ An Indoor Sports Centre



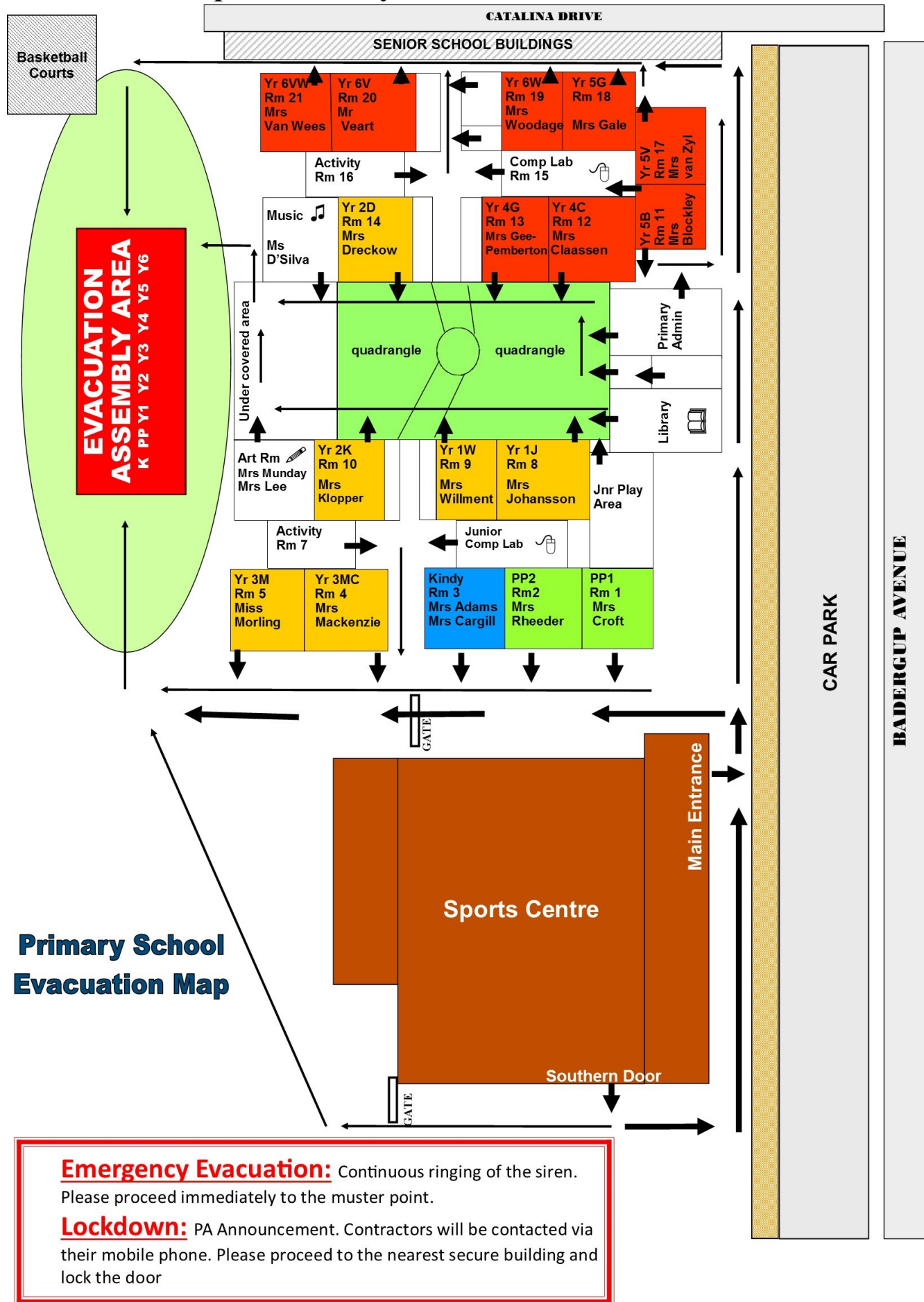
**MANDURAH**  
**BAPTIST COLLEGE**

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BE STRONG & COURAGEOUS



# Evacuation Map for Primary School





## ACADEMIC YEAR

Term dates for Mandurah Baptist College will, in general, coincide with those laid down by the Education Department of W.A. However, there may be some variance in dates at the beginning and end of the school year.

### Term Dates for 2018

Term 1	Wednesday 31 January - Thursday 12 April
Term 2	Wednesday 1 May - Thursday 28 June
Term 3	Wednesday 18 July - Thursday 20 September
Term 4	Monday 8 October - Wednesday 6 December

### Public holidays

Labour Day	Monday 5 March 2018
Good Friday	Friday 30 March 2018
Easter Monday	Monday 2 April 2018
ANZAC Day	Wednesday 25 April 2018
WA Day	Monday 4 June 2018
Queens Birthday	Monday 24 September 2018
Christmas Day	Tuesday 25 December 2018
Boxing Day	Wednesday 26 December 2018

### Assemblies

Primary School assemblies will be held fortnightly on Thursday at the beginning of the school day (9:00am). Parents will be notified about the details of Primary School assembly dates and the class involved via the Primary School Newsletter and Term Calendar. Students are to wear their full summer or winter school uniform for the assembly. No uniform passes will be issued unless a note from the parent is provided.

### School Hours

Kindergarten - 8:30am to 3:10pm. Classroom will be open at 8:30am

Pre-Primary - 8.40am to 3.05pm. Classroom will be open at 8:30am

Year 1 - Year 6 - 8:40am to 3:05pm. Classroom will be open at 8:30am

Recess 10:30am - 10:50am                      Lunch 12:25am - 1:00pm

## CURRICULUM

In accordance with the Curriculum Council of Western Australia, Mandurah Baptist College's teaching and learning programmes operate within the guidelines of the Western Australian Curriculum Framework. The Primary School curriculum covers 8 major learning areas which include:

- ◆ English – Reading, Writing, Viewing, Speaking and Listening.
- ◆ Mathematics
- ◆ Physical Education and Health
- ◆ Humanities and Social Sciences
- ◆ Science
- ◆ Design Technologies
- ◆ The Arts – Music, Dance, Drama, Visual Arts
- ◆ Languages - French & Indonesian
- ◆ Digital Technologies
- ◆ Christian Education

Further information about these programs can be obtained from your child's teacher.

### Encouraging Achievement

Mandurah Baptist College is committed to meeting the needs of all students, including those who may be 'at risk' of failure or under-achievement, or those who require extension and challenge.

Gifted and talented students will be identified and have access to enrichment and extension programs.

Students identified as being 'at risk' of failure, will be able to access specialised support programs that focus on Literacy and Numeracy development.

### Homework

Homework will be set by your child's classroom teacher. It will consist of activities to reinforce the classroom learning program and will mainly focus on the learning areas of English and Mathematics. However homework tasks may come from any of the eight learning areas.

## CURRICULUM cont . . .

### House Factions

The children are divided into four Houses representing prominent local geographic regions:

Murray	<i>Red</i>
Coastal	<i>Gold</i>
Nanga	<i>Green</i>
Indian	<i>Blue</i>

Each House will have two House Captains. The House system is designed to promote sportsmanship, enjoyment, team spirit, co-operation and endeavour.

## FEES AND CHARGES

Fees are vital to the College's operation and it is important that they be paid early in the school year so that the College can function on a reliable budget. The money obtained from these contributions is used for the children who attend this College. All children benefit from the purchases made with these funds.

### Tuition Fees - 2018

Kindergarten	\$3,395
Pre-Primary - Year 6	\$3,620

If two, three or more children are attending the College simultaneously, the 2018 discounts of 10%, 20% and 30% respectively are available. For families with children in both High School and Primary School, the High School student pays the full fees, with the discount applying to other children.

Tuition Fees are invoiced at the start of the school year. One annual account will be issued and the following payment options are available:

### Payment Options:

- Option 1      One Annual payment  
Fees due by 2<sup>nd</sup> Friday of Term 1
- Option 2      Two Semester payments  
Fees due by 2<sup>nd</sup> Friday of Terms 1 and 3
- Option 3      Four Term payments  
Fees due second Friday of Terms 1, 2, 3 and 4

## FEES AND CHARGES cont . . .

- Option 4      Monthly payments  
10 instalments, February through to November due on the 15th of each month
- Option 5      Fortnightly payments  
20 instalments, February through to November, due on the Friday each fortnight
- Option 6      Weekly payments  
Forty instalments, February through to November, due on Friday each week

### Payment Methods

The College provides the following payment methods:

- ◆ Direct Debit: Contact the Accounts department to set up payment via direct debit.
- ◆ BPay via Internet: Please refer to the College BPay details at the bottom of your family statement.

### Additional Charges

On-line Maths Resources, Christian Education, Photo copy paper levy, ICT levy, Literacy Pro, ABC Reading Eggs and Stars Series Student book are charged separately.



## CONDITIONS OF ENROLMENT

The prompt payment of fees; a commitment by parents and the student to College behaviour and uniform standards and discipline policies as outlined in College information brochures; respect for and full participation in the Christian program of the College.

### **Compulsory College Functions**

Parents are to ensure that their child attends **ALL** compulsory College functions as outlined below:-

- ◆ College Sunday,
- ◆ Christmas Concert,
- ◆ Intra School Sports Events
- ◆ Year 6 Graduation - Compulsory for all Year 6 students

If a child misses three of these functions during a year, he/she will be asked to withdraw from the College.

### **Withdrawal of Students**

To withdraw a student from the College written notification needs to be given to the Principal. A fee of 25% of the annual tuition fee will be applied unless notice of withdrawal is provided in writing to the Principal no later than Week 1 of the preceding Term. Verbal notification is not considered due notice.

### **Book Lists & Stationery**

Book lists will be distributed to each student at the end of each school year. Parents are requested to provide children with the stationery items indicated on the book list. Stationery items may need to be replaced from time to time as they are used throughout the year, so that children always have the necessary equipment to enable them to perform to the best of their ability.

Please ensure all items are clearly labelled with your child's name. Text books for Primary School classes are purchased through Champion Books. Costs incurred will depend on each year level.

### **Excursions & Incursions**

These are part of the curriculum and are organised by staff throughout the year. Costs are included in the Tuition fees. Students are required to wear full school uniform while attending school excursions.

## CONDITIONS OF ENROLMENT cont . . .

### In-term Swimming

In-term swimming will be held for all students in Year 1 to 6. These lessons are a compulsory component of the Physical Education program. Students will only be exempt due to illness.

## GENERAL INFORMATION

### Parents and Visitors Sign In/Out

Upon arriving or leaving the College during school hours, all parents and visitors are required to sign the visitors register at the Reception desk in the Primary School Administration Office before proceeding to any area of the Primary School. This applies even if you are helping in a classroom or picking up a child.

### Games & Electronic Equipment

Mobile phones, electronic games, i-Pods, MP3 players and other such items are not to be brought to School unless permission is given. **Mobile phones** are to be signed in at Reception every morning before going to class and picked up and signed out every afternoon after the 3:05 pm bell.

### Lost Library / Reading Books

Due to the substantial financial resources being spent to equip the College with modern, relevant print material, we would appreciate your assistance in the care and preservation of all books. Should an item be lost or damaged, the cost of replacement will be added to your account.

### Lost Property

A locked box containing lost property is situated in the undercover area. All items of lost clothing will be placed there and parents wishing to look for lost items should check this box before and after school.

Please ensure that all belongings including uniforms are clearly labelled with the student's name.

### Bus Information

There are two main bus services that bring our students to and from the College.



## GENERAL INFORMATION cont...

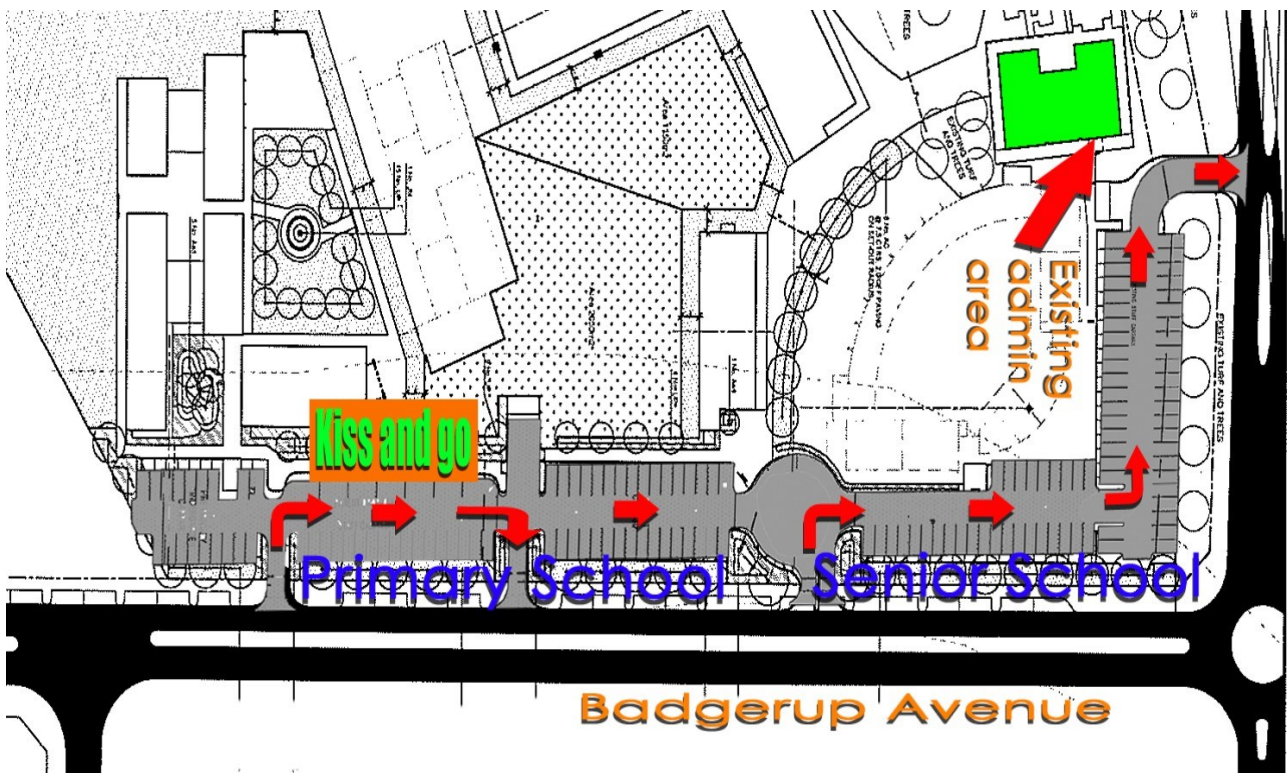
- ◆ The Transperth bus services No.587 and No.558
- ◆ The Orange School Buses provided by the Public Transport Authority for students outside the normal Transperth operating zones. More info is available from [www.schoolbuses.wa.gov.au](http://www.schoolbuses.wa.gov.au)
- ◆ Complete Bus Timetables, route numbers, detailed route maps, costs are available from the Transperth website.

### Car Park Safety

In the interest of our children's safety, we ask parents to exercise extreme care and caution when dropping off and collecting children in the College car parks. For the ease of traffic flow please refer to the Mandurah Baptist College Parking Arrangements map as illustrated below.

### 'Kiss and Go'

The 'Kiss & Go' area is to pick up and set down students only. There is **NO** Standing and **NO** Parking in this area. If you have arranged for your child to meet you at the 'Kiss & Go' area and they are not there you will have to exit the car park and come back around. Please explain to your children that they will need to stay on the footpath until you have stopped and then they can approach your car.



## GENERAL INFORMATION cont...

All drivers need to observe the walking pace speed zone through the car park and 40 speed zone on public roads around the school.

The disabled parking bay is to be used only by people whose cars display a current ACROD sticker.

Street parking is available in Badgerup Avenue.

### Absences

Should students need to attend appointments, or will be absent during class time, parents should 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, email or the Skoolbag App 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.

When a parent or caregiver is required to collect or return a student during school hours, 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.

### 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.

### Sickness and Accidents

Should a child become ill or involved in an accident, parents will be contacted immediately. Please ensure that the College has a current emergency contact number.

## GENERAL INFORMATION cont...

If your child is suffering from an illness, please do not send them to school. (please see infectious diseases listed under Health on page 40 for exclusion periods)

### Late Arrivals

To assist teachers with settling their classes, and for our records, students who have not arrived by 9:00am, are automatically marked as absent for the morning and a note from their parent is required. Students arriving after the bell has rung at 8:40am will need to report to the Primary School Administration Office ***along with their parent/caregiver*** who must sign them in through the late arrival register .

### Custody Arrangements

It is the responsibility of families with child custody arrangements to make the Primary School administration aware of the necessary details, and provide documentation.

### Child Collection Arrangement

Children are to be collected from their classroom or "Kiss and Go" area in the Primary car park. Young children must be accompanied by an adult before crossing the road.

Children will NOT be allowed to leave the College with someone other than the parent or carer nominated at the beginning of the year or a known sibling, unless parents have notified the College in writing. A letter to the classroom teacher is required if arrangements change on a day-to-day basis.

An Authority to Pick Up Form will be sent out at the beginning of each 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 having access to your child refused.

## GENERAL INFORMATION cont...

Children meeting an older sibling from the Senior School must wait outside Room 11 and the Primary School Administration Office until senior students are dismissed at 3:15pm.

### **Before and After School**

Wherever possible, children should not be dropped off at school until 8:10am because there is no official supervision before this time. In the same way, there is no teacher supervision after school.

In both cases it is still the College's moral duty to exercise a duty of care and ensure the safety of all children when they arrive at school and until they leave.

To ensure that reasonable steps are taken to protect children against risks of foreseeable injury, children arriving earlier than 8:10am should wait outside Room 11 and the Primary School Administration Office.

### **Use of College Playgrounds**

Before and after school the Kindergarten/ Pre-Primary and Primary School playgrounds, are out of bounds. Children are not to play on any playground equipment before or after school unless supervised by a Mandurah Baptist College teacher. Children using the playground equipment, when not supervised by a Mandurah Baptist College teacher, do so at their own risk.

### **After School Sport**

There are a number of after school sporting groups that are made up of students from the College or use the College facilities. Check the Newsletter for details throughout the year of the various sports and their registration requirements/details.

### **Canteen**

The College has The Lakes Café situated in the Performing Arts Centre. Ordering from the canteen takes place online. This means you will be able to order lunches at your leisure, any time, day or night. Just log into [www.mykidslunchbox.com.au](http://www.mykidslunchbox.com.au) and register your family. Follow the links to the menu and the day you require lunch. A copy of the current canteen menu is available on the College Website. Primary School students are not permitted to go the canteen during school hours.

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

### **College Sunday**

College Sunday is a compulsory event for all students. It is held once each year to celebrate Easter and what has been happening at the College.

### **Learning Journey**

This is when families are invited to come and look at the class rooms and the students' work. We encourage all members of the family to be involved in this exciting event as the students showcase their endeavours.

### **Money Collection**

Most excursions are covered by College fees. However, if it becomes necessary to collect additional money from the children, money should be forwarded to the class teacher in a clearly marked envelope, stating the students name, year level/class, amount enclosed and purpose. All permission slips should be returned prior to the event.

### **NAPLAN**

All students in Years 3, 5, 7 and 9 in schools across Australia undertake the same tests on the same days. Students have their skills assessed in Reading, Writing, Language Conventions (Spelling, Punctuation and Grammar), and Numeracy.

National test results provide information on how students are progressing and support improvements in teaching and learning. Parents and carers can best assist students by making them feel comfortable about the nature and purpose of the tests. The children can be assured that the assessments will give them an opportunity to show what they have learned in class.

The purpose of the National Assessment Program – Literacy and Numeracy (NAPLAN) is to assess the literacy and numeracy learning of students in all Australian schools.

The results of these tests will provide useful information for teachers and parents. In particular, they will help inform teachers in their ongoing efforts to address the literacy and numeracy needs of their students.

### **Open Day**

Open Day is when the whole College is open for inspection by existing

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

and prospective families and the wider community. We take the opportunity to showcase the College, the students' work and various groups performing e.g. Choir. The P&F also provides stalls in order to raise funds for the purchasing of much needed items that will benefit the wider student body.

### **School Photos**

Each year the School will have school photos. These will consist of class and individual photos. The Year 6 students will also receive a graduation photo pack at their Graduation Ceremony held in December. Parents are able to purchase the various photos from the photo company taking the photos. Envelopes are handed out to students prior to photo day and they need to be taken by the student on the day of the photos.

## **PARENTS IN PARTNERSHIP**

### **Communication**

Developing strong lines of communication is important in developing strong links between the home and school. Parents are encouraged to discuss with staff any issues of concern they may have, however an appointment must always be made before meeting with a member of staff. Appointments can be made to see the classroom or specialist teacher either directly through the teacher or through the Primary School Administration Office on 9583 7070. Please be aware that at the commencement of the school day (8:30-8:40am) and end of the school day (3.05-3.25pm) teachers are busy preparing for or concluding their classes and are not able to give you their full attention. This is not an appropriate time to talk to your child's teacher about a particular concern or issue. Appointments to see the Principal or Deputy Principals can be made through the Principal's PA on 9583 7070.

### **Change of Details**

Notifying the College of your change of address, phone number or email address is essential in enabling the College to fulfill its Duty of Care to your child in the event of an accident, illness or emergency.

### **Newsletters & Term Planners**

Newsletters will be emailed fortnightly and placed onto the College Website. The Newsletter is an important means of communication between the College and families.



## PARENTS IN PARTNERSHIP cont . . .

Term calendars are issued at the beginning of each new term to notify parents of the term's events. The Term Calendars are available to view on the College website.

### **Skoolbag App**

*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.

### **Parent/Teacher Interviews**

Early in the school year, teachers will arrange parent information evenings for each class. Parents wishing to discuss a matter with their child's teacher, should always arrange an appointment time with the teacher concerned, or through the Primary School Administration Office.

### **3 Way Conference**

The 3 Way Conferences, Student, Parent and Teacher, will be held at the end of Term 1. Each teacher will organise a time for the student and parents to meet with them in order to discuss the progress of the student.

### **Parent Involvement**

At Mandurah Baptist College we recognise that parents play the most significant part in their child's journey to life-long learning. The values and attitudes that parents hold towards school and learning will strongly influence the values and attitudes that their children hold. This in turn will impact on each child's learning. To this end, we encourage and welcome parent involvement. There are many ways that you can be involved in your child's schooling e.g.

- ◆ rostered help in the classroom, Art Room, and Library
- ◆ assisting with literacy support
- ◆ special events and sports carnivals
- ◆ excursions and camps
- ◆ P&F involvement

Please see your child's classroom teacher if you are available to assist in any of these areas.

## **PARENTS IN PARTNERSHIP cont . . .**

If you have any special skills that you may be able to share with students or if you have access to resources that would enhance our learning programs we would love to hear from you!

### **Volunteer Declarations**

Anyone who volunteers at the school in any capacity is required to sign a Confidential Volunteer's Declaration. Forms are available from the primary school office.

### **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. More detailed information on how to apply for a WWCC card can be found at

<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.

### **Parents & Friends**

Parents are very welcome to be part of the Primary School Parents & Friends Association at Mandurah Baptist College. The Primary School Administration will notify parents of when the P & F Meetings will be held via the Newsletter, Term Calendar and the College Website. A reminder e-mail will also be sent to all families.

## PRIMARY SCHOOL COMPLAINTS POLICY

Mandurah Baptist College is a community and as such, there will be times when parents/guardians will wish to make suggestions, may have a complaint or raise a concern that needs addressing. Mandurah Baptist College takes these issues seriously and welcomes such feedback. The Complaints System is outlined briefly below 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."***

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.

## PRIMARY SCHOOL COMPLAINTS POLICY cont . . .

### ***"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

## PRIMARY SCHOOL COMPLAINTS POLICY cont . . .

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.

### ***"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.

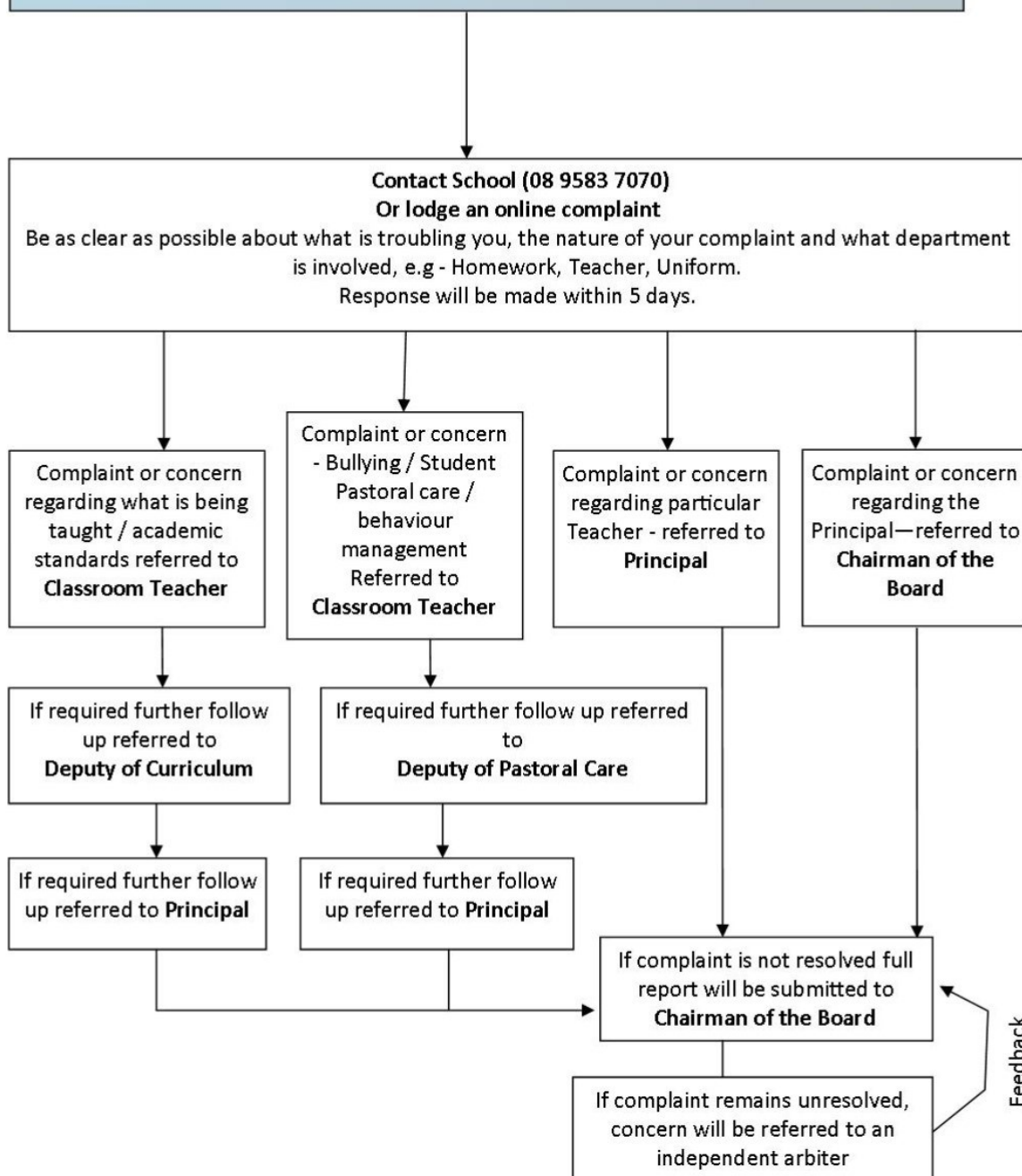
Even if you find the issue hurtful or embarrassing, don't worry – it will only be discussed by staff that can help you.



# Mandurah Baptist College

## Complaints Procedure (Primary)

A complaint will be treated as an expression of genuine dissatisfaction that needs a response.  
All complaints are "Confidential"





## PASTORAL CARE & 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 feel free to 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.

## 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 t  
he 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, 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.

## UNIFORM INFORMATION

### 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.

### Behaviour whilst in College Uniform

Students should always wear their College uniform with pride. If students misbehave whilst in their uniform or wear their uniform in a sloppy manner, this reflects badly on the College which in turn affects all students and staff who attend Mandurah Baptist College. For this reason, the Mandurah Baptist College discipline and uniform policies apply to students at all times when they are in MBC Uniform. This includes on the bus, at the shopping centre and on the street.

### Uniform Shop

The Uniform Shop will be open every Wednesday, Thursday and Friday from 8:30am to 3:45pm. Closed between 12:00pm - 1:00pm for lunch. The direct contact number for the uniform shop is 9583 7004. Any variations or additional opening times are published in the College newsletter.

Season Changeover: The summer uniform is to be worn in Term 1 and 4 and the winter uniform in Term 2 and 3.

**Please also note the College policy regarding the following:**

### Hats

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.



## Art Jackets

Please supply your child with an art jacket or smock to wear to Art lessons. The Art jacket needs to cover the child's clothes and have elastic band in the wrists. It is a compulsory requirement for students to wear their art jackets/smocks to their Art lessons. Art jackets are available for purchase at the College uniform shop or alternatively parents can purchase them from wherever they wish.



## UNIFORM REQUIREMENTS

### FORMAL UNIFORM - Summer (Term 1 and Term 4)

#### Kindergarten and Pre-Primary

Girls/Boys: Navy sports shorts, royal blue College polo shirt, royal track top (if cold) and College socks. Shoes: Joggers or plain sandals. Sandals may be black, brown, blue or white.

#### Year 1—Year 6

Girls: College check dress and white College socks. Shoes: Black lace-up leather school shoes, heel no more than 20mm.

Boys: Navy shorts, blue College shirt and grey socks. Shoes: Black lace up leather school shoes.

### FORMAL UNIFORM - Winter (Term 2 and Term 3)

#### Kindergarten—Pre-Primary Uniform

Girls/Boys: Royal blue College tracksuit, royal blue college polo shirt, college socks. Shoes: Joggers.

#### Years 1—6

Girls: Tartan College Pinafore (Yrs 1-2), Tartan College skirt (Yrs 3-6), blue College shirt, College tie, royal blue College jumper, white College socks or black tights. Shoes: Black lace up leather school shoes, heel no more than 20mm.

Boys: Grey trousers, blue College shirt, College tie, royal blue College jumper, grey College socks. Shoes: Black lace up school shoes.

### SPORT UNIFORM - Summer (Term 1 and Term 4)

#### Year 1 - Year 6

Girls: Navy sport shorts, College polo shirt and white College sports socks. Shoes: Plain joggers.

Boys: Navy sport shorts, College polo shirt and white College sports socks. Shoes: Plain joggers.



## UNIFORM REQUIREMENTS cont . . .

### SPORT UNIFORM - Winter (Term 2 and Term 3)

#### Year 1 - Year 6

Girls: Navy tracksuit, College polo shirt and white College sports socks. Shoes: Plain joggers.

Boys: Navy tracksuit, College polo shirt and white College sports socks. Shoes: Plain joggers.

## BOYS' UNIFORM

### Summer: Shorts and shirts

Boys' shorts should be properly fitted so that they don't fall down. Shirts should be clean and buttoned up. Missing buttons should be replaced as soon as possible. Shirts need to be neatly tucked into the shorts.

### Winter: Trousers, shirts and ties

Boy's trousers need to be the correct length and fit properly around the waist. Shirts need to be clean, buttoned to the top and tucked into the trousers. Missing buttons need to be replaced as soon as possible. Ties need to be pulled up neatly to cover the top button and be the correct length, i.e. waist length.

### Jewellery

- For boys, the only permissible jewellery is a wristwatch. Smart watches/Apple watches are not permitted.
- No piercing is permitted.
- Students who are wearing extra jewellery will have it confiscated and returned at the end of the day, as well as receiving an infringement.

### Hair

The general rule is that all students' hair should be neat and tidy at all times. No extremes of hair style are permitted.

- Boys hair should be short and above the top of the collar.
- Hair shorter than #2 is not permitted.
- Fringes should not hang across the eyes or face, nor should they interfere when a student is working.
- Using gel or wax to deliberately spike up hair is not permitted.
- Hair should not be teased or deliberately made messy.
- Hair may be dyed, but the hair colour must be uniform. The dye must be a natural colour and only **ONE** colour. Hair that is two toned or has patches of dyed hair with natural hair colour are not permitted. No 'Mohawks', 'afros' or braided hair allowed.
- Highlights or tips are not permitted.

## GIRLS' UNIFORM

### Summer: Dresses

Girls' summer dress must reach to the knee or just below. If these guidelines are breached, then parents will receive a letter requiring alterations to be made or a new dress purchased. If these changes do not happen within the agreed time frame, the student will receive an infringement. Dresses need to be clean and missing buttons replaced as soon as possible.

### Winter: Skirts, shirts and ties

Skirts need to be the correct length and fit properly around the waist. Shirts need to be clean, buttoned to the top and tucked into the skirt. Missing buttons need to be replaced as soon as possible. Ties need to be pulled up neatly to cover the top button and be the correct length, i.e. waist length. Skirts may NOT be rolled at the waist to shorten them.

### Make-up

No student is to wear make-up, tinted moisturiser or nail polish. Students breaching these guidelines will receive an infringement.

### Jewellery

- Girls are allowed one pair of small sleepers or plain gold or silver stud earrings in the lower lobe of the ear. Studs may include a small birthstone and should be no bigger than about 3mm in diameter.
- If a student has any piercing done that breaches these guidelines they will not be permitted to attend class.
- Students who are wearing extra jewellery will have it confiscated and returned at the end of the day, as well as receiving an infringement.
- Smart watches/Apple watches are not permitted.

### Hair

Hair may be dyed, but the hair colour must be uniform. The dye must be a natural colour and only **ONE** colour. Hair that is two tone or has patches of dyed hair with natural hair colour are not permitted.

## GIRLS' UNIFORM cont . . .

- Highlights or tips are not permitted.
- Hair should not be teased or deliberately made messy.
- Girls with longer hair than the top of the shirt collar must have it tied back in either a pony tail, bun or plait(s) using a scrunchie or hair elastic in the College colours of white, gold or navy.
- Plastic or metal headbands are not part of the College uniform. Hair accessories must be navy, white or gold, but no decorative type clips are allowed.
- Girls with hair shorter than the top of the collar must not allow it to hang forward when they are working. The hair should be kept back with black or brown hair clips.
- Fringes should not hang over the eyes, across the face or interfere when a student is working.
- No braiding with decorative beads are allowed.

## **UNIFORM STANDARDS**

### **Shirt**

Boys and girls are to fasten the top button of the Winter shirt. Infringements will be issued to students who do not have their top button done up. Shirts are to be neatly tucked in.

### **Tie**

The tie is to be neatly tied and pulled up so that there is no gap between the top of the tie and the collar. If a student does not have a tie, they will need a uniform pass.

### **Socks**

Socks must be regulation College socks and worn no lower than the ankle with the stripes visible.

### **Shoes**

Students in Years 1 – 6 must wear black polished leather lace-up shoes (Velcro straps allowed for Year 1s only). Heels are to be no higher than 20mm. Students who have P.E. are able to wear trainers with their P.E. uniform

### **Sunglasses**

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

### **Undergarments**

Students are not permitted to wear bikini tops or coloured undergarments under their College shirt.

### **Bags**

The navy 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.

## PE/SPORTS UNIFORM

It is compulsory to wear the correct P.E. uniform to school on P.E. days.

### Summer

College Primary sports shirt and College Primary sports shorts. College socks are to be worn. Trainers are to be clean and predominantly white. College wide brimmed hat.

### Winter

Pupils are to arrive and leave the College wearing their College Primary School track pants and track top with the College wide brimmed hat. Trainers are to be clean. Pupils who represent the College for any sporting event need to be similarly dressed when they arrive and depart from their sports event. Pupils are able to change into their sports shorts at school or at their event.

### Leavers Shirts-Year 6 only

Year 6 students are able to wear their Leavers shirts during P.E. and on sport days including Interschool events when appropriate.

### House Shirts

House shirts need to be worn to inter-house events including swimming, cross country and athletics.

### Swimming - Girls

One piece College navy bathers. Girls may wear College shorts over their bathers.

### Swimming - Boys

College bathers (Compulsory if representing the College.) Boys may wear College shorts instead of College bathers during inter-house swimming carnivals. 'Trunks,' that are the College navy colour are an optional extra.

### **Please note:**

Sports uniforms are **only** to be worn on nominated sports or physical education days.



## HEALTH & GUIDANCE SERVICES

### School Nurse

Regular visits are made by the School Nurse, enabling children to receive health checks from Pre-Primary upwards. Children with learning difficulties or other problems which effect learning may be assessed by a School Psychologist. 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 given to 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. The Centre is located at Golden Bay Primary School, 9 Thundelarra Drive, Golden Bay. The Dental Therapy Centre is open from 8:15am to 4:30pm Monday to Friday. The Dental Therapy Centre offers enrolment to all school children from Pre Primary to Year 11 (5 - 16 years of age). Enrolment forms are available from the Dental Therapy Centre, please contact the Golden Bay Dental Therapy Centre on 9537 2619.



## 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:

### **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.

## **INFECTIOUS DISEASES cont . . . . .**

### **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.

### **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 School Nurse makes regular visits to the college. An appointment may be made regarding your child.