



Pre Primary Handbook 2023



**MANDURAH
BAPTIST COLLEGE**

BE STRONG & COURAGEOUS

Contents

Principal's Welcome	Page 3
General College Information	Page 4
Statement of Philosophy	Page 7
Curriculum	Page 8
General Pre Primary Information	Page 10
Getting Started	Page 12
Student Drop off & Pick Up Information	Page 15
Uniform	Page 16
Health, Safety & Wellbeing	Page 17
Immunisation	Page 17
Infectious Diseases	Page 18
Health Services	Page 19
Complaints Policy	Page 20

Please note that the College reserves the right to alter or amend the information contained in this handbook. Please check the College's website to ensure that you are viewing the latest version of this Handbook.



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 Faith, Growth, Relationships, Excellence and Integrity provide the framework for teaching and learning at Mandurah Baptist College Primary School. 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

Train a child in the way he should go, and when he is old he will not turn from it. Proverbs 22:6



General College Information

Mission

Through excellent Christian-based education we develop life-ready students who reflect the character of Jesus.

Vision

The College seeks to be a vital educational and missional presence in the Lakelands community; providing students with outstanding educational opportunities, a supportive and safe community, within a Christian school learning environment.

Core Values

Core values of the College include;

- **Faith**
We are committed to becoming more like Christ in all we do.
- **Growth**
We are committed to continuously learning, improving, innovating and striving to know and reach our potential.
- **Relationships**
We are committed to each other, caring for and protecting the MBC community.

- **Excellence**

Excellence honours our calling and we are therefore committed to best practice and creating value for the MBC community.

- **Integrity**

We are committed to knowing and doing what is right and behaving in a way that sets an example for the community around us.

College Aim

The aim of the College is 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 will be encouraged to develop:

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

The Founding of Mandurah Baptist College

Mandurah Baptist College was founded by the Board of Directors in 2005 after the successful establishment of Winthrop and Somerville Baptist Colleges. At its commencement, the College comprised 86 students, five teachers, one administration staff member and three classrooms. The College now caters for students from Kindergarten to Year 12 with over 1200 students.

Motto

The College motto is "Be strong and courageous".

Contact Details

Mandurah Baptist College
22 Catalina Drive
Lakelands
WA 6180

Postal: PO Box 4116
Mandurah North
WA 6210

Telephone: (08) 9583 7070

Website: www.mbc.wa.edu.au
Email: admin@mbc.wa.edu.au

Pastoral Care and Behaviour Management

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 nurturing of our students. The school has a chaplain and a psychologist should you have any concerns or issues you would like to bring to their attention. Please speak to your child's teacher or call the office on 9583 7070 to make an appointment.

Appropriate behaviour is expected, taught and affirmed using the *123 Magic* program. 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, cyber
- 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 or on the College website www.mbc.wa.edu.au under the 'About Us', 'College Policies' tab.

K-12 Newsletter

The K-12 Newsletter is sent to parents/guardians fortnightly throughout the term via the College App.

MBC App

The College mobile phone app is 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.

Parents and Friends

Parents are very welcome to be part of Parent and Friends at Mandurah Baptist College. The school will notify parents of when the P & F meetings will be held.

Custody Arrangements

The College must be notified in writing of any changes to your child's custody arrangements. If a shared Parenting Plan is in place, please provide the College with any paperwork relevant so communication rules can be put in place.

College Administration – Primary

The Primary School Administration is open Monday to Friday, excluding Public Holidays. The office hours are 8:00am to 4:00pm with any variations of opening will be communicated to families.

Storypark

Storypark is used to document and communicate your child's learning as it is happening.



Statement of Philosophy

The Mandurah Baptist College (MBC) Early Childhood Education (ECE) Statement of Philosophy outlines the principles under which our College operates from 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, the Kindergarten Curriculum Guidelines and the mission, values and motto of Mandurah Baptist College. 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 underpins 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 guides the development of shared, common and clear goals and helps 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 is reviewed annually.

To read our most current Statement of Philosophy please visit our College website at www.mbc.wa.edu.au under 'Our School' and 'Teaching and Learning' tabs.



Curriculum

Pre Primary follows the Western Australian Curriculum under the guidance of the Early Years Learning framework.

Reading & Writing

On entry children around the age of four and five are at the 'role play' stage of development. They start to notice environmental printing (e.g. signs, symbols), realise 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. As children progress through the year they learn to write in simple sentences, using known words and their understanding of letter/sound relationships.

Over the course of the year, children begin to apply their growing knowledge of phonics and sight words to their reading of texts and environmental print.

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 and Languages (French) program.

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 have access to iPads at school and electronic whiteboards are used in a safe and responsible way as a teaching tool in our early learning classrooms.

Mathematics

Children are taught mathematics in the following areas: Measurement and Geometry; Number and Algebra; Statistics and Probability and Working Mathematically.

In 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 & Reporting on Childrens' Progress

Children's work is very significant to them, and we encourage you to engage with their learning through Storypark and around the classroom. In Pre Primary, a lot of their learning experiences do not produce tangible end products, and will be process focused. A lot of work is kept at Pre Primary in your child's scrapbooks which includes examples of specific skills and concepts, regular work samples and photographs. Anecdotal records are also used to record your child's learning, as well as stories on Storypark that will link to the Western Australian Curriculum.

Feedback will be given on your child's progress on request and also via formal semester reports, three way conferences and Learning Journey. If an area of concern is identified you will be contacted to discuss strategies to address it.



General Pre Primary Information

At Mandurah Baptist College, our Pre Primary program 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 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 Pre Primary has a significant value as your child plays and explores in:

Construction	The role play corner
Art & craft activities	Group & mat sessions
Music & movement	Book corner
Puzzle & manipulative areas	Sandpit and mud kitchen
Water play	Outdoor play
Loose parts 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.

School Hours

Our mornings commence at 8.40am and conclude at 3.05pm. The classroom doors are opened for students to enter at 8:30am.

Pre Primary Daily Timetable

A typical day in the Pre Primary might include:

- Books and puzzles/outdoor play
- Welcome, Devotion, Prayer, and Music and Movement
- Mat Session: Literacy focused mat session
- Story, activity introduction and instructions
- Learning centres
- Pack away and fruit
- Outdoor play
- Mat Session: Numeracy focused session
- Pack away
- Lunch and outdoor play
- Rest time
- Learning centres & Specialists
- Pack away and story, with whole class discussion/reflection on the day
- Home time

What to Bring?

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

- A packed lunch box that includes a balanced choice of healthy food for their day. Please include fruits and vegetables for their Crunch n' Sip morning tea, as well as something for lunch such as a sandwich or wrap.
- 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.

Getting Started

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.

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 their lockers, putting their bag away etc. We expect the children to be able to toilet themselves and dress themselves with minimal assistance.

ELC Gates

The Early Learning Centre gates will be locked each day from 8.55am to 2.50pm. All parents/visitors will need to enter the College via the front office and sign in before proceeding to the ELC classrooms.

Parent Help

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

A parent helper assists the Pre Primary staff with children's activities, and 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 visitor's badge. At the conclusion of your visit please return your visitors badge to the office and sign out.

Volunteers

Anyone who volunteers at the school in any capacity (classroom help, excursions, sport carnivals, etc.) is required to sign-in at the office. Information specific to the role may be required. Please check with Reception.

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

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 (WWCC) 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.

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 without either a WWCC Application Receipt or a current WWCC Card.

Toys

Unless children are requested to bring a specific toy for a learning activity please leave all toys at home. They can cause issues between children and 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 something to share on your child's birthday. The most manageable method is to send a small iced cup cake for each child. There is a maximum of 26 in each Pre Primary class. Please inform your child's teacher before sending any food items to school so we can manage any food allergies.

If you have party invitations please give them directly to the teachers to discretely put in folders or arrange to hand out off school grounds.

***Please note that we highly discourage ALL NUTS & NUT PRODUCTS for the safety of our students with severe allergies.*

Medication

If your child needs to take any medication during the school day, (e.g. antibiotics) the parent/guardian must complete an Authority to Administer Medication form. Parents may also come to Pre Primary during the day and administer medication to their child.



Student Drop Off & Pick Up Information

Arriving at School

If you arrive early and the classroom door is shut or the gate is padlocked, we want you to know that we are preparing for the day and would appreciate that you wait until the door or gate is open.

When the doors open at 8.30am 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.

Collecting your child

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.

Please note that only authorised people may pick children up. Please sign the authorised pick up form if you make special arrangements on a particular day for someone unauthorised to pick up your child.

Child Collection Arrangement

An Authority to Collect Form will be sent out at the beginning of the year for you to list people who may collect your child.

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.

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, family members or our teaching staff in the embarrassing situation of being refused access to your child.

Late Arrival or Early Pick Up

When a parent or caregiver 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 taken from the school premises or returned to class. This is the same requirement should a student arrive late to school, after the commencement bell, or should a student need to leave early, before the official end of the school day.

Absentees

Accurate record keeping of school attendance is a legal requirement for the College, therefore all absences must be notified. When unexpected absences occur or if your child is unwell, please **make a call by 9.00am on the day that your child is away to the Primary School Administration Office (08) 9583 7070**. The College can also be notified via email or the College App of any student absences. 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.

Uniform

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.

Uniform Shop

The Uniform Shop stocks the complete range of Mandurah Baptist College uniform requirements with the exception of footwear.

General opening hours:

Monday to Friday

8.15am – 9.30am

1.00pm – 3:30pm

Any variations or additional opening times are published in the College newsletter. The Uniform Shop is located in the car park between the Primary and Secondary School and can be contacted on (08) 9583 7004 or pop in and talk to our friendly staff.

Please see the Kindergarten Uniform Policy located on our website www.mbc.wa.edu.au via the 'About Us', 'College Policies' tab.



Health, Safety & Wellbeing

Although it may be inconvenient, please do not send children to Pre Primary if they are sick. Remember the impact on other families! If 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
- Mumps
- School Sores
- Cold Sores
- Diarrhea
- Influenza
- Vomiting
- Measles
- Ringworms

Immunisation

In the interest of child health and continued wellbeing at school, please ensure that your child has met the mandatory immunisation requirements. Parents/Guardians will need to include their child's Australian Immunisation Register (AIR) Immunisation History Statement when applying to enrol a child at the College.

Please refer to the Department of Health website for more information on immunisations and the Immunisation History Statement:

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.

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.

Health Services

School Nurse

Regular visits are made by the School Nurse, enabling children to receive health checks from Kindergarten onwards. Children may be referred to other agencies for support and remediation. Parental approval is sought and full details of any remedial action will be advised to parents.

Dental Therapy

The School Dental Service (SDS) is a public health program and provides free general dental care to students attending a Western Australian Department of Education recognised school aged 5 to 16 years or until the end of Year 11. The SDS is delivered state-wide through fixed and mobile dental therapy centres (DTC) collocated with some schools. Students are provided with an initial course of care during the first year of enrolment and are then placed on a waitlist to receive a check-up at a future date subject to their clinical needs. Urgent dental care is provided as required.

Chaplain

The Primary School is committed to building and maintaining positive and meaningful relationships with students and MBC families to optimise each child's learning potential and their wellbeing. The Primary School does have a chaplain and school psychologist who are available to support the educational, social and emotional wellbeing of our students. Should you or your child have any concerns or issues you would like to bring to the chaplain or psychologists attention, please feel free to ring on 95837070, or you can email directly to our chaplain Mark Fulwood on markf@mbc.wa.edu.au or our school psychologists Mrs Tina Gratton on tinag@mbc.wa.edu.au or Mrs Nici van Eck-Viljoen on niciv@mbc.wa.edu.au.



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.

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

Mandurah Baptist College Complaints Policy and Procedure can be found here on the College website

<https://www.mbc.wa.edu.au/complaints-policy/>