



## Primary Handbook 2023



**MANDURAH**  
BAPTIST COLLEGE

BE STRONG & COURAGEOUS

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*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 1300 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](http://www.mbc.wa.edu.au)  
Email: [admin@mbc.wa.edu.au](mailto: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 from Kindergarten to Year 2. 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 via the College website.

### **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 times communicated to families.



# Curriculum

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

- English
- Mathematics
- Physical Education and Health Education
- Humanities and Social Sciences
- Science
- Design Technologies and Digital Technologies
- The Arts – Music, Dance, Drama, Visual Arts
- Languages – French
- 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 not achieving at standard, 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 focus on English and Mathematics.

**National Assessment Program Literacy and Numeracy (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.

**Excursions and 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 College uniform while attending school excursions.

**In-Term Swimming Lessons**

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



## General Primary Information

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 focused 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 and their families 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.

### **School Hours**

Lessons commence at 8.40am and conclude at 3.05pm. The classroom doors are opened for students to enter at 8.30am. Recess is from 10.30am to 10.50am which is then followed by lunch at 12.25pm-1.00pm.

## Parents in Partnership

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.

*\* Please be aware that at the commencement of the school day and end of the school day 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.*

### 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:

- 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. 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!

### 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.

### **Working With Children Check Card**

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.

### **After School Sports**

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 College App for details throughout the year of the various sports and their registration requirements/details.

### **Assemblies**

Primary School assemblies will be held weekly 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 College App 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

### **Canteen**

The College has *The Lakes Café* situated in the Auditorium. 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.QuickCliq.com.au](http://www.QuickCliq.com.au) and register your family. 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.

### **Compulsory College Functions**

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

- Easter Assembly,
- Intra School sports carnivals and events,
- Christmas Concert, **AND**
- Year 6 Graduation (Compulsory for Year 6 students only).

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

### **College Playgrounds**

Before and after school, the Early Learning Centre 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.

### **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.

### **Electronic Games and Equipment**

Mobile phones, electronic games, iPods, 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.

### **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 a small, iced cup cakes for each child. Please inform your child's teacher before sending any food items to school.

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

### **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.

### **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 the College during the day and administer medication to their child, after signing in through the Primary School Office.

### **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 student's name, year level/class, amount enclosed and purpose. All permission slips should be returned prior to the event.



# Student Drop Off & Pick Up Information

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.

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

Street parking is available on Badgerup Avenue.

## **Arriving at School**

Wherever possible, children should not be dropped off at school until 8.10am because there is no official supervision before this time. 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.

## **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.

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.

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.

### **'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. Please follow the directions of the staff on duty.

### **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 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](http://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 school 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 immunisation 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 Pre Primary onwards. Children with learning difficulties or other problems which affect learning may be assessed by a Guidance Officer. Parental approval is sought and full details of any remedial action will be advised to parents.

### **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 enroll your child/children in the School Dental Service, please contact the Oakwood Dental Health Services on 9586 7622. The Centre is located at Oakwood Primary School, 1 Oakwood Gate, Meadow Springs 6210.

### **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](mailto:markf@mbc.wa.edu.au) or our school psychologists Mrs Tina Gratton on [tinag@mbc.wa.edu.au](mailto:tinag@mbc.wa.edu.au) and Mrs Nici van Eck-Viljoen on [niciv@mbc.wa.edu.au](mailto: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/>