MANDURAH
BAPTIST COLLEGE
BE STRONG & COURAGEOUS



# 2027 Upper Primary Handbook

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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.*

# Welcome from Head of Primary

*"Middle childhood is the landscape where the foundation for resilience, empathy, identity and lifelong learning is shaped. It's when children start to explore who they are in the world—and they need adults who believe in them, guide them and walk beside them."*
*- Maggie Dent*

It is my pleasure to welcome you to Mandurah Baptist College Primary School - a warm and vibrant community where students, families, and staff learn and grow together through connection, purpose, and care.
As a Christ-centred College, our approach to learning is inspired by the example of Jesus and shaped by strong, respectful relationships. We prioritise belonging and student agency and hold high expectations for growth and wellbeing. We believe every child is uniquely created by God, with gifts and potential to be nurtured, celebrated, and developed.

At the heart of our school are the College Values of Faith, Growth, Relationships, Excellence, and Integrity. These Values guide both our culture and our approach to teaching and learning. We are committed to providing a holistic, future-focused curriculum that supports the development of the whole child. Our programs are thoughtfully designed to foster curiosity, creativity, critical thinking, and character - helping each student build the skills and confidence they need to thrive in a changing world.

In the following pages, you will find helpful information about the daily life and operations of our Primary School. If you have any questions or would like to speak with a member of our team, please don't hesitate to get in touch. We deeply value our partnership with families and consider it a privilege to walk alongside you as we support your child to flourish - academically, socially, emotionally, and spiritually.

*Start children off on the way they should go, and even when they are old they will not turn from it."* Proverbs 22:6

**Heather Dreckow** | Head of Primary



# General College Information

**Mission**
To provide an excellent education in a Christian context, developing life ready students who reflect the character of Jesus.

**Vision**
To be the school of choice in the Mandurah region, deeply grounded in our Christian faith, renowned for our holistic approach, excellent educational opportunities and pastoral care.

**Core Values**
Our Core Values as a College are;

- **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 caters for the individual needs of all students and that fosters a lifelong desire for learning and excellence. During their time with us, students are encouraged to develop:

- A love for learning and always striving to their maximum potential.
- Life skills and knowledge about 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 Pre Kindergarten to Year 12 with just over 1500 students currently enrolled.

**Motto**
The College motto is “Be strong and courageous”.

**Contact**
Mandurah Baptist College
22 Catalina Drive
Lakelands
WA 6180

Telephone: (08) 9583 7000
Website: www.mbc.wa.edu.au
Email: admin@mbc.wa.edu.au

Postal: PO Box 4116
Mandurah North
WA 6210

**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 Primary School employs two Chaplains and two part-time Psychologists. 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 (08) 9583 7070 to make an appointment.

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 via the College website.

**MBC App**
The College app is used to communicate directly with parents/guardians. It works on both smart phones and smart devices (such as iPads and Android Tablets). Installation instructions are available from the South Administration Office.

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

**Parents and Friends**
Parents are very welcome to be part of Parent and Friends (P&F) 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 South Administration Office 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.

**School Hours**
Lessons commence at 8.35am 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 from 12.30pm to 1.05pm.

# Curriculum


20. NOVEMBER 2025
SUCCESS CRITERIA
LEARNING INTENTION
Store
ADMINISTRATION STORE ROOM ONLY
KEEP LOCKED AT ALL TIMES
PLEASE
SAVE YOUR BACK
DO NOT PLACE ANYTHING IN FRONT OF DOORS
AREA MUST BE KEPT CLEAR AT ALL TIMES

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

- English
- Mathematics
- Health and Physical Education
- Humanities and Social Sciences
- Science
- Technologies - Digital and Design
- The Arts – Music, 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 need additional support, 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 are identified and receive access to specialised literacy and numeracy support.

**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 Literacy and Numeracy.

**National Assessment Program Literacy and Numeracy (NAPLAN)**
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.

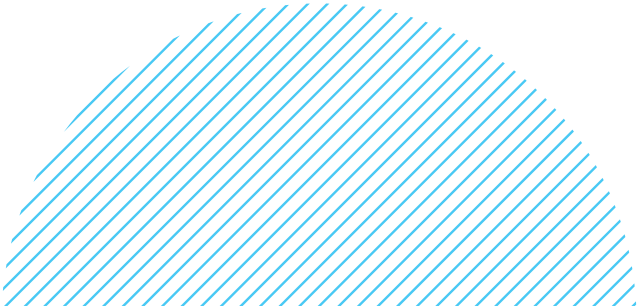
All students in Years 3, 5, 7 and 9 in schools across Australia undertake the same tests. Students have their skills assessed in Reading, Writing, Conventions of Language (Spelling, Punctuation and Grammar), and Numeracy.

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

The results of these tests will provide useful information for teachers and parents. NAPLAN results are used in conjunction with other test results to address the literacy and numeracy needs of 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 are a compulsory component of the Physical Education program. Students will only be exempt due to illness. Please note that the availability of In-Term Swimming Lessons changes from year to year and might not be available to all year groups every year.



# General Upper Primary Information



Developing strong lines of communication is important in developing strong links between the home and school. Please be mindful that teachers are engaged in preparing for or concluding their classes at the beginning and end of the school day and as such may not be able to give their full attention to any enquiries at this time. This is not an appropriate time to talk to your child's teacher about a particular concern or issue. Parents/guardians are encouraged to discuss any issues of concern they may have by making an appointment with the teacher. Appointments can be made to meet with a teacher by emailing them or phoning the South Administration Office on (08) 9583 7070.

**Parent Information Sessions**
Early in the school year, there is a parent information session. Parents/guardians wishing to discuss a matter with their child's teacher should always arrange an appointment time with the teacher concerned, or through the South Administration Block.

**Parent Teacher Interviews**
Parent Teacher Interviews will be held towards the end of Term 1. Parents can book an appointment through the booked system.

**Parent Involvement**
At Mandurah Baptist College we recognise that parents/guardians play the most significant part in their child's journey to life-long learning. The values and attitudes that parents/guardians 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/guardian 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 College 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 the College, please always enter through the South Administration Block.

**Volunteer Working with Children Check Card**
All volunteers who are over 18 years of age and who are not a parent/guardian 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 all other relatives, including grandparents, need to gain a WWCC to volunteer at the College.

If the person has a current WWCC Card and is volunteering at the College, it will be necessary for them to provide their WWCC number when they sign in at the office. If they are volunteering on an excursion, they must provide their WWCC number before the excursion. 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. WWCC paperwork can be handed in to Reception to be signed should you need to apply for a new card.

**After School Sports**
There are several after school sporting groups who use the College facilities, some of which are made up of students from the College. Check the College App for details throughout the year of the various sports and their registration requirements/details.

**Assemblies**
Primary School assemblies are held most weeks on Thursdays at 9.00am. Parents/guardians 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/guardian is provided.

**Canteen**
The College has The Lakes Café situated in The Lakes Theatre. Ordering from the canteen takes place online. Lunch orders can be made any time before 8.30am on the day of the order. Just log onto Spriggy Schools 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 to the canteen during school hours.

**Compulsory College Functions**
Parents/guardians are to ensure that their child attends ALL compulsory College functions as outlined below:
- Intra School sports carnivals and events
- Christmas Carols
- Year 6 Graduation (Compulsory for Year 6 students only)

**College Playgrounds**
Before and after school, the Early Learning Centre and Primary School play equipment is out of bounds.

Children are not to play on any playground equipment before or after school unless supervised by a Mandurah Baptist College teacher or OHSC staff member supervising OHSC students. 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, iPads and other similar items are not to be brought to school unless permission is given. When entering Year 5 & 6, students commence the College Managed Devices Program, and as such, are able to use these devices when directed to do so. More information regarding the College's Student Managed Devices Program can be found here. If a student has a mobile phone, it must be signed in at the South Administration Office every morning before going to class and picked up and signed out every afternoon after the 3.05pm bell.

**Birthdays**
We enjoy making children feel special as they celebrate birthdays. You are most welcome to send an item to share with your child's classmates. The most manageable method is to send individual iced cupcakes for each child. Please inform your child's teacher before sending any food items to school.

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

**Lost Property**
A box containing lost property is in the undercover area. All items of lost clothing will be placed there and parents/guardians 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/guardians may also come to the College during the day and administer medication to their child, after signing in through the South Administration Block.

**Money Collection**
Particular excursions, incursions and special events and student "Free Dress Days" will require students to bring cash to school. Parents/guardians will be notified of the amount and method of handling any cash that needs to be brought to school for specific purposes.

# Student Drop Off & Pick Up Information




MANDURAH
BAPTIST COLLEGE

In the interest of our children's safety, we ask parents/guardians to exercise extreme care and caution when dropping off and collecting children in College carparks.

All drivers need to observe the 'walking pace' speed zone through the carpark 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. Staff are unable to provide 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 South Administration Block.

**Child Collection Arrangement**
Children will NOT be allowed to leave with an adult or sibling other than those listed with permission on College systems, unless parents/guardians have notified the College in writing.

Children meeting an older sibling from the Secondary School must wait outside Room 11 and the South Administration Block until Secondary students are dismissed from Secondary School 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 and 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 and 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, in the yellow pickup zone, 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/guardian is required to collect a student from the College during school hours please report to the South Administration Block. You must sign a register indicating the child has been taken from College premises or returned to class. This is the same requirement should a student arrive late at 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 notification must be provided regarding all absences. When unexpected absences occur or if your child is unwell, please contact the College in one of the following ways: using the College App, calling the South Administration Block on (08) 9583 7070, or emailing attendanceps@mbc.wa.edu.au. If you receive an SMS notifying you of your child's absence, please reply with the reason for absence. A medical certificate may be requested to explain prolonged absences.

**In-Term Family Vacations**
According to the School Education Act 1999, students are required to attend school whenever the College 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 – WestWear Mandurah**
Shop details:
Address: 2/51 Gordon Road, Mandurah

Opening Hours:
Monday to Friday: 8.00am to 4.00pm
Saturday: 9.00am to 12.00pm

Payment options:
Debit card, credit card and PayPal

Families are welcome to visit the store to purchase uniforms in person, or uniforms can be ordered online through the WestWear website linked here.

For any questions, contact WestWear on 0466 810 226.

Please see the Uniform Policy located on our website here for more information.



# 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 please follow absentee protocols when they return to school.

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 at the College.

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

## Infectious Diseases

Students may pose a health risk to others if they attend school while showing early symptoms of an infectious disease or during recovery, when they may still carry the infection on their person or clothing.

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

**Chicken Pox:** Exclude from school. Readmit when sufficiently recovered. Some remaining scabs are not an indication for continued exclusion. Contacts: do not exclude.

**Measles:** Exclude from school. Readmit 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. Readmit on medical certificate of recovery. Contacts: do not exclude.

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

**Rubella:** Exclude from school. Readmit 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 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 five 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 full time school 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.

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 has two Chaplains and School Psychologists 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 attention of the chaplain or psychologists, please feel free to call us on (08) 9583 7070, 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 and 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 as serious.
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/policies/

