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2022 School Information Booklet

CONTENTS

	Page
WELCOME	1
VISION	2
EXECUTIVE TEAM	3
OFFICE TEAM	3
CONTACT DETAILS	3
SCHOOL TIMES	3
TERM DATES 2022	3
ATTENDANCE	4
<i>Student Absences</i>	4
<i>Arrival at School</i>	4
<i>Leaving School Grounds</i>	4
<i>Picking Students Up During School Hours</i>	4
BEHAVIOUR MANAGEMENT	4
<i>Student Code of Conduct</i>	5
<i>Rights and Responsibilities of Students, Staff and Parents</i>	6
<i>Discipline Process</i>	7
<i>Playground</i>	7
<i>Consequences</i>	7
<i>Bullying Prevention</i>	7
HOME - SCHOOL COMMUNICATION	7
<i>Change of Address and Enrolment Details</i>	7
<i>Communication with Classroom Teachers</i>	7
REPORTING TO PARENTS	8
<i>Communication</i>	9
<i>Assemblies</i>	9
<i>Homework</i>	9
<i>Excursions and Incursions</i>	9
<i>Transferring to Other Schools</i>	9
STUDENT INFORMATION	9
<i>Bicycles/Scooters</i>	9
<i>Valuables at School</i>	10
<i>Mobile Phone Policy</i>	10
<i>Department of Education Internet and Email Policy</i>	10
<i>Insurance</i>	10
<i>Bus Students</i>	10
<i>Crunch and Sip</i>	11
<i>Healthy Food</i>	11
PARENT ASSOCIATIONS	11
<i>Parents and Citizens Association</i>	11
<i>School Board</i>	11
BLUFF POINT PRIMARY SCHOOL DRESS CODE	12
<i>School Uniform</i>	12
<i>School Uniform Purchase</i>	12
<i>Lost Property</i>	12

HEALTH MATTERS	13
<i>Accidents or Sickness</i>	13
<i>Infectious Diseases</i>	13
<i>Administration of Medication</i>	13
<i>Head Lice</i>	14
<i>Smoking</i>	14
<i>Dogs</i>	14
<i>Dental Therapy Centre</i>	14
CONTRIBUTIONS AND CHARGES	15
STATIONERY SUPPLIES	15
<i>Supply System</i>	15
<i>Names Required</i>	15
<i>Consumable Items</i>	15
CANTEEN	15
<i>Ordering Lunches</i>	15
<i>Volunteers</i>	15
<i>Menu</i>	15
HELPFUL INFORMATION	16
<i>Parking</i>	16
<i>Faction Names</i>	16
EARLY CHILDHOOD CENTRES	16
<i>Kindergarten Session Times</i>	16
<i>Pre-Primary Session Times</i>	16
<i>Arrival and Departure</i>	17
<i>Morning Routine</i>	17
<i>What Your Child Needs To Bring</i>	17
<i>Lunch Time</i>	17
<i>Student Supplies for Kindergarten and Pre Primary</i>	18
<i>Recycled Materials</i>	18
<i>Spare Clothes</i>	19
<i>Sickness</i>	19
<i>Laundry</i>	19
<i>Toys</i>	19
<i>Playground Equipment</i>	19
<i>Parent Roster</i>	19
<i>Birthdays</i>	19
<i>Clothing/Washing Instructions</i>	20
<i>Children Becoming Distressed</i>	20
<i>One Last Note</i>	20
CANTEEN MENU	21
MAP OF THE SCHOOL	



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WELCOME TO BLUFF POINT PRIMARY SCHOOL

We welcome your involvement with Bluff Point Primary School. At this school, parents and school staff work together to guide and support students through their early years of education, making this a satisfying and enjoyable time for your child.

We invite you to be involved in the life of the school and encourage you to maintain communication with your child's classroom teacher. The staff at Bluff Point Primary School has the best interest of your child at heart at all times and our decisions and actions are made only with that interest uppermost in our minds. The partnership between home and school enhances your child's success at school.

This information booklet gives an overview of the operation of the school. It will assist you to understand many of the organisational aspects of our school. Please contact the school should you require any assistance regarding your child's education.

We look forward to an educationally rewarding experience for your child and that together, we can help each child reach his or her full potential in keeping with our school motto:

“Strive for the Highest”

PRINCIPAL'S PLEDGE

I believe that educating children is the key to a bright future. As Principal of Bluff Point Primary School I pledge to:

- Create a safe, positive learning environment
- Develop school programs that assist all students to reach their full potential
- Communicate positively with all parents/caregivers about their child's education
- Support the partnership between home and school
- Recognise students, parents and staff for their efforts.

Ms Celine Bellue

PRINCIPAL



Our Vision

Lifelong Learning

Our Shared Moral Purpose

*Together we STRIVE,
we teach,
we learn,
we care.*

Our Values

*We are committed to teaching and learning in
an environment that promotes and demonstrate*

*Self-Discipline
Teamwork
Respect
Integrity
Vigour &
Empathy*

Our Motto

Strive for the Highest!

EXECUTIVE TEAM

Principal Ms Celine Bellve
Associate Principals Mr Phillip Hadley
Mr Owen Bell

Manager of Corporate Services Mrs Danielle Wilton

OFFICE TEAM

School Officers Mrs Geraldine Burgess
Mrs Leonie Connolly

CONTACT DETAILS

Main Office 9923 6650
Canteen 9923 6662
Dental Clinic 9923 1289
Postal address PO Box 7166 Geraldton WA 6531
ABN number 71 019 968 933
Email bluffpoint.ps@education.wa.edu.au
Office Hours 8.30am – 3.30pm

SCHOOL TIMES

Students should not arrive at school before 8.30am

8.50	School Commences
8.50 – 11.00	Learning Block
11.00 – 11.20	Recess
11.20 – 1.20	Learning Block
1.20 – 1.35	Lunch (student seated eating time)
1.35 – 2.00	Lunch Play
2.00 – 3.00	Learning Block
3.00 pm	School finishes

TERM DATES - 2022

(Student Start Dates)

Term 1	Monday 31 January – Friday 8 April, 2022
Term 2	Wednesday 27 April – Friday 1 July, 2022
Term 3	Tuesday 19 July – Friday 23 September, 2022
Term 4	Tuesday 11 October – Thursday 15 December, 2022

Labour Day Holiday	Monday 7 March, 2022
Easter Public Holidays	Good Friday 15 April, Easter Sunday 17 April, Easter Monday 18 April 2022 (inclusive of Term break)
ANZAC Public Holiday	Monday 25 April, 2022
WA Day	Monday 6 June, 2022

ATTENDANCE

STUDENT ABSENCES

Students **MUST** attend **every day** unless they are ill. Attendance is compulsory and every absence must be explained in writing, verbally or via the School App. If a child is absent without explanation, a note will be sent home. Please advise your child's teacher of any illness or injury that is likely to result in an absence. Kindergarten and Pre Primary students, once enrolled, need to attend every day and also have absences explained.

ARRIVAL AT SCHOOL

Students must arrive at school between **8.30am and 8.50am**, with the exception of bus students who are supervised. Students will be supervised until released at 8.30am. Playground supervision starts at 8.30am, please don't arrive before this time. It is parents' responsibility to make sure your children arrive in time to prepare for the day and be settled before lessons start. Any student arriving after 8.50am must collect a late note from the office before going to class. All equipment is out of bounds before and after school as there is no staff supervision.

LEAVING SCHOOL GROUNDS

Students are not permitted to leave the school grounds for lunch without written permission of their parent/caregiver. Students going home for lunch, on a regular basis, only one note for the year will suffice. Please collect a pass from the Office prior to leaving the school grounds.

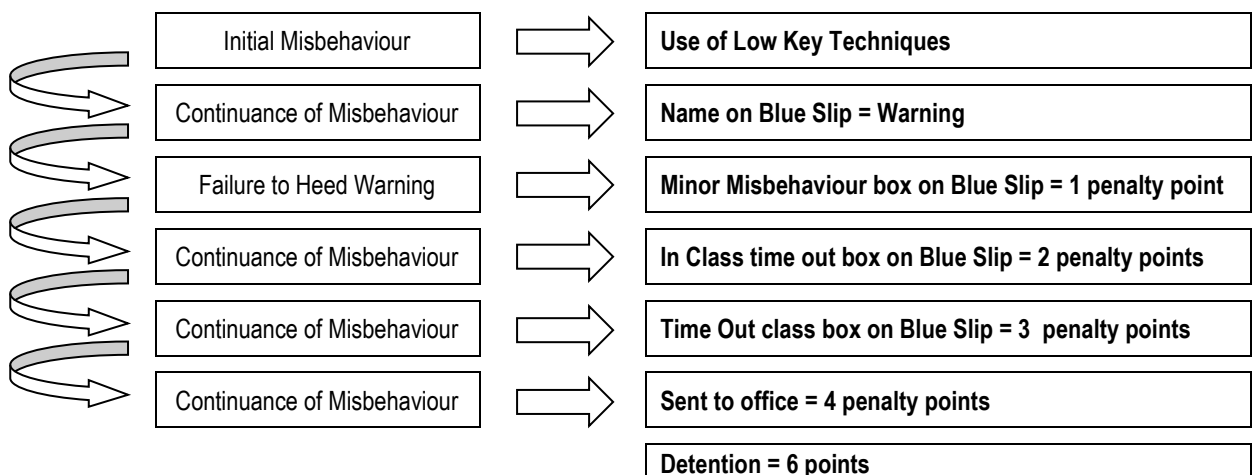
PICKING STUDENTS UP DURING SCHOOL HOURS

Students can only leave the school, during lesson times, for unavoidable appointments. Anyone picking a student up **MUST sign them out at the Office first** then take an authorisation slip to the teacher. **NO** students can be released from class without this authorisation slip.

BEHAVIOUR MANAGEMENT

The school Behaviour Management Policy is based around encouraging and teaching students to make good choices regarding their own behaviour, and to stay in control at all times. This ensures that the school environment is a safe place for all.

A whole school incentive scheme called "**Awesomely Behaved Kids**" rewards students doing the right thing. Playground and classroom (ABK) tickets are given out leading to three award winners being selected every week. All students who do the right thing are able to attend our ABK reward days, if they have less than seven penalty points and have attended school. Each box completed on our blue behaviour slip is identified as a penalty point. Detention = 6 penalty points.





STUDENT CODE OF CONDUCT

Be Respectful

Follow instructions.

Treat others with Kindness.

Be polite, listen and respond appropriately, use your manners.

Be Responsible

Care for your own, school and others' property.

Sit whilst eating.

Eat and play in the correct area.

Arrive to class on time and be ready to learn.

Be Safe

Walk on the verandas.

Keep hands and feet to yourself.

Tell someone when you feel unsafe or threatened.

Wear your school hat.

RIGHTS AND RESPONSIBILITIES OF STUDENTS, STAFF AND PARENTS

RIGHTS	RESPONSIBILITIES
<p>Students:</p> <ul style="list-style-type: none"> • learn in a purposeful and supportive environment without disruption. • work and play in a secure, friendly and clean environment. • have their person and property respected. • be heard in an appropriate forum. 	<ul style="list-style-type: none"> • ensure that their behaviour is not disruptive to the learning of others. • ensure that the school environment is kept friendly and tidy. • ensure that they are punctual, polite, prepared and display a positive manner. • behave in a way that protects the safety and well-being of others. • respect others' person and property.
<p>Staff:</p> <ul style="list-style-type: none"> • have their person and property respected. • teach in a secure, friendly and clean environment. • teach in a purposeful and non-disruptive environment. • co-operation and support from parents in managing their child's behaviour. • support from the school executives in the behaviour management of students. 	<ul style="list-style-type: none"> • model respectful, courteous and honest behaviour. • recognise and reinforce positive behaviour. • contribute to maintaining a clean and secure school environment. • establish positive relationships with colleagues, students and parents. • collaborate with staff in managing the behaviour of students. • ensure good organisation and planning. • be aware and cater for different cultural, disability and individual needs. • report on student social development to parents.
<p>Parents/Caregivers:</p> <ul style="list-style-type: none"> • expect their child to learn in a supportive environment without disruption. • expect their child to learn and play in a secure, friendly and clean environment. • be informed about their child's progress. • be informed of the behaviour management procedures and decisions affecting their child's health and welfare. • be heard in an appropriate forum on matters related to their child. 	<ul style="list-style-type: none"> • ensure that their child attends school. • ensure that the physical and emotional welfare of their child is conducive to effective learning. • ensure that their child is provided with appropriate materials to maximise their use of the learning environment. • be aware and supportive of the school dress code and the school rules. • support the school in managing their child's behaviour.

DISCIPLINE PROCESS

Classroom

- 1st incident = warning
- 2nd incident = time out in the classroom
- 3rd incident = time out in buddy classroom
- 4th incident = refer to School Executive Team

Severe Clause

Incidents of severe misbehaviour such as fighting, stealing, swearing, threatening others will be referred to the School Executive team immediately.

Classroom teachers will keep a record of student misbehaviour.

PLAYGROUND

Students who display inappropriate behaviour during recess or lunch will have their names recorded on the playground slip. Duty teachers will counsel these students immediately and where ever possible, resolve the matter. Serious behaviours will be referred to the School Executive Team. All playground behaviour slips are given to classroom teachers.

CONSEQUENCES

Students referred to the School Executive Team for inappropriate behaviour may engage the following consequences:

- Restorative Practice – students involved say what happened, identify their inappropriate actions and restore relationships with all affected people.
- Detention – the student is removed from the playground for a set period of time to sit in a supervised withdrawal room.
- In School Suspension – the student is removed from the classroom and playground for a set period of time and works in the Office.
- Suspension – the student is not permitted to attend school for a set period of time. Parents are notified and interviewed regarding suspension situations. A parent/guardian must accompany their child to the School Executive Team on returning to school.
- School will not tolerate physical fighting.

BULLYING PREVENTION

The school will not tolerate behaviour that causes intimidation, threat or harassment. Bullying is a conscious desire to hurt, threaten or frighten another person. It can be physical or verbal in nature. All students and parents are encouraged to report bullying incidents so it can be dealt with appropriately. A pamphlet is available from the Office outlining our approach when dealing with bullying.

HOME - SCHOOL COMMUNICATION

CHANGE OF ADDRESS AND ENROLMENT DETAILS

Parents are required to keep the school informed of any changes to address or caregiver's phone numbers. This is essential to allow quick contact with parents in emergency situations.

COMMUNICATION WITH CLASSROOM TEACHERS

Parents are encouraged to make direct contact with classroom teachers to deal with matters of concern. For quick matters, immediately before or after school are ideal times. For more involved matters, an interview time will need to be made with the teacher. Any parent wishing to discuss concerns with the School Executive, regarding their child's teacher, will need to have addressed the concerns with the teacher first. Please keep the teacher informed of anything that may impact on your child's emotional wellbeing at school. This allows the teacher to be proactive and support your child through difficult situations.

REPORTING TO PARENTS

Term	Week	Activity	Notes
1	2	<p>Year K-6 Parent / Staff BBQ. <i>Time to be advised</i></p> <p>Informal gathering to meet and talk followed by teachers handing out information that outline class policies and procedures.</p>	<p>Welcome to school. Introduce staff. To familiarise parents with classroom management and organisational procedures. Parent help canvassed. Provide information outlining classroom management and organisational procedures. School priorities discussed and strategies highlighted.</p>
	10	<p>Students at Educational Risk parent interviews.</p> <p>Informal contact with parents regarding student learning.</p>	<p>Individual Education Plans shared with parents of SAER.</p>
2	8	<p>Students at Educational Risk parent interviews.</p>	<p>Individual Education Plans shared with parents of SAER.</p>
	8	<p>Semester One Report K – 6</p> <p>Informal contact with parents regarding student learning.</p>	<p>The Semester One report will reflect progress made over the first Semester of the year.</p>
	9	<p>Parent interviews held on request of teacher and parents. Interviews to be held with all parents at this time.</p>	<p>All parents are encouraged to attend interviews.</p>
3	9	<p>Students at Educational Risk parent interviews.</p>	<p>Individual Education Plans shared with parents of SAER.</p>
4		<p>Open Classroom/Learning Journey <i>Time to be advised</i></p> <p>Informal contact with parents regarding student learning.</p>	<p>This Learning Journey is an opportunity for students to share their learning with parents, enabling them to see the work students have completed over the year.</p>
		<p>Students at Educational Risk parent interviews.</p>	<p>Individual Education Plans shared with parents of SAER.</p>
	9	<p>Semester Two report</p> <p>Informal contact with parents regarding student learning.</p>	
	10	<p>Parent interviews on request.</p>	<p>The Semester Two report will reflect the progress made over the year.</p>

COMMUNICATION

School Newsletters and other useful information about the school's activities can be found on our Facebook page and School Star app. School Star provides families with instant alerts and messages from the school and can be downloaded from the app store on your phone or device. Families requiring a printed newsletter can request so from the front office. We also recommend downloading the Seesaw App for teacher contact. A unique login code is required from the classroom teachers to connect to your child's class.

ASSEMBLIES

Assemblies occur on a regular basis each term. Their main purpose is to acknowledge student achievement and to communicate information. Dates and times for assemblies are advertised in the school newsletter and term planner. Classes take turns to organise and conduct these events, and to present an item. Parents and interested community members' attendance at assemblies is always appreciated by students and staff. Please check the term planner, sent out with the first newsletter each term for assembly dates and times.

HOMEWORK

Homework is a valuable means of consolidating and reinforcing what has been taught in the class. In Junior years it usually takes the form of daily oral reading or spelling. In Middle and Senior years, children are required to complete more set homework. Parents are asked to assist whenever needed. Homework may not be provided on a regular basis, but may be included by the teacher whenever appropriate.

EXCURSIONS AND INCURSIONS

Parents are informed in writing of any excursions. Written permission and payment of any costs are required before a student is permitted to attend an excursion. Parents are requested to return permission slips promptly to facilitate the organisation required for excursions. Students must wear school uniforms on excursions.

Incursion information is included in the school newsletter. Please look out for these details and return any payments to class teacher in an envelope with the exact money enclosed and the child's name on the front.

TRANSFERRING TO OTHER SCHOOLS

Inform the Office staff as soon as you know your child will be moving to another school. This allows all the necessary arrangements to be made for your child's school materials to be taken to the new school. It would also be appreciated if you could complete an Exit Survey.

STUDENT INFORMATION

BICYCLES/SCOOTERS

Students who ride bicycles/scooters to school are required to leave them in one of the bike racks whilst they are at school. It is strongly recommended that they be chained and padlocked for safekeeping. The Department of Education does **not** accept responsibility for theft or damage to any child's bicycle/scooter brought onto the school property. Parents should make inquiries through their Home Contents insurance policy provider to insure their child's bicycle/scooter. Bicycles/scooters are **not** to be ridden in the school grounds. Helmets must be worn when riding a bike/scooter.

Students are not to play near the bike racks and must not interfere with other people's bicycles. **Students are not to bring rip sticks/skateboards to school.**

VALUABLES AT SCHOOL

Students are encouraged NOT to bring toys and valuable items to school. They must take full responsibility for valuable items they bring to school. Radios, mobile phones, trading cards and electronic games are **not** to be brought to school.

MOBILE PHONE POLICY

Please do not bring mobile phones to school. If mobile phones are brought to school they are to be handed to and stored with the classroom teacher from the time of the student's arrival at school, until their departure from school.

The school cannot accept any responsibility for theft or loss of mobile phones. Phones bought to school and not handed in will be confiscated and returned to a parent only. Under no circumstances may a mobile phone be used to harass, abuse or distract another person. Section 85ZE of the Commonwealth Crimes Act, states that a person shall not knowingly or recklessly:

- a. Use a telecommunication service supplied by a carrier to menace or harass another person; or
- b. Use a telecommunication service supplied by a carrier in such a way as would be regarded by reasonable persons as being, in all circumstances, offensive. Parents are strongly encouraged to check their children's sent and received text messages regularly.

DEPARTMENT OF EDUCATION INTERNET AND EMAIL POLICY

- Students are not permitted to use the internet or email for bullying or harassment purposes. Use of inappropriate language will not be tolerated in any electronic communication.
- Students are not permitted to use email to contact people outside the school during school time without explicit permission of the teacher.
- Students are not to look for information that is inappropriate.
- Students who do not comply with these requirements may be banned from using the school computers.
- Cyber bullying on Facebook or MSN, is becoming a concern for older students. The school provides direct and incidental teaching of the effects of Cyber bullying and encourages students not to engage in these types of activities.

INSURANCE

Accident Insurance needs to be met by parents through their Insurance Broker. No insurance is held for student accidents at school or on excursions.

BUS STUDENTS

Students arriving on the bus in the morning must make their way to the benches outside the office. At the Bus Stop children are expected to make the right choice at all times. This means keeping your hands to yourself, using appropriate language and following directions.

1. Have a drink and toilet stop before arriving at the bus stop.
2. Walk to the bus stop on the footpath.
3. Remain 1 metre from the curb at all times.
4. Line up for bus in order of eldest to youngest.
5. **ONLY** board the bus you are catching and remain seated on that bus until the bus stops.
6. Report to the Bus Warden if departing with parent.
7. Shoes are to be on at all times.
8. Good behaviour will be rewarded.
9. Remain at the bus stop until your bus arrives.
10. A permission note is required from parent if student is required to leave the bus area.

CRUNCH AND SIP

We are a Crunch and Sip School. Students can bring healthy fruit and vegetable snacks and a drink bottle of water into class to crunch and sip throughout the day.

HEALTHY FOOD

Students are encouraged to bring healthy recess and lunch foods – fresh fruits, vegetables and sandwiches. **No cool drinks** are permitted and processed snacks are discouraged.

PARENT ASSOCIATIONS

PARENTS AND CITIZENS ASSOCIATION

This is your association and it deserves your support!

Involvement in the P&C is one of the best ways of being aware of school activities and what is planned to improve the school environment for your child. There are many ways of supporting this organisation, however personal involvement is the one most appreciated. Meetings are held regularly during the school year.

From time to time the P&C engages in fund raising and social activities, or arranges busy-bees at which parents can mix with and meet others. To date the Association has been an active contributor to the school's educational program and the development of school facilities. It is hoped that you will help maintain this support.

SCHOOL BOARD

The Bluff Point Primary School Board is made up of parents, staff and community members who meet each term to formulate the school's educational objectives and priorities. The aim is to make it possible for all members of the school community to share in making decisions about the school's educational environment.

School Board members:

- endorse the Delivery and Performance Agreement (DPA)
- endorse and regularly review the school's one-line school budget and business plan;
- review the school's performance through receiving regular reports and data on student achievement;
- determine satisfaction levels of parents, staff and students during the life of the DPA, with results reported in the annual school report;
- endorse the annual school report;
- formulate codes of conduct for students at the school; and
- review general policy directions.

They approve:

- charges and contributions for the provision of certain materials, service and facilities;
- extra cost optional components of educational program, and
- with the approval of the Director General or her delegate, take part in the selection process of, but not the appointment of, the school principal or any other member of the teaching staff.

Current Board Members: Kim Hunter (Chairperson), Kate McConkey, Celine Bellve, Lenny Papertalk, May Doncon, Leanne O'Malley, Monica Moran and Zahirah Yan.

BLUFF POINT PRIMARY SCHOOL DRESS CODE

SCHOOL UNIFORM

Bluff Point Primary School has a dress code. **Acceptance of enrolment at the school is on the understanding that the school's dress code will be adhered to.** Classes on excursion must be in uniform, unless the consent of the Principal to vary this has been granted.

Kindergarten students are welcome and encouraged to wear the uniform.

BOYS (SUMMER)	GIRLS (SUMMER)
<ul style="list-style-type: none"> • Red polo with school crest • Red shorts (Rugger length or tailored) • No board shorts • Red school hat (Sun smart bucket hat) • Closed in shoes 	<ul style="list-style-type: none"> • School dress or skirt (in school material) • Red polo with school crest • Red shorts (Rugger length or tailored) or skorts • No board shorts • Red school hat (Sun smart bucket hat) • Closed in shoes
(WINTER)	(WINTER)
<ul style="list-style-type: none"> • Red polo with school crest in white • Red track pants • Red jacket with school crest in white • Red or white skivvy • Red school hat (Sun smart bucket hat) • No thongs 	<ul style="list-style-type: none"> • School dress (in school material) • Red polo with school crest in white • Red track pants • Red jacket with school crest in white • Red or white skivvy • Red school hat (Sun smart bucket hat) • Closed in shoes

Footwear	Shoes, joggers or sandals are acceptable. Bare feet & thongs are not acceptable.
Jewellery	Watch, small stud or sleeper earring (to ear), acceptable. No other jewellery to be worn.
Cosmetics	Other than for medical reasons (eg. Ruby birthmark), the wearing of cosmetics is not acceptable.
Special Groups	Head-dress of Muslim community is recognised as appropriate uniform. (Red or White.)
Excursions	Full school uniform to be worn unless otherwise authorised by the Principal.
Hair	Long hair to be tied back.
Hats	Red wide brimmed hat must be worn for all outdoor activities as part of our Sun Smart Policy.

SCHOOL UNIFORM PURCHASE

School uniforms are available for purchase at **Total Uniforms, 2 Jensen Street, Geraldton (off North West Coastal Highway).**

School hats are available at the School Canteen on Wednesdays, Thursdays and Fridays.

LOST PROPERTY

Please put your child's name on **ALL** items of clothing. Look for lost property in Room 17 and Pre Primary during office hours. Found items are displayed at least once per term. Unclaimed items will be given to charity at the end of each term.

HEALTH MATTERS

ACCIDENTS OR SICKNESS

Minor injuries or illnesses which occur during the day are normally attended to at school. In more serious situations every endeavour is made to contact a parent/caregiver or the emergency contact to arrange for the child to be collected from school. Should such contact be unable to be made, the school will act according to the best interests of the child, but no responsibility will be accepted for medical costs, eg. Ambulance. In extreme emergencies the student may be taken to the hospital before parents/caregivers are notified.

INFECTIOUS DISEASES

The following ailments require a period of exclusion from school unless a doctor is prepared to issue a medical certificate indicating that the child is free from infection and well enough to return to normal school activities.

ILLNESS	RE-ADMISSION
Chicken Pox	When sufficiently recovered (Usually once all sores have healed and redness fades).
Conjunctivitis	Once effective treatment has been commenced.
Diphtheria	Medical certificate only
Viral Hepatitis	Medical certificate only
Impetigo (School Sores)	Must be under treatment including use of occlusive dressings.
Influenza	Return when symptoms have subsided.
Measles	Seven days from onset
Mumps	On medical certificate of recovery
Pediculosis (Nits)	Once treated (see following)
Ringworm	Once all signs have subsided.
Rubella (German Measles)	Medical certificate
Scabies	Once effective treatment has been instituted.
Whooping Cough	Medical certificate only

ADMINISTRATION OF MEDICATION

The Department of Education has established guidelines about the administration of medication to students. All schools are required to comply with these guidelines. The following conditions apply:

- Wherever possible, parents are to come to the school to administer medications themselves or have the child self administer the medication if the child is capable of doing so.
- Should students be self administering medication, a note must be sent to the teacher explaining all relevant details. A sample note is available from the class teacher or the Office.
- If a student is required to carry and self administer prescribed medication on a long term basis the parent/caregiver must complete a Student Self Administration of Medication Advice. Only one day's medication is to be carried by the child at any time.

If the child is unable to administer their own medication, then the parent/caregiver needs to complete two forms:

- a. Request for Teachers to Administer Medication
- b. Medical Instructions from the Prescribing Doctor

School staff must not administer analgesics such as paracetamol to students without written instructions from the student's parent/caregiver. Aspirin must never be administered to students without a medical practitioner's written instruction.

All relevant forms are available from the Office and we suggest that parents/caregivers obtain a copy of these **before** going to the doctor with a sick child.

HEAD LICE

Head lice have no respect for people. They can be found in all types of families, and usually infest the cleanest hair first. They are not a medical emergency, but are quick to spread from person to person.

Students with live head lice will be sent home and can return when treatment has been completed. If not properly treated, head lice can become a serious nuisance in the community as they are passed from one person to another.

Any place where people live or play close together is a good place for catching head lice. They like to live on human scalps where they feed, breed and lay their eggs. They feed on human blood and cause the owner to scratch his/her head.

Treatment:

- Effective lotions are available from any pharmacy. It is important that treatment is carried out in accordance with the instructions. All eggs should be removed from the hair to prevent reinfestation. All members of the family should be treated, even if only one member of the family is found to have head lice or nits.
- Brushes, combs, hats, clothing, pillow cases and bedding should be washed thoroughly and put out to dry in the sun for several hours.
- Oil and Hair conditioner treatment regimes are also effective to remove lice and eggs. The Child Health clinic or School Nurse can assist with detailed information about these methods.

SMOKING

Smoking is prohibited on Department of Education property. Parents and visitors to the school are asked to abide by this regulation. Teachers and other employees of the school are also prohibited from smoking on school premises. Students found smoking on the school site risk immediate suspension from school.

DOGS

It is recommended families do not bring dogs onto the school grounds as they present a health and safety risk to students.

DENTAL THERAPY CENTRE

A Dental Therapy Centre is located between Room 4 and the Library. Parent permission forms **MUST** be completed before any treatment can be commenced. Services offered include at least one general examination per 12-18 months, extractions (baby teeth only), fillings, X-rays, simple orthodontic work and treatment for emergencies that occur during working hours.

Phone: (08) 9923 1289

CONTRIBUTIONS AND CHARGES

The State Government and the Department of Education permit the school to seek payment of Contributions for each student enrolled at the school. While the Contribution is only a small amount, it does provide the school with funds to purchase equipment which is valuable in the education of students enrolled at the school. A 'pre paid' contributions scheme that enables parents to pay all contributions and charges (excursions etc) operates at the school. Please enquire at the Administration Office.

Contributions and Charges are finalised at the School Board Meeting in Term 4 and an information sheet is sent home to families early December.

A Tax Invoice will be issued in Week 3 of Term 1, where payment can then be made to the school office. Prompt payment of the Contribution is greatly appreciated.

Eftpos facilities are now available at the school office.

STATIONERY SUPPLIES

SUPPLY SYSTEM

Booklists are available from the Office. Items can also be purchased from local suppliers.

NAMES REQUIRED

All items must be clearly labelled with your child's name. Some class teachers will collect student consumable items and distribute them as needed.

CONSUMABLE ITEMS

Most of the items on the Booklist are required by students each day and need to be replenished when necessary. Please keep your child supplied with their essential equipment so they can quickly set about their work. Teachers will send letters home to parents letting them know when they need new equipment.

CANTEEN OPEN WEDNESDAY, THURSDAY AND FRIDAY

ORDERING LUNCHES

Students must order their lunch before school or at recess by the latest. The Canteen is a small business run by the P&C. They are unable to extend credit facilities. You are welcome to pay for lunches in advance, but please do not ask for lunches to be provided without payment accompanying the order. Phone 99231943.

VOLUNTEERS

Parents and caregivers are required to assist in the Canteen. Please see Ms Sue Williams to offer your support. We welcome helpers.

MENU

Our school menu can be located at the end of this booklet and is in line with the Department of Education traffic light system which encourages students to consume healthy and fresh foods. Specials are made available from time to time.

HELPFUL INFORMATION

PARKING

Parents are able to park:

- At the back of the Early Childhood Centres in the large gravel car park
- At the Chapman Road gravel car park.
(Please note the one-way traffic flow in both of these car parks)
- In Mitchell Street opposite the school.
- In the vacant block on corner of Harrison and Mitchell Street.
(Please avoid parking on the registered verge in Mitchell Street)
- On Chapman Road in the marked bays.

Please DO NOT park:

- ☹ in the drop off and pick up zones in Mitchell Street outside the school.
- ☹ in the staff carpark

FACTION NAMES

The School factions are named after explorers who impacted on the Geraldton area. We try to place families in the same faction.

Houtman	Hurricanes	Blue
Hartog	Heroes	Red
Pelsart	Power	Gold

EARLY CHILDHOOD CENTRES

KINDERGARTEN SESSION TIMES

Parents/ carers will be advised via a letter of the day that their child is to start. Included with the letter will be a School Information Booklet, a Book list and an Attendance Planner.

Normal session times from week 2:

Kindergarten A	8:50am – 3:00pm	Mondays and Wednesdays, and alternate Fridays on odd weeks beginning Week 1. <i>(See letter for start times & planner for Kindy days)</i>
Kindergarten B	8:50am – 3:00pm	Tuesdays and Thursdays, and alternate Fridays on even weeks beginning Week 2. <i>(See letter for start times & planner for Kindy days)</i>

PRE-PRIMARY SESSION TIMES

Pre-Primary	8:50am – 3:00pm	Monday to Friday
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ARRIVAL AND DEPARTURE

It is very important that your child arrives and is collected on time. This will avoid any unnecessary distress that your child will experience due to lateness. In order to provide the highest possible standard of care for such young children, Kindergarten and Pre-primary children must be accompanied to and from the classroom door by a responsible adult. They cannot be dropped off in the car park.

Please wait with your child outside your child's classroom until their Kindergarten or Pre-primary begins. Children will not be permitted to leave until a parent or adult comes to the door. If your child is accompanied or picked-up by someone other than yourself, please let the teacher know. If another adult will continually pick up your child, we require a signed note by the parent.

MORNING ROUTINE

The first 10 minutes of every session has been set aside for parents/carers, if they wish, to come and do a puzzle or read a book with your child before the bell rings.

WHAT YOUR CHILD NEEDS TO BRING

School Bag

Each child should have their own bag to keep their belongings in. A carry bag that is large enough to hold their lunch box, water bottle, hat, spare clothes & jumper. Please ensure that the bag is clearly labelled with your child's name. Encourage your child to be responsible for their own bag by having them hang it up and collect it. Encourage independence - have your child carry their own bag.

Shoes

Shoes that children can take off and put on themselves are highly recommended.

Hat

It is school policy that all children wear a hat while playing outside. Every child is required to bring a hat to Kindergarten/Pre-primary with their name clearly labelled on it. Children who do not have a hat available are asked to remain in the sheltered sandpits or verandah while the other children are at play.

Fruit

We will continue to have fruit time in the morning during the full days and request that your child bring a piece of fruit or equivalent to be cut up and shared for the children's morning snack. The children should have some fruit separate from their lunch box to put in the fruit bowl when they first arrive.

LUNCH TIME

- Children will need to bring a healthy lunch to Kindergarten/Pre-primary in a lunch box that has the **child's name on both the lid and the box**. We ask that you do not send chips, chocolates, lollies (including roll-ups and fruit lollies) or nuts.
- If you send muesli bars or anything in a packet, please open the packet at home, as young children often experience difficulty with these.
- Please remember to place a spoon in your child's lunch box if they are having yoghurt.
- If an orange or similar is included in their lunch, please cut into quarters and wrap it.
- Children may bring a drink if they wish. Pre-primary students are encouraged to bring a labelled water bottle into the classroom for their personal use. Cold water from the water fountain is available.
- Canteen lunches are available for Kindergarten and Pre Primary children, Wednesday to Friday.

STUDENT SUPPLIES FOR KINDERGARTEN AND PRE PRIMARY

KINDY items to provide	
KINDY	
Description	Quantity
Strand Jumbo Crayons	1
Olympic Megasaurus Scrapbook 64pg	1
Bostik Blu Stik Glue Stick 35g	1
Crayola Coloured Markers, Washable Pkt 8/10	1
Kleenex 2 Ply Facial Tissues White Box 100	2
Kleenex VIVA MultiUse Cleaning Towel White 60 Sheets Twin Roll	1
Artline 70 Black Permanent Marker Bullet 1.5mm	2
1 Pkt Sponges	1

Please place all items in a plastic shopping bag with your child's name on the front, to enable us to tick your name off our checklist.

PRE PRIMARY: Items to provide	
Description	Quantity
Olympic Aussie Scrap book (64 page)	2
2B Triangle Jumbo Lead Pencils Junior Grip	6
Packet of Whiteboard Markers	1
Bostik Blu Stik Glue Stick 35g	4
Staples Document Wallet Polypropylene Foolsap Translucent Hook Loop Blue	4
Texta Zoom Twist Crayons Pkt 12	1
Kleenex 2 Ply Facial Tissues White Box 100	2
Kleenex VIVA MultiUse Cleaning Towel White 60 Sheets Twin Roll	1
Artline 700 Black Permanent Marker	2
Brighton Professional Hand Wash Liquid Pump Pink Low Scent 500ml	1
Crayola Ultra Clean Classic Washable Broadline Markers Pack of 10	1
Pkt Bostic Blu Tack	1
Pkt Ziplock Plastic Sandwich Bags	1
Pkt sponges	1

Please place all items in a plastic shopping bag with your child's name on the front, to enable us to tick your name off our checklist.

RECYCLED MATERIALS

Recyclable materials are of great value in the early childhood centres. Please bring in:

Cardboard Boxes/Cylinders	(Please ~ No Toilet Roll Inserts)	
Shoe Boxes	Dolls Clothes	Beads
Cotton Reels	Greeting Cards	Buttons
Packing Foam	Dress Up Clothes	Corks
Egg Cartons	Wrapping Paper	Fabric

SPARE CLOTHES

In the event of an accident, please have these in their Kindergarten/Pre-primary bag at all times

SICKNESS

If your child is unwell (incl. cold/flu), please keep them at home, even if they wish to come.
Refer Infectious Diseases on page 13

LAUNDRY

We will choose a different child each week to take a bag of washing home to assist us with the laundry i.e. washing of hand towels.

TOYS

Please do not allow your child to bring toys to school. Toys brought to school may end up being lost or broken and become the cause of much distress for all involved.

PLAYGROUND EQUIPMENT

All children (toddlers included) are prohibited from using the equipment before and after school. The equipment is designed to be used with teacher supervision only. Please help your children to understand and follow these rules.

PARENT ROSTER

We value the assistance provided by parent helpers and would appreciate all parents/carers take a turn in being a parent helper. We understand that some parents / carers are able to assist more frequently than others.

Being a helper provides an opportunity to observe and interact with your child as well as other children. We request that younger brothers and sisters not accompany you to the Centre when on roster as it is your Kindergarten /Pre-primary child's special time with you. Grandparents are also very welcome.

BIRTHDAYS

On your child's birthday you are welcome to send along small cakes or a cake large enough for 30 slices. Please inform the teacher the day before you bring the cake in. Birthdays are the only time it is permissible to bring toys to school.

CLOTHING/WASHING INSTRUCTIONS

Kindergarten and Pre-primary students are encouraged to wear the school uniform. In early childhood areas, students climb and explore the playground and its equipment, so comfortable, non-restrictive and easily washable clothes are essential. The school uniform is available for purchase from Total Uniforms, on North West Coastal Highway.

A spare set of clothes and underwear, clearly labelled with your child's name, is essential. These items need to remain in your child's bag.

The paints we use in the Centres are water-based and washable. Should it be spilt or splashed on clothing:

- Soak the garment in COLD water
- Rub stain with stain remover
- Wash as normal.

DO NOT USE HOT WATER under any circumstances as this will set the stain.

CHILDREN BECOMING DISTRESSED

Tantrums are traumatic for the parent and for the child so we would like to provide advice as to how to best manage this should your child have a tantrum or is very teary when being left at school.

If your child becomes upset, try to understand that he/she is probably scared you won't come back. Give your child a hug and reassure them that you will be back. Explain that you will be picking them up and if there are still teary repeat your reassurance by giving him/her a kiss – then take a deep breath and leave. This is the very best thing to do. Staff will comfort and reassure your child once you have left. In most cases after you leave your child quickly settles. Delaying your parting makes it harder for you and your child.

You are welcome to phone to see how your child is going. Some children take a while to settle. The tantrums and tears may last a week or more. Don't be concerned or give up. This is normal. It is important to be consistent. If you leave your child each day with a reassuring smile and return for them on time they will soon relax and enjoy themselves.

COMMUNICATION

School Newsletters and other useful information about the school's activities can be found on our Facebook page and School Stream app. The School Stream app provides families with instant alerts from the school and can be downloaded from the app store on your phone or device. Families requiring a printed newsletter can request so from the front office. We also recommend downloading the Seesaw App for teacher contact. A unique login code is required from the classroom teachers to connect to your child's class.

ONE LAST NOTE

If you are worried about anything concerning your child, please do not hesitate to see the teacher. If we can't help you, we are in a position to direct you to someone who can.

If you need to discuss your child with us, we urge you to do so in a private way, away from your child and their classmates.

BLUFF POINT PRIMARY SCHOOL

2022 CANTEEN MENU

Orders are to be written on an envelope or lunch bag, obtainable from the Canteen, with the student's name and room number with the **correct amount** enclosed. Please hand into the Canteen **BEFORE** school starts.

Canteen Phone: 9923 6662 (Wednesday to Friday 8.30 am – 1.30 pm)

Volunteer help is greatly appreciated.

Available Daily	Rolls	Sandwiches	Wraps	Plates (Large)	Plates (Small)
Sandwiches					
Cheese or Vegemite or Tomato	\$2.50	\$2.00	\$2.50		
Plain or Curried Egg and Lettuce	\$4.00	\$3.50	\$4.00		
Ham/Tuna/Chicken/Egg	\$3.50	\$3.00	\$3.50		
<u>w</u> Salad (Lettuce, Carrot, Cheese, Tomato, Cucumber, Beetroot)	\$5.50	\$5.00	\$5.50		
2 Chicken Tenders and Salad Wrap			\$6.00		
Burgers	Whole	Half			
Chicken Burger (with Salad/Mayo)	\$6.00	\$3.00			
Fish Burger (with Salad/Mayo)	\$6.00	\$3.00			
Salad Plates					
Lettuce, Cheese, Carrot, Tomato, Celery, Capsicum, Cucumber, Bread/Mayo				\$6.00	\$3.00
<u>w</u> Ham/Tuna/Chicken/Egg				\$6.50	\$3.50
Other					
Fresh Fruit Salad				\$5.00	\$3.00
2 Fish Fingers with Fruit	\$5.00				

Monday and Tuesday Canteen Closed

Wednesday Only

	Whole	Half
Hot Chicken & Mayo with Cheese	\$5.00	\$2.50
Beef Lasagne	\$4.00	
Nachos	\$4.00	

Thursday Only (Jaffle Day)

Ham, Cheese & Tomato	\$4.50	Cheese	\$3.00
Cheese & Tomato	\$4.00	Baked Beans	\$3.00
Chicken & Cheese	\$4.00	Egg	\$3.50
Ham & Cheese	\$4.00	Spaghetti	\$3.00

Fridays Only

Pizza	\$4.00
Pie	\$4.00
Party Pie	\$1.00
Sausage Roll	\$3.00
Sauce	\$0.50

Drinks

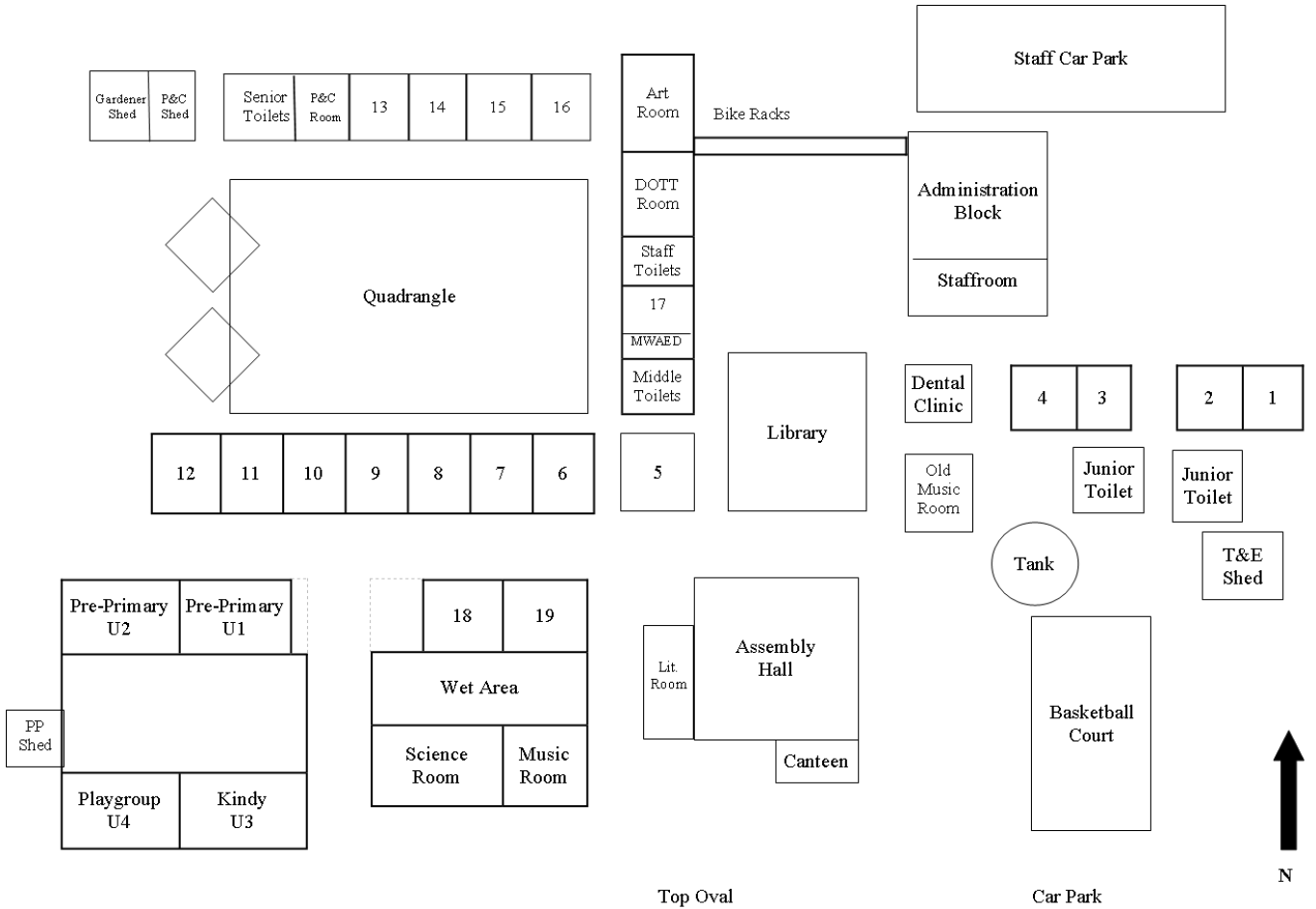
Water 600ml	\$2.00
Juice Box (Orange, Apple, Blackcurrant or Tropical)	\$2.00
Flavoured Milk (Chocolate, Plain or Strawberry)	\$3.00

Recess lines vary in price from 50c to \$2.00 | Prices are subject to review

CASH ONLY - NO CREDIT AVAILABLE



MAP OF THE SCHOOL



Top Oval

Car Park



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