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2026 School Information Booklet

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## WELCOME TO BLUFF POINT PRIMARY SCHOOL

We are delighted to welcome you to Bluff Point Primary School. Here, parents and staff work together to guide and support students through their early years of education, making this a rewarding and enjoyable experience for your child.

We encourage you to be actively involved in school life and to maintain open communication with your child's classroom teacher. The staff at Bluff Point Primary School always have your child's best interests at heart, and every decision we make is guided by this commitment. We believe a strong partnership between home and school enhances each child's success and wellbeing.

This information booklet provides an overview of how our school operates and will help you understand many of its organisational processes. Please contact the school if you require further information or assistance regarding your child's education.

We look forward to a positive and rewarding educational journey for your child. Together, we can help every student reach their full potential, in keeping with our school motto:

**“Strive for the Highest”**

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### 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 and positive learning environment.
- Develop school programs that help all students reach their full potential.
- Communicate positively with all parents and caregivers about their child's education.
- Support and strengthen the partnership between home and school.
- Recognise the efforts of students, parents, and staff.

*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 demonstrates*

*Self-Discipline  
Teamwork  
Respect  
Integrity  
Vigour &  
Empathy*

## Our Motto

*Strive for the Highest!*

# ADMINISTRATION

## EXECUTIVE TEAM

<b>Principal</b>	Ms Celine Bellve
<b>Associate Principals</b>	Mr Phillip Hadley Mr Owen Bell
<b>Manager of Corporate Services</b>	Mrs Courtney Killen

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## OFFICE TEAM

<b>School Officers</b>	Mrs Leonie Connolly Ms Regina Frewen
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## CONTACT DETAILS

<b>Main Office</b>	9923 6650
<b>Canteen</b>	9923 6662
<b>Dental Clinic</b>	9923 1289
<b>Postal address</b>	PO Box 7166 Geraldton WA 6531
<b>ABN number</b>	71 019 968 933
<b>Email</b>	bluffpoint.ps@education.wa.edu.au
<b>Office Hours</b>	8:30am – 3:30pm

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## SCHOOL TIMES

Students should arrive between 8:30am and 8:50am. Playground supervision commences at 8:30am; students should not arrive before this time unless taking part in our Breakfast or Reading programs. Bus students are supervised on arrival.

<b>8:15am</b>	Breakfast and Reading Programs
<b>8:50am</b>	<b>School Commences</b>
<b>8:50 – 11:00</b>	Learning Block
<b>11:00 – 11:20</b>	Lunch Play Time
<b>11:20 – 11:40</b>	Lunch Eating Time
<b>11:40 – 1:40</b>	Learning Block
<b>1:40 – 2:00</b>	Afternoon Recess
<b>2:00 – 3:00</b>	Learning Block
<b>3:00pm</b>	<b>School Finishes</b>

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## TERM DATES – 2026

<b>Term 1</b>	Monday 2 February – Thursday 2 April, 2026
<b>Term 2</b>	Monday 20 April – Friday 3 July, 2026
<b>Term 3</b>	Monday 20 July – Friday 25 September, 2026
<b>Term 4</b>	Monday 12 October – Thursday 17 December, 2026
<b>Labour Day Holiday</b>	Monday 2 March, 2026
<b>Easter Public Holidays</b>	Good Friday 3 April, Easter Monday 6 April 2026 (inclusive of Term break)
<b>ANZAC Public Holiday</b>	Monday 27 April, 2026
<b>WA Day</b>	Monday 1 June, 2026
<b>Kings Birthday</b>	Monday 28 September, 2026

# 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.*

## ATTENDANCE

Regular attendance is essential for student learning. Students must attend every day unless unwell. All absences must be explained verbally, in writing, or through the School App. Unexplained absences will be followed up by the school. Once enrolled, Kindergarten and Pre-primary students are also required to attend daily with absences explained.

Students arriving after 8:50am must collect a late note from the office before going to class. Students are not permitted to leave the school grounds during school hours unless they have been signed out via the Passtab iPad, located in the office and at Kindergarten.

## POSITIVE BEHAVIOUR SUPPORT AND RESTORATIVE PRACTICES

Our Behaviour Management Policy promotes positive choices, responsibility and self-control to maintain a safe and supportive school environment. Through our whole-school Positive Behaviour Support (PBS) approach and restorative practices, students learn to reflect, repair and restore relationships.

Positive behaviour is encouraged through Merit Certificates, ABK Points, Goldie Certificates and Kindness Ninja Awards. The Awesomely Behaved Kids (ABK) program rewards students who consistently demonstrate respectful, responsible and safe behaviour. Students with regular attendance and fewer than seven penalty points are eligible for ABK reward days.

### Discipline Procedures

Minor incidents are managed in the classroom. Serious misconduct such as fighting, theft, or intimidation will be referred immediately to the Executive Team. Restorative practices are used to repair relationships.

### Consequences

- Restorative discussion and reflection.
- Detention – temporary withdrawal from play.
- In-School Suspension – temporary removal from class and playground.
- Suspension – temporary exclusion from school following parent meeting.

### Bullying Prevention

Bluff Point Primary School does not tolerate bullying, harassment or intimidation. All incidents are investigated promptly and addressed in line with Department of Education policy. A bullying information brochure is available from the Office.

## COMMUNICATION

At the beginning of each school year, families will receive an introductory letter from their child's teacher outlining class routines and expectations. Ongoing communication between families and teachers is encouraged to support student wellbeing and learning. Brief conversations can take place before or after school, while more detailed matters should be arranged by appointment. If concerns remain after speaking with the teacher, families may request a meeting with the School Executive.

If you have any worries about your child—no matter how small—please don't hesitate to speak with the teacher. We're here to help, and if we're not the right person to assist, we'll guide you to someone who can. We kindly ask that any sensitive discussions take place privately, away from your child and their classmates, to ensure confidentiality and respect for all involved.

### School Communication Platforms

The school shares updates and important information through newsletters, Facebook, Seesaw, and the Compass platform. Compass is used for messaging, student data management, and general communication. Absentee SMS notifications are sent at 10:00am each day for unexplained absences, and parents can reply directly with the reason. Seesaw is also used by teachers to share class updates and student learning; access requires a unique code provided by the teacher. Families who prefer printed newsletters may request a copy from the front office.

### Assemblies

Assemblies are held regularly each term to celebrate student achievements and share important information. Dates and times are published on the school's communication platforms. Classes take turns hosting and presenting items at assemblies. Parents and community members are warmly invited to attend.

### Homework

Homework supports the consolidation of classroom learning. In the early years, this typically includes daily oral reading and spelling. In the middle and senior years, students may be given more structured tasks. Homework is set at the teacher's discretion and may not be issued regularly. Parents are encouraged to support their child's learning at home.

### Excursions and Incursions

Parents will be notified in writing about upcoming excursions. Written permission and payment must be received before a student can attend. Students are required to wear the full school uniform on all excursions. Payments should be sent to the office in a clearly labelled envelope, including the exact amount and the child's name.

### Transferring to Other Schools

Please notify the front office as soon as you know your child will be transferring to another school. This allows staff to prepare and forward all necessary records and materials to the new school.

### Reporting to Parents

Parents receive regular feedback on student progress through interviews, reports, and learning events. Semester reports are issued twice yearly for all students (K–6). Formal parent–teacher meetings can be arranged by request. The annual Learning Journey provides families with an opportunity to view student work and discuss progress.

## STUDENT INFORMATION

### Bicycles and Scooters

Students who ride bicycles or scooters must wear helmets and park in the bike racks. The Department of Education accepts no responsibility for theft or damage. Bicycles and scooters must not be ridden within school grounds.

### Valuables

Students should not bring valuable items or toys to school. The school accepts no responsibility for lost or damaged property.

### Mobile Phones

Students are strongly discouraged from bringing mobile phones. If necessary, phones must be handed to the classroom teacher upon arrival and collected at the end of the day. Misuse may result in the item being confiscated and returned to a parent or guardian.

### Internet and Email Use

All students are expected to follow the Department of Education's ICT Usage Policy. Inappropriate use, including cyberbullying or accessing unsuitable content, will result in loss of privileges.

### Insurance

Parents are advised that the school does not carry accident insurance for students. Families should seek cover through their own insurance provider if desired.

### Bus Students

Students travelling by bus must wait quietly in the designated area and follow staff instructions. Good behaviour is expected at all times.

### Crunch & Sip / Healthy Food

Bluff Point Primary is a 'Crunch and Sip' school. Students may bring fruit or vegetables and water to consume during class. Families are encouraged to provide healthy lunches and avoid processed snacks. Strictly no soft drinks.

## PARENT ASSOCIATIONS

### Parents and Citizens' Association (P&C)

The P&C Association is an important part of our school community and supports school improvement through fundraising, social events, and volunteer assistance. Meetings are held regularly during the school year and new members are always welcome.

### School Board

The Bluff Point Primary School Board includes parents, staff, and community representatives. The Board helps shape the school's strategic direction and ensures that planning and policies reflect the needs of our community. Members review the school's business plan, budget, and performance data, and endorse the annual school report and contributions and charges schedule.

## BLUFF POINT PRIMARY SCHOOL DRESS CODE

By enrolling at Bluff Point Primary School, families agree to support and adhere to the school's dress code. The Bluff Point Primary School dress code promotes pride, equality, and a sense of belonging. All students are expected to wear the school uniform each day. Uniforms must also be worn on excursions unless the Principal has granted permission for an alternative.

### Uniform Requirements

- Red polo shirt with school logo
- Blue shorts, skirt, or skorts (tailored)
- Red wide-brimmed hat (SunSmart bucket style)
- Closed-in shoes or sandals (no thongs or bare feet)
- In winter: Red jacket or jumper with logo, blue track pants, red or white skivvy.  
Plain red jumpers are also acceptable.

Minimal jewellery (watch and small earrings) is permitted. Cosmetics, false nails, and eyelashes are not acceptable. Long hair should be tied back. Head coverings for cultural or religious reasons are recognised as part of the uniform (red, black, blue or white).

Uniforms are available for purchase from Total Uniforms, 2 Jensen Street, Geraldton. Hats are available at the school canteen.

Please ensure your child's name is clearly labelled on all clothing and personal items. Lost property is kept outside Room 17 and in the Pre-primary area, and can be checked between 8:30am and 3:00pm.

## HEALTH MATTERS

### Accidents or Sickness

Minor injuries or illness are managed at school. In cases where students need to go home, parents or emergency contacts are notified. In the event of an emergency, an ambulance may be called, and the school accepts no responsibility for any associated medical costs.

### Infectious Diseases

Students must remain home for the recommended exclusion period following an infectious disease. A medical certificate may be required. Guidelines follow Department of Health advice.

### Administration of Medication

Parents are encouraged to administer medication at home where possible. If medication must be given at school, parents must complete the required Department of Education forms. Medication must be provided in original packaging to be administered.

### Head Lice

Head lice can affect anyone and spread quickly. Students with live lice or eggs must be treated before returning to school. All family members should be checked and treated simultaneously to prevent reinfestation.

### Smoking

Smoking and vaping are strictly prohibited on all Department of Education school sites. Parents and visitors are asked to comply with this regulation at all times. Staff members are also prohibited from smoking on school premises. Students found smoking or in possession of smoking or vaping materials on school grounds risk immediate suspension.

## Dogs

For health and safety reasons, dogs are not permitted on school grounds. Families are asked to ensure pets remain outside the school boundary when dropping off or collecting children.

## Dental Therapy Centre

The Dental Therapy Centre, located beside the library, provides routine and emergency dental care for students. Parent permission is required before treatment. Phone 9923 1289.

## CONTRIBUTIONS AND CHARGES

The Department of Education permits schools to request contributions to enhance educational resources. These contributions assist with purchasing classroom materials and equipment. Payment information and booklists are distributed each year in Term 4. EFTPOS facilities are available at the office.

## STATIONERY SUPPLIES

Booklists are provided to families each year. Items can be purchased locally or through Centacare if you have a health care card. All materials should be clearly labelled with the student's name. Teachers may collect and store shared consumable items.

## CANTEEN

The school canteen operates Wednesday to Friday and is managed by the P&C. It follows the Department of Education's Traffic Light System promoting healthy food choices. Orders must be placed before school each day and payment is required at the time of order. Volunteers are always welcome to assist. Phone 9923 6662.

## HELPFUL INFORMATION

### Parking

Parents may park:

- At the back of the Early Childhood Centres in the large gravel car park
- At the Chapman Road gravel car park (near basketball court).  
(Please note the one-way traffic flow in both of these car parks)
- At the gravel area at the end of Mitchell Street behind the bus shelter.
- In the vacant block on corner of Harrison and Mitchell Street, opposite the school.  
(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 Houses

Bluff Point Primary has three factions named after Western Australian explorers. Family members are placed in the same faction:

<b>Houtman</b>	Hurricanes	Blue
<b>Hartog</b>	Heroes	Red
<b>Pelsart</b>	Power	Yellow

## EARLY CHILDHOOD EDUCATION (ECE) AREA

### Session Times

- Kindergarten: Tue/Thu & alternate Fridays (even weeks) 8:50am – 3:00pm
- Pre-Primary: Monday – Friday 8:50am – 3:00pm

### Arrival and Departure

Children must be accompanied to and from their classroom by a responsible adult. Please ensure punctual arrival and collection. If someone other than a parent/carer will regularly collect your child, please advise the office.

### Morning Routine and What to Bring

Parents are welcome to join their child for a short activity before class begins. Each child requires a clearly labelled school bag, hat, drink bottle, and spare clothes. Shoes that are easy to remove are recommended.

### Lunch and Snacks

Children are required to bring a healthy lunch and morning tea each day. In addition, please provide a piece of fruit to contribute to the shared fruit bowl; staff will prepare this for the children's morning snack. We kindly ask that you avoid sending items such as nuts, chips, lollies, and chocolate. Pre-primary and Kindergarten students may place canteen orders from Wednesday to Friday.

### Recycled Materials

Recyclable materials such as boxes, fabric and buttons are greatly appreciated for classroom activities in the Early Childhood Centre, as they support creativity and hands-on learning experiences. Families are encouraged to bring in clean, safe items such as cardboard boxes and 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 and fabric.

### Birthdays

Families are welcome to send small cupcakes or a cake for birthday celebrations. Please inform your child's teacher the day before bringing the cake to school.

### Clothing and Washing Instructions

Kindergarten and Pre-primary students are required to wear the school uniform and have a spare set of clothing in their bag. The school uses washable, water-based paints, and any stains should be soaked in cold water. School uniforms are available for purchase from Total Uniforms, located on 2 Jensen Street, Geraldton.

### Distress

If your child becomes upset at drop-off, reassure them and leave promptly. Staff will comfort them and contact you if needed. Consistency helps children settle quickly. Parents are encouraged to discuss concerns privately with staff.

## FURTHER INFORMATION

Please refer to our website <https://bluffpointps.wa.edu.au/>



# BLUFF POINT PRIMARY SCHOOL

