



Building brighter futures together

Parent Information Guide



Beenyup Primary Shepparton Boulevard, BYFORD WA 6122 E: Beenyup.PS@education.wa.edu.au



School details

Address: 66 Shepparton Boulevard BYFORD WA 6122

Ph: 9526 6500

School Email: Beenyup.PS@education.wa.edu.au

Website: www.BeenyupPS.wa.edu.au

Facebook: https://www.facebook.com/Beenyup-Primary-103219447689581/?modal=admin_todo_tour

Principal: Rebecca Instance

Manager Corporate Services: Teena Hind

School Officers: Melissa Lipple, Vanita Lawton, Kayla Oakley

Dental Therapy Centre: 9526 6510

School Terms and Important Dates 2025

Term 1	Wednesday, 5 February – Friday, 11 April
Term 2	Monday, 28 April—Friday, 4 July
Term 3	Tuesday, 22 July—Friday, 26 September
Term 4	Tuesday, 14 October—Thursday, 12 December

School Development Days 2025 (staff only - students do not attend school)

Term 1	Monday, 3 February, Tuesday, 4 February
Term 2	Friday, 30 May
Term 3	Monday, 21 July
Term 4	Monday, 13 October

School hours

8.15	Gates and Classroom doors open
8.30	School commences
8.30 – 10.30	Instruction time
10.30 – 10.47	Morning play
10.47 – 11.00	First Break eating (lunch)
11.00 – 1.00	Instruction time
1.00 – 1.23	Afternoon play
1.23 – 1.30	Second break eating (snack)
1.30 – 2.30	Instruction time
2.30	School finishes

Office hours 8.00am to 3.30pm



Principal's welcome

Wandju and welcome to Beenyup Primary School

Beenyup Primary is an Independent Public School in Byford, WA, which caters for children from Kindergarten to Year Six. Beenyup proudly opened its gates in 2020 and our name acknowledges the original Noongar name of Byford and means 'place of water'. Our official artwork, created by Rosie Paine (pictured below), tells our story. The central dotted circle symbolises Beenyup Primary, the heart of our community, and reflects the meaning of our name, 'place of water'. We celebrate the connection between our students, families, educators and the wider community represented as U shapes surrounding our school. The colours depict the Noongar seasons, symbolising the connection with the land.

Our vision is to *build brighter futures together* through high expectations and belonging so that every child, every day, has the opportunity to find joy, be challenged and experience success. Our school's foundation is based on Positive Behaviour Support (PBS) and evidence based instructional practice, with the belief that if we hold all students and teachers accountable to the highest standards, provide academic and social support, then they will rise to the challenge. This is reflected in our moral purpose to empower every student to achieve academic success. All members of our school community strive to be Beenyup STARS, that is, to be safe, tough, ambitious and respectful.

Our passionate team of staff, School Board and P&C, our diverse range families and local community work in partnership to build brighter futures together for our children.

Kind regards,

[Rebecca Instance](#)

Foundation Principal



Building brighter futures together

School Vision

Building Brighter Futures Together through high expectations and belonging so that every child, every day has the opportunity to find joy, be challenged and experience success.

Moral Purpose: Empowering every student to achieve academic success.

Our beliefs about Teaching and Learning

- Every child is everyone's responsibility.
- Every moment counts.
- Every child is entitled to receive a quality education in a nurturing environment.
- Explicit teaching practices and whole school evidence-based approaches contribute to quality teaching and learning.
- Literacy and Numeracy are our core business as they form the foundation of all learning
- Digital Technologies and ICT will be embedded into teaching and learning to enhance learning and support student success skills.
- The school works in partnership with parents and guardians to maximise learning and social outcomes.
- There is a strong link between the outdoor and indoor learning environments at Beenyup Primary. We view our outdoor spaces as equal to indoor space and vitally important for our children's learning. Outdoor learning provides the opportunity for sensory experiences and promotes creativity.
- We have high expectations of ourselves, our students and community in order to build brighter futures together for our children.

Beenyup Way

The foundations of our school are based on providing social and academic scaffolds to support student success and help each of us to shine as a Beenyup STAR. The Beenyup Way underpins the expected behaviours outlined in the PBS matrix of expected behaviours and the rigor of our evidence based instructional approaches.

At Beenyup:

We demonstrate GRIT

G: Guts—We are brave and courageous.

R: Resilience—We bounce back after challenges.

I: Integrity—We do the right thing even when no one is looking.

T: Tenacity—We keep trying when things are hard and don't give up.

- We lead without title
- We have a growth mindset
- We are positive role models

Building brighter futures together

Absences, late arrivals, vacations and attendance

It is a legal requirement for children to attend school. Establishing and maintaining positive attendance of above 90% has been clearly linked to school achievement and success in future studies.

If your child is late to school, please go to the administration office and sign your child in. A late note will be generated to be given to the class teacher. Students who arrive after 9:15am will be marked as absent for the session. Parents of students who are regularly late will be contacted to discuss the situation as patterns of lateness are disruptive to learning. Please note that any child who arrives after the 8.30am siren is late and requires a late note.

If your child is unwell, please provide a written explanation, phone the school or SMS with an explanation for their absence. SMS messages will be sent out automatically to parents at 12.15pm if a child is absent from school. As a school we are unable to support the absence of students for vacations during term time. All vacation leave taken during the term will be marked as an 'unauthorised vacation'. Parents are asked to forward written notice of any vacation leave outlining the dates your child will be away and a valid reason to the principal prior to the leave being taken.

Allergies

Every year there is a growing number of children with severe food allergies. The most common food allergies are to peanuts, tree nuts, cow's milk, eggs, soy and seafood. The symptoms of food allergy range from mild to life-threatening, with anaphylaxis the most severe form of allergic reaction. To minimise risk we will be an 'allergy aware' school. To support the safety of all students within the school we ask that parents DO NOT provide food for their children that contains nuts (including spreads such as Nutella), as for some children this can be life-threatening. Students with severe nut allergies can experience an anaphylactic response just by being in close vicinity to nuts, so although food is not shared, the contents of every student's lunchbox needs to be nut-allergy friendly.

Bicycles and Scooters

The following rules apply to students riding bicycles to school: (Children under the age of 8 years must be accompanied by an adult)

- Families with Bicycles / scooters enter via Gate 2.
- Bicycles / scooters must be kept in the racks provided next to Gate 2.
- Bicycles / scooters are walked (not ridden) on school grounds.
- Suitable safety helmets must be worn by all cyclists/ scooters.
- The school provides an 'all care, no responsibility' policy for all bicycles/ scooters stored in the bike racks throughout the day. Families are responsible for providing a suitable locking device to secure bicycles / scooters.
- Students demonstrate road safety by walking their bicycles/ scooters across the road and the crossing in the Lawrence Way car park.
- Bicycles should be fully equipped with bell, brakes, reflectors etc. and be maintained in good order.
- Students are not permitted to ride e-scooters or bikes to school / store them in the bike rack.
- For easy identification, the engraving of an appropriate driver's licence number on the frame is advised by the Police Department.

Behaviour - Positive Behaviour Support

Beenyup Primary School has a comprehensive Behaviour Education and Management Policy. We believe that every child has the right to feel safe at school and every child has the right to learn. We positively reinforce desired behaviours and value the partnership with parents and will communicate consequences for behaviours that are disruptive or harmful to others. Our matrix of expected behaviours reflect our key values based on being a Beenyup STAR.



- S** - Safe
- T** - Tough
- A** - Ambitious
- R** - Respectful

Brilliant Kids Morning Tea (Pre Primary—Year 6)

Each term two students from each class are nominated by their classroom teachers to be invited to our Brilliant Kids Morning Tea for consistently demonstrating our school values, following our behaviour expectations and always trying their best. Whilst the students are enjoying a delicious morning tea, the students have the opportunity to share with the Principal / Deputy what they really like about our school and how we can work together to make it even better.

Booklist and Student requirements

Parents are expected to provide personal items used by the child at the commencement of the school year. These consumables are used continuously and will need to be replenished by parents as the year progresses. Booklists are available for each year level as required. All students require the AVID learner and for years 3—6, the Spelling Mastery book from Champion.

Canteen

Beenyup Primary Lunch Bar offers lunch and afternoon tea every Wednesday and Friday. You can place your orders on the Spriggy Schools App and order up to 5 weeks in advance. Please also join the Beenyup Primary Lunch Bar Facebook Page to keep up to date with Lunch ordering at Beenyup Primary.

To get started:

1. Download the Spriggy Schools app and register
2. Add a profile for each of your children, making sure you select School Name and your child's class
3. Start placing your lunch orders

Collecting students during school hours

Parents, carers or an authorised person wishing to collect students during school hours must go to the Administration Office with identification first, where they will be issued with a Student Release form. This will ensure that appropriate adults are collecting children from the school. If parents require a friend or relative to collect any child on their behalf and are not on the list, a email, phone call or something to this effect is required. Children under the age of 18 are not permitted to collect students prior to 2.30pm. Teachers are not permitted to release students unless this procedure has been followed.

Collecting Kindy and Pre-primary students at the end of the day

Please note that Kindy and Pre-primary children will need to be collected by an adult (18 years or older). If parents require a friend or relative to collect any child on their behalf, a signed note to this effect is required wherever in advance. In emergencies, a phone call to the office is fine. If the adult collecting your child is unknown to the school, they will be required to provide proof of identity before your child will be released to them.

Communicable diseases

It is possible that at some time during a child's school years, he or she may contract one of the common diseases of childhood.

Parents are asked to note the exclusion periods for particular diseases. The following exclusion period details are provided by the Health Department:

Child may return to school no less than five days after starting antibiotic treatment or at least 14 days from onset. (Notifiable diseases are those which must be reported by a medical practitioner to the Health Department of Western Australia)

Further information may be obtained by contacting the Department of Health on 9388 4999

Chicken Pox:	Child may return to school (if well) after all blisters have crusted – usually about ten days from onset.
Conjunctivitis:	Child may return to school when discharge has stopped.
COVID-19	Child may return to school when symptoms have subsided.
Influenza:	Child may return to school when symptoms have subsided.
School Sores:	Child may return to school if under treatment and sores (Impetigo) are covered.
Measles:	Child may return to school no less than seven days from appearance of rash. (Notifiable)
Mumps:	Child may return to school (if well) no less than fourteen days from onset. (Notifiable)
Head Lice / Nits:	Child may return to school after effective treatment has been administered to destroy all live head lice and the majority of the eggs.
Ringworm:	Child may return to school if they are no longer likely to convey the infection. At least one day after effective treatment has commenced.
Rubella:	Child may return to school when symptoms have subsided – at least four days after onset of rash. (Notifiable)
Pertussis (Whooping Cough):	Child may return to school no less than five days after starting antibiotic treatment or at least 14 days from onset.

Communication with the school

We believe that our children benefit the most from strong partnerships between home and school. Parents are welcome to make contact with the school to discuss student progress or problems at any time although it would be appreciated if a mutually convenient time can be made, by appointment. Parents are invited to attend our assemblies or to participate in special activities or functions that are held during the course of the year - i.e. ANZAC Day Service, Sports Carnivals, etc.

Our communication with you will occur in a number of ways:

- **Compass** – The Department of Education Portal - secure log in. Classroom teachers and Administration will use this as the primary method of communication. Please ensure that you inform us of any changes to your email address so that our records remain up to date. Your email address is used to connect you with us on the Compass App. The Compass library contains information about school policies, notes and term planners.
- **Website** – Our website contains a range of information about our school – policies, processes, Board meeting minutes, newsletters and event information.
- **Emails** – Beenyup PS encourages the use of emails to communicate with parents regarding important school and class information. Parents are able to arrange or make an appointment to personally discuss matters with their child's teacher.
- **Facebook** – Promotion of events and celebrating events at Beenyup Primary School.
- **SMS** - absentees and merit award notifications.
- **Beenews** – (our newsletter) twice per term accessed via the website and Facebook.

Communication overview for families

The partnership between home and school plays a vital role in the education of children at Beenyup Primary. We are committed to providing quality education in a safe, inclusive and caring learning environment. We value working together with parents and families as critical partners in student learning outcomes. Classroom teachers should be the first person a parent / carer contacts regarding concerns and questions.

Please refer to the school's complaint handling guide for parents on our website if you have concerns that have not been resolved with your child's teacher.

Department of Education's Connect and Respect Expectations

What parents and carers should not expect from our schools

Our staff have families and personal lives too, and like all professionals, work at their best when they have a quality work-life balance. Parents and carers should not expect:

- school staff to return calls after work hours
- emails to be answered in the evenings or weekends
- access to teachers' private phone numbers or emails
- staff to meet with parents and carers, without an appointment, during a school day
- to be allowed on a school site if you have harassed or been aggressive towards school staff.

You should contact your child's school if:

- you have concerns about your child's academic or social progress
- medical issues arise or diagnosis changes
- there are changes in family circumstances
- there are safety issues or changes in behaviour at home
- social issues arise that could impact the safety and welfare of students at the school
- you want to make or reschedule an appointment.

Communication that interferes with teaching and learning

- speaking to staff disrespectfully or aggressively, especially in front of your child or other students
- expecting to meet with staff during the school day without an appointment
- visiting the classroom during the teacher's preparation time before school
- using social media platforms inappropriately and disrespectfully
- malicious or judgmental gossip
- By everyone playing a part in providing safe, positive learning environments and opportunities for our students, we enable them to be the best they can be.

Parents/families to the school:




Method	Purpose
Compass	Direct contact with the classroom teacher about your child's academic progress, behaviour and general classroom based enquiries as well as keeping up to date with what they are learning.
Face to face	More complex / emotional situations are best addressed in person by requesting a meeting.
Beenyup PS email address	Enquiries to the school office staff regarding absenteeism, booking meetings, school applications and general administration enquiries.
Phone calls to front office	Enquiries to the school office staff regarding absenteeism and general administration enquiries. Requesting an appointment for a meeting.
Written notes (absenteeism)	Provides the school with a reason as to why your child is absent from school - in accordance with the Department of Education and our school's Attendance policy.
SMS notifications re: absenteeism	Provides the school with a reason as to why your child is absent from school.
Completion of class placement additional information for consideration forms	Provides additional information for consideration to support school staff in planning the following year's class placements.
School Surveys	Provides parents / caregivers the opportunity to give anonymous valuable feedback in a range of areas to support school improvement planning.

Teachers/School to Parents/Families:

Method	Purpose
Compass	Compass is the primary online communication tool we use with parents which is easily accessible, effective and timely. <u>School</u> – whole school events and notifications, school policies and processes. <u>Class</u> - used to share individual and class learning frequently throughout the year and class upcoming excursions and incursions. Compass is also used to communicate individualised student information with parents and/or caregivers.
School website	Provides information about the school to parents – current and prospective.
School Facebook page	Celebrate key events, ideas and achievements to the wider community.
Beenews	Provides an overview of student learning and events occurring in the school. There are 2 editions per term.
Meetings (face to face)	There may be some situations which are best addressed in person such as discussion of concerns, progress, documented plans or changes to your child's medical conditions. Meetings are by appointment.
School Emails	To communicate information to relevant stakeholders on an as needed basis.
Formal notes / letters	To communicate individualised student information with their parents and caregivers through a more formal approach.
Parent/Teacher Interviews	To provide an opportunity for face-to-face communication of specific academic and behavioural progress of their child.
Summative reports	Provide parents with a formal record regarding the progress and achievement of their child's learning across curriculum areas.
Assemblies	Opportunity for classes to showcase what they have been learning; receive consistent messages about the school's vision and priorities, P&C news and events coming up.
Case conferences / Attendance meetings (LST)	Opportunity to build the link between home and school. The Learning Support Team meet with parents to discuss and review learning / behaviour progress and strategies, additional support and intervention required / available.
Phone calls	Supports building positive partnerships with parents by communicating individualised student information with parents and/or caregivers, setting up meetings etc.

School to community – Business Plan, Annual report, School Board, P&C meetings, Schools Online, website, Facebook, external media sources.

Department of Education's Connect and Respect Engagement Expectations

Respectful engagement	It is expected that parents and carers and/or visitors to our schools will:	Parents and carers and/or visitors to our schools demonstrate this by:
Culture 	<ul style="list-style-type: none"> recognise every student is important to us contribute to a respectful school culture promote and model good behaviour work together with staff to resolve issues or concerns respect the right of staff to disconnect from work outside of school hours share responsibility in creating safe and secure learning environments 	<ul style="list-style-type: none"> respecting the diversity of our schools and the right to an education for every child always communicating respectfully about our schools and our staff not engaging in malicious or judgmental gossip in person, in writing, or on social media; about our students, staff and school community members raising concerns early with a staff member, the principal or the Department of Education directly understanding sometimes compromises are necessary, to find an acceptable solution to concerns raised understanding that obstacles, barriers and disappointments are part of the growth journey supporting children and young people to work through difficulties and build resilience
Communication 	<ul style="list-style-type: none"> be mutually respectful act as positive role models actively help to solve concerns use the school's communication channels and processes to address concerns 	<ul style="list-style-type: none"> appreciating that school staff may not be available to respond immediately knowing that staff will respond to appropriate communication when they are able requesting a meeting to discuss any concerns about your child's education – allowing staff time to prepare and appreciating their time may be limited not using offensive, insulting and derogatory language; and inappropriate conduct being kind when interacting with others
Collaboration 	<ul style="list-style-type: none"> work with the school to provide a safe and productive learning environment ensure your child attends school ready to learn know and support the school's Student Good Standing Policy schedule meetings at an agreed time, for an agreed purpose 	<ul style="list-style-type: none"> maintaining professional relationships that are open, honest and respectful taking responsibility for your child arriving and leaving school safely on time every day supporting your child to understand and follow the Student Good Standing requirements scheduling an appointment to meet with the teacher or principal

Building brighter futures together

Complaints

We encourage all parents to speak to their child's teacher about concerns they may have. After doing so, lodge a complaint, they are asked to follow the school's complaint process. This policy is available on our website.

Contributions and charges

The total amount of contributions parents and carers are being asked to pay for students at Beenyup Primary School is \$60 per child, regardless of which class they are in. This amount is in line with the School Education Regulations 2000.

The quality of our teaching and learning program will be maximised when each family makes its contribution to the cost of supplementing funding gained from other sources, including the State and Commonwealth Governments. It is vital that the parent community support our aim to provide a wide range of high quality teaching and learning resources for our students.

NOTE: The cost of schooling, including instruction, administration and establishment and maintenance of buildings are met by government funding. The Education Act 1999 allows government school budgets to be supplemented by local fundraising and prescribed contributions and charges to further enhance the learning experiences of children.

Payment methods:

Beenyup Primary School provides a number of options to assist parents when making their financial contribution.

Option 1

Payment can be made when paying for the Student Requirement List (Booklist).

Option 2

A single contribution of \$60 (can be paid at the school office or by bank transfer).

Option 3

Two payments, each of \$30 made in the first week of each semester.

Option 4

Payment plan available and discussed with Manager of Corporate Services.

The school accepts the following methods of payment for contributions, excursions/incursions and charges:

- **EFTPOS** facilities available
- **Direct debit via internet banking**
Account Name: Beenyup Primary School
(Please use the student's surname and room number as reference)
BSB: 066 040 Account Number:1990 5704
Reference: Student surname, initial and room number
- **Cash/cheques** – paid at the front office in a clearly labelled, sealed envelope. Please note, the office does not carry change.
- **Note:** Cash cannot be given to the classroom teacher at any time.

Assemblies

Assemblies are held three times a term on Friday mornings commencing at 8.40am. Assembly dates will be noted on the term planner. Copies of the term planner are available on our website.

Address / contact details change

If you change your address or phone number, please contact the school office as soon as possible.

Dental Therapy Unit

We have a Dental Therapy Unit on site at our school. The Dental clinic's contact number is 9526 6510 and they are open Thursdays and Fridays from 8am—4pm (closed between 12:45-1:15pm).

Dogs and other animals on school premises

In the interest of student health and safety, dogs and other animals are not permitted on school grounds. This applies to dogs either unrestrained or on a leash. Parents are requested to ensure that their dogs do not follow children to school. The Ranger will be contacted to remove dogs from school premises.

Educational visits – excursions and incursions

Excursions and incursions enrich the teaching and learning experiences for our children. The school endeavours to provide a balance of activities to complement these programs. Parents are advised of any forthcoming excursions/incursions and any associated costs. Information and requirements for these are outlined in class notes and via Compass well in advance of the event and costs are kept to a minimum. Please refer to the Contribution and Charges Schedule for the current year as a guide. No late payments will be accepted.

Enrolment procedures

Enrolment forms are available from the administration office or our website and queries for enrolment are welcome. Basic documents that are required for enrolment are:

- Birth Certificate or extract or other identity documents if applicable
- Immunisation Certificate
- Court orders (if applicable)
- Visa (if applicable)
- Proof of residential address

Emergency contact

Every attempt will be made to contact parents in the event of an emergency; however, parents are requested to ensure that the emergency address and number registered on their child's admission card is kept up to date. If this is done, unnecessary delays for medical attention will be averted. Working parents are requested to keep the school informed of their employment address and contact number.

Emergency evacuation plan

In the instance of an emergency, teachers, students and any parents at the school will come under the direction of the principal or the authority in charge. We have plans in place to cover all reasonable emergencies and regularly engage in drills to ensure the effectiveness of these plans.

In the event that we must evacuate off site, parent / guardians will be informed, and collection of students will only be from the off-site venue.

Head lice

We ask that all parents regularly check their child's hair for head lice. If children are found to have head lice or eggs during the day we will contact parents. Children may return to school once treatment has occurred and there are no remaining eggs or live lice. If an outbreak occurs, all parents in the class will be notified allowing preventative action to be taken. Hair at or longer than shoulder length must be tied back.

Health

Children's health needs are supported by a team of qualified professionals. These include:

- A registered nurse attached to the Health Department who makes regular visits to the school to conduct health checks.
- A school psychologist who provides a range of services to children, parents and teachers. There is a referral process the class teacher will use.

Homework – Home Reading

At Beenyup Primary School we believe homework should be a meaningful and worthwhile experience for students. We acknowledge the need to achieve balance between work and play. Homework is primarily home reading (for pleasure and fluency) but may also include activities:

- Basic facts
- Research work- questioning/interviewing/investigating/creating/surveying tasks

Homework – Home Reading (continued)

Practice: in reading aloud is very important for literacy development and regular home reading will positively impact on your child's reading development. We use the Pause, Prompt, Praise method when listening to our students read. When your child is a beginning reader and has difficulty with a word, the following has been proven to be the best way to help them.

Pause: for around 3-5 seconds. This is important because children can often self-correct if given the time. They read more slowly than we do and need the time to work it out. If we jump in too quickly, not only do we make them self-reliant on us to help them, but we undermine their self-confidence.

Prompt: if the child cannot self-correct, we can offer them a phonic prompt.

- The first prompt should be a phonic prompt. "What's the first sound in that word?"
- If they still can't get it, sound the word for them with a slight pause between each sound e.g. f - r - o - g. Encourage your child to sound out and then blend the word.
- You could also identify the first sound and encourage them to sound out the rest or break the word into syllables. It may be useful to cover the word and reveal it slowly, looking at the sounds or the sections of the word.

Praise: is an important part of reading and you should give specific praise when they have corrected an error or read the word correctly after a prompt. Praise should be specific e.g. "You figured that out by yourself" or "You sounded that out with only a little bit of help."

Illness, Injury and sick children at school

If your child is unwell before arriving at school, it is recommended they be kept home. To minimise the risk of infection, the Department of Health recommend that if your child has been vomiting they be kept home for 24 hours once these symptoms have ceased. If your child becomes unwell or is injured at school, they will be taken to the medical room for basic first aid. Parents will be contacted if deemed necessary. A parent/guardian will always be contacted in the case of a head or neck injury.

The school is unable to look after children who become sick during the day. Where such an instance occurs or where a child is injured during the day, parents will be contacted, and arrangements made for children to go home.

***It is important that the office has up to date details of the family's current
EMERGENCY CONTACT numbers.***

In Term Swimming Lessons

Each year children from Pre-Primary to Year 6 are offered swimming lessons held during term time. Whilst no tuition fees are charged for these lessons, parents are responsible for the cost of a bus transport and pool admission charges. Details about our swimming lessons will provided when they become available.

Lost property

All lost property will be kept outside the school library in school hours. Items of lost property may be collected from the lost property box before school each day. All school clothing and items of property brought to school should be clearly labelled.



Building brighter futures together

Medication – policy and procedures

It is important to inform the school if your child has a medical condition which may affect their daily health and wellbeing e.g. asthma, diabetes, allergy to bees or nuts etc. Please inform the administration team of any such conditions so that an emergency plan or daily medical plan can be created if required.

If your child's health needs change you must inform the school administration immediately. This will allow the school to make changes to an existing plan or develop a new plan if needed.

If your child requires medication that needs to be administered at school, parents / caregivers are required to:

- Complete a "Student Medication Request".
- Provide a "Medication Instructions from Prescribing Doctors" form completed by the Medical Practitioner. This form must contain details of the circumstances for the appropriate use and/or application of the medication. Forms are available from the school office.
- Deliver medication to the school office. Medication will be signed in and out of the office.
- All medication must be presented in a clearly labelled container showing the name of the medication, the name of the student and the appropriate dose and frequency. Medication will only be accepted when parents/guardians adhere to the policy.

School staff will administer or supervise administration of prescribed medication in accordance with the instructions or advice of the medical authority.

All medication will be stored in the school office except for **Epipens** and in some circumstances, asthma reliever puffers, which will be kept in the classroom with the child's teacher.

Mobile phones

Children are not permitted to use mobile phones while at school. All communication between parents and students during school hours will occur via the school's administration. If parents decide to provide a mobile phone for their child to use on the way to and from school, the following conditions must be adhered to in accordance with school policy:

- Mobile phones are turned off and given to the front office upon arrival
- Mobile phones collected at the end of the school day
- The school is not liable should your child's phone be lost, damaged or stolen

Money collection

Every endeavour should be made for the correct money to be given when paying for excursions. All money brought to school for class excursions and amenities should be sealed in a school payment envelope with the following details clearly marked:

- Student's name
- Class Teacher
- Amount enclosed
- Purpose

Payment envelopes are to be placed in the post box either inside the front office reception or outside the School Administration Office before school. EFTPOS / direct deposit is available at the front office. Alternatively, payments can be made via direct deposit –

BSB: 066 040 Account Number: 1990 5704

No Hat, No Sun

Beenyup Primary has a 'No hat, no sun' policy that is implemented throughout the whole year. Please ensure your child's school hat is in their bag at all times and has their name clearly labelled. Please note that wearing a school hat is linked to Good Standing

We also encourage the application of sunscreen before the student attends each day.

Term planners

Term planners will be available via our website and Facebook. Hard copies of our term planners are also available in the office.

Technology

Beenyup Primary provides a well-resourced learning environment for students. The school has set up its technology platform exposing students in Years K – 2 to an Apple platform (iPads) and students in Years 2 – 6 to Apple (iPads) and Windows (Laptops) platforms.

- Our core business is focussed on improving literacy and numeracy in the context of a well-rounded education.
- Beenyup PS has a focus on using technology where it will enhance student learning.

Parent / Teacher meetings

Our team of dedicated teachers are committed to working in partnership with parents and caregivers. Meetings can be booked with your child's teacher to ensure sufficient time to discuss any concerns properly.

Parents and Citizens Association (P&C)

The P&C is a wonderful example of how our hard working parents and caregivers come together to work as a team to build brighter futures for our children. P&C Associations provide parents and community members with an opportunity to promote the interests of the school through assisting in the provision of resources, facilities and amenities for the school; and bringing parents together to share information. It is a fantastic way to meet parents, make connections and get involved in school life! We encourage all families to become involved. At the beginning of each year, the P&C hold an Annual General Meeting (AGM) to vote in office bearers and members of the Executive Committee so that we can have a P&C.

Parking and Road safety

We have a large carpark on Lawrence Way for parents / caregivers. The first carpark (closest to the roundabout) on Shepparton Boulevard is also available for families and visitor parking. Families accessing the Before and After Care service provided by OSH Club should park in this car park. The following procedures have been adopted in the interests of student safety:

- Do not make U-turns in the streets surrounding the school.
- Do not mount the kerb on any roads.
- If collecting or delivering children in person, please walk on the pathways – do not walk through the car park.
- Please reverse park when parking in the parents and visitors carparks.
- ACROD permit holders may park at the front of the school on Shepparton Boulevard in the disabled parking bays.



Kiss and Drive

Beenyup Primary School has developed a new Kiss and Drive Zone along Shepparton Blvd which is designed for your convenience and for your child's safety. The aim is for parents and carers to have a quick entry and exit to ensure the safety of all children.

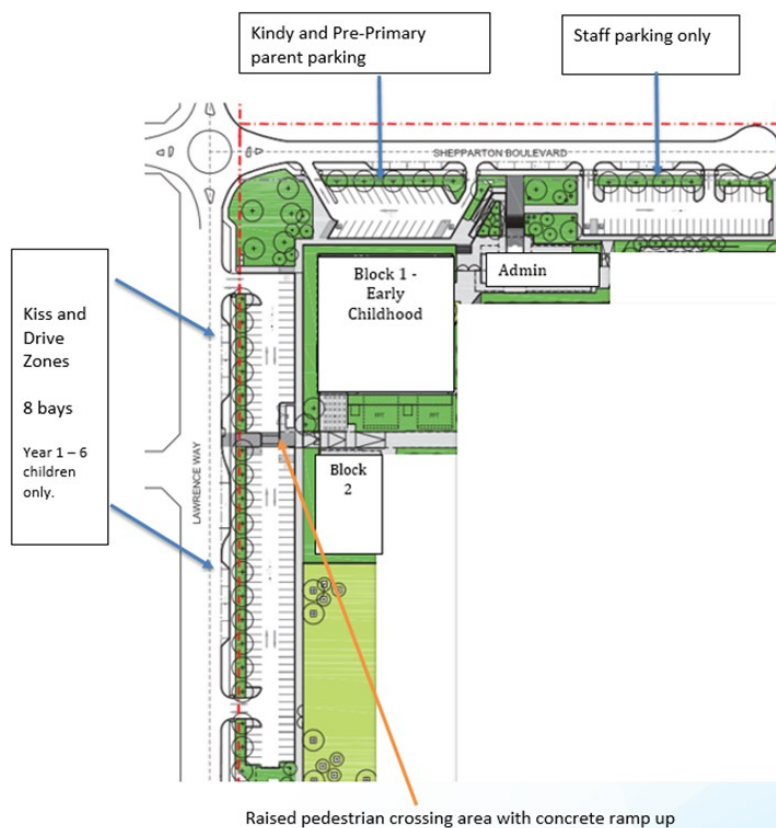
This will minimise congestion and risk when used properly by all parents and carers, and will operate under the same conditions as no parking zones, which means you may stop to drop off or pick up children for a maximum of 2 minutes. You're required to remain in, or within 3 metres of, your vehicle.

The following simple rules apply:

- No parking / standing at any time
- Set down & pick up only - 2 minute max
- Move forward to front of Kiss & Drive bays
- Drivers must not leave vehicle
- Children enter / exit passenger side only
- School bag to be in car - not in boot
- Indicate when exiting this zone

Please be courteous to others

The map below is how the Kiss and Drive is designed to work. This is on Shepparton Blvd.



Pastoral Care

Central to everything we do is the safety and wellbeing of all students academically, socially and emotionally. We aim to develop and implement processes that enable us to identify and cater for the individual needs of all students. As part of this we will be implementing the "Friendly Schools Plus" program which is a whole school approach for social and emotional wellbeing. The overarching goal of this initiative is to bring the entire school community together to

Building brighter futures together

Social and Emotional learning and Pastoral Care

Central to everything we do is the safety and wellbeing of all students academically, socially and emotionally. We aim to develop and implement processes that enable us to identify and cater for the individual needs of all students. There are a range of ways in which we support social emotional learning.

Whole school approaches

- PBS
- Zones of regulation
- Friendly Schools Plus
- Morning Meetings
- First six weeks of school
- Restorative approach
- Protective behaviours

Specific pastoral care programs

Provided by our Chaplain:

- Be You Girls program
- Be Tough Boys program
- Seasons for Growth

Provided by a community group:

- DRUMBEAT
- Everyday Matters

Please refer to our website to learn more about these processes and programs.



Building brighter futures together

Reporting to parents

At Beenyup Primary School, reporting is a regular part of the teaching and learning process. We value strong partnerships between home and school. Ongoing communication throughout the year is critical to ensure parents / caregivers are kept informed of their child's progress. If your child is experiencing difficulties, the classroom teacher will be in contact as soon as this is apparent.

The school will use a variety of methods to report student achievement and progress, ranging from informal reporting as needs or opportunities arise, to formal reporting undertaken in structured ways at certain times of the year. Individual parent meetings are available as requested or when required throughout the year. Semester reports will be sent through Compass.

Term 1

- Class newsletter / meeting
- Parent—Teacher Conferences

Term 2

- Summative Semester Report

Term 3

- Learning Journey

Term 4

- Summative Semester Report



School Board

As an Independent Public School, our School Board is made up of parents, teachers, community members and administration staff (Principal and Deputy). Parents are encouraged to nominate for positions when they are advertised. Comprehensive School Board training is provided for our Board members. Please refer to our website for the current list of Board Members.

The responsibilities of the Board are to:

- Work within the Department of Education's relevant legislation and regulations
- Note the annual school budget
- Assist with the formulation of the Codes of conduct
- Provide advice to the Principal on religious education and related activities
- Be positive ambassadors for our school – create interest, within and across the community about our school
- Approve fees, charges and contributions and items of personal use (booklists) as well as extra cost options
- Participate in a review of the performance of the school
- Approve arrangements for sponsorship or advertising
- Hold one open meeting each year to report to the school community

The School Board does not:

- Manage the day to day running of the school
- Intervene in the educational instruction of students
- Performance manage the Principal or any staff member
- Discuss individual issues relating to teachers, staff or parents – these are the responsibility of the Principal
- Represent specific interest groups or permit special interests to dominate the agenda of the Board.

School Playground Rules

- We always wear a hat when playing outside - No hat, no sun
- We are safe and fair
- We walk through the school on paths and paved areas
- We can only take our shoes off for the sandpit and the main playground
- Water from the fountain is for drinking only.

At Beenyup Primary, we have rules for expected behaviour for each play area as part of our PBS approach.

Building brighter futures together

Beenyup Primary uses behavioural and organisational routines across Kindy to Year 6 to reduce cognitive load for students, enhance teaching and learning time and to support an orderly learning environment. Two routines which we use are SHARP lines when moving through the school and SLANT listening.

SHARP lines

As part of our whole school approach, we move around the school in an orderly manner in SHARP lines. SHARP stands for:

Straight lines

Hands by side

Attention to the front

Respect to others

Personal space

SLANT

As part of our whole school approach, we use the term 'SLANT' to prompt students to focus when someone is speaking. SLANT stands for:

S Sit up

L Lean forward

A Ask questions

N Nod your head

T -Talk to the teachers

-Track your eyes

-Take notes

Smoke and Vape Free Zone

The school would like to remind all parents and community members that the school buildings and grounds are strictly smoke and vape free zones. Parents visiting the school are not permitted to smoke or vape within the school grounds.

Student placement policy

The forming of classes for each school year requires careful planning. Beenyup Primary School has a process in place for allocating students into classes each year. The Class Placement policy explains this process (available on website). All parents are invited to submit information for consideration in early Term 4. Final placements are at the discretion of the administration.

Uniforms and dress code

The Beenyup Primary School uniform plays an essential role in promoting a sense of belonging, student pride, developing self-confidence and establishing a positive identity within the community. At Beenyup Primary, acceptance of enrolment denotes an agreement between the parent and the school that the student will dress in accordance with the school's uniform policy. Every student is expected to comply with the uniform policy in the same way that they are expected to comply with all school policies. The uniform policy includes the wearing of a hat throughout the year as our "No Hat - No Sun" policy will continue throughout the whole year. It is an expectation that students are dressed in uniforms that are neat, tidy and clean at all times.

To avoid any loss and inconvenience, all clothing should be labelled.

When a student is not wearing uniform, they will need to report to the Office for a uniform pass which is linked to Good Standing. Students who receive more than 5 uniform passes during the term will be ineligible to attend our whole school reward play which is not an essential part of the educational program for students.

School Faction shirts can only be worn on Wednesdays (unless an excursion or special event has been scheduled) and for School Sports Carnivals.

Uniforms are available for purchase online on the Uniform Concepts website: <https://www.nellgray.com.au/> and can also be viewed / purchased in-store from the Jandakot store.

24/26 Solomon Rd Jandakot WA 6155

T: 08 9270 4650

E: jandakot@uc.nellgray.com.au

Building brighter futures together



Our uniform consists of the following:

Item	Acceptable Uniform
Shirt	Beenyup PS short sleeve polo with school logo School polo must be worn under school jacket In winter, a plain black long sleeve t-shirt may be worn underneath the school polo with the school jacket on top if required for extra warmth. If the student becomes warm, the long sleeve top must be removed – it is not acceptable to wear this without the school jacket on top.
Jacket	Beenyup PS microfibre jacket with school logo
Shorts	Beenyup PS black microfibre shorts with school logo Students are permitted to wear plain black (not branded) microfibre shorts (the same as the school logo shorts) during the school week; however, the official school logo shorts must be worn for all school events such as excursions, assemblies, photos, graduation etc
Hat	Beenyup PS charcoal bucket hat with school logo
Pants	Beenyup PS or plain black microfibre pants
Skort	Beenyup PS black skort with school logo
Socks and stockings	Plain black opaque stockings may be worn in winter with the school skort Ankle socks
Jewellery	A small wristwatch may be worn Small studs or small sleepers may be worn A small religious symbol on a delicate chain may be worn (with the understanding that every effort but no responsibility will be taken by the school if lost / damaged/ stolen)
Make up, nail polish and accessories	No make-up or nail polish is to be worn No fashion accessories are permitted
Shoes	Closed in shoes appropriate for sport (runners/sneakers – not skate shoes) are required to be worn at all times Please note that footwear with flashing lights are not permitted
Hair	Hair at or longer than collar length needs to be tied up, preferably using school coloured hair ties and clips Oversized hair accessories such as bows, clips and headbands are not permitted Only natural hair colours permitted

Valuables and personal property

Toys and expensive personal property are to be left at home. The exception is when a teacher has agreed for an item to come to school for a specific purpose such as an oral presentation. Please note that all care but no responsibility will be taken.

Visitors

To create a safer and more secure school environment all visitors, contractors and volunteers are required to sign in at the front office and collect a visitor sticker to be displayed while on site.

All volunteers in classrooms or on excursions must sign a Confidentiality Declaration Form through the Classroom Teacher and when required, provide a current Working with Children Card.



Kindergarten students

As part of our commitment to building brighter futures together, at Beenyup Primary, building relationships is a priority. We understand that strong relationships between educators and children are crucial in ensuring the success of every child.

Our Early Childhood Program is based on the belief that children learn best through purposeful play underpinned by explicit teaching. Children are engaged in authentic, meaningful learning experiences through planned, proactive and intentional play-based learning combined with explicit and direct instruction. We embrace culture, family and relationships within and beyond our community as major influences in a child's learning.

Developing a solid foundation of learning in the early years is vital to our children's development and future success. Developmentally appropriate practices aligned with our whole school approaches allow our educators to nurture each child's social, emotional, physical and cognitive development underpinned by high expectations. Our high-quality teaching and learning programs are guided by the Early Years Learning Framework and National Quality Standards (NQS) and follow the Western Australian Curriculum, with a strong literacy and numeracy focus.

Groups

Mirda (Red) Group - Monday, Tuesday and alternate Wednesday

Wooyan (Blue) Group - Thursday, Friday and alternate Wednesday



Attendance

- Doors open at 8.15am with the day formally starting at 8.30am when the siren sounds. Students are encouraged to engage in morning routines in preparation for the school day.
- Please encourage your child to be independent during drop off and pick up times by being responsible for their belongings and tasks. Part of this means that your child should carry their own school bag.
- Once you have enrolled in our Kindergarten Program it is compulsory to attend. Regular attendance is encouraged to establish good attendance patterns for the future.
- All absences need to be explained. The school can be notified on the day if your child is too unwell to attend, or on the day they return to school.
- At the end of the school day, please remain outside the door until we indicate that the children are ready.
- **PICK UP ARRANGEMENTS** - If someone other than a parent or guardian has been organised to pick up your child (not during school hours) and are not on the list, a email, phone call or something to this effect is required. If notification has not been supplied to the teacher, students will not be released to anyone other than the authorised parent or guardian.

Please note that siblings or anyone under the age of 18 are not permitted to collect kindergarten or Pre-primary students. If the class teacher does not know the person collecting your child, they will be asked to provide photo identification. If you need to collect your child before the end of the school day you will need to sign them out from the front office before they can be released by staff from their class.

The Kindy program is an important part of the transition between home and formal education. The overall aim of the program is to develop each child at his/her own rate, within the four developmental areas:

Physical	Cognitive/Mental	Social/Emotional	Language
Fine motor skills Gross motor skills	Problem solving Inquiry Experimentation Hypothesising Researching	Interpersonal skills Intrapersonal Skills Work Skills Independence	Oral Language Phonological Awareness Comprehension Oral Narrative Semantics

As well as promoting growth in these developmental areas, the program encourages individuality and independence and aims to enhance each personality to its fullest. The child whose “self” is respected is the one who will have the confidence and desire to succeed in future schooling and future life.

Play

Purposeful play based learning is a core component of our Kindergarten program.

- **Play contributes to children’s emotional development**
Play helps children overcome their fears and develop feelings of belonging. Play has great benefits for social development.
- **Play provides opportunities for children to understand social rules**
Children learn to cooperate, negotiate, resolve conflicts, practise leadership skills and learn self-advocacy
Play contributes to the development of active, healthy bodies
Encouraging free, physically active outdoor play has been recognised as an important strategy for dealing with issues of children’s obesity. Our program also incorporates intentional development of fundamental movement skills.
- **Play facilitates language and literacy skills**
Play increases children’s vocabulary, their understanding of the double meanings of words and provides the basis for story structures. Research shows a close link between symbolic play and literacy development.
Pretend play with peers helps children develop the same kind of representational thinking that’s needed in early literacy activities.
- **Play contributes to the development of early mathematical concepts and skills**
Play helps children learn about spatial relationships (proximity, direction, shapes etc) and number concepts.

Outdoor Learning

The outdoors is an essential part of the learning environment for children, providing experiences to explore, solve problems and opportunities to discover their capabilities outdoors. Outdoor learning provides for the development of self-awareness and self-confidence as children gain control over their movement and balance; and test their skills and strength in a variety of situations. It provides children opportunities to explore their environment and use the environment appropriately.

Outdoor learning time is:

- Planned outdoor learning centres catering for all developmental areas.
- An extension of the indoor learning program when possible.

Writing skills

We explicitly teach Kindergarten students how to correctly hold a pencil during this prewriting phase of development. An incorrect pencil grip can lead to writing problems later on. Throughout the year students will experiment with writing and the concepts of print. South Australian Beginners Font is taught in the early years at Beenyup Primary School.

Learning to read and write

Pre-lit

PreLit is a systematic, skills based early literacy preparation program for Kindy children which focuses on two aspects of Literacy that are fundamental to early reading success: oral language and phonological awareness. There is also a focus on print awareness. PreLit supports the principles of the Early Years Learning Framework. Each lesson is divided into 2 main concepts:

- **Phonological Awareness:** this aims to increase children's ability to hear sounds and patterns in speech.
- **Shared Story Book Reading:** this aims to develop children's oral language skills.

At the start of Term 4, we begin Sounds Write Unit 1 preparation. This is using Unit 1 words from Sounds Write and PreLit words. (Only using word building and symbol search.)

Daily Reviews

As part of our whole school approach in English students engage in a Daily Review for Literacy which aims to consolidate knowledge and move it from short term to long term memory.

Heggerty

Heggerty is a whole school approach from K-2 which involves explicit instruction of phonics and phonemic awareness for early literacy skills.

Oral language

Oral language underpins the development of early learning, which is why our teachers create an environment that provides rich and meaningful opportunities to talk for a range of purposes. They Teachers explicitly teach the components of different types of speech such as public and private, planned and unplanned, formal and informal, monologue and dialogue

At Beenyup Primary we do not 'do news'. Over the term there are planned opportunities for each child to share with the class which follows a clear format and purpose that is clearly communicated to parents and reflected in planning. Parents are encouraged to talk with their children about the topic (object and event based) they may be speaking about.

JARS (joint action routines) provides opportunities to target language in meaningful contexts. JARS provides an opportunity for students to practise communication skills in everyday situations and students learn how daily living routines and play scenarios are sequenced, word meanings and vocabulary, how to initiate, listen and respond in a conversation as well as turn taking, eye contact and greetings.

Writing

We explicitly teach students how to correctly hold a pencil during this prewriting and early phase of development. An incorrect pencil grip can lead to writing problems later on. Throughout the year students will experiment with writing and the concepts of print. South Australian Beginners Font is taught in the early years at Beenyup Primary School. We use Talk4Writing as a whole school approach from K – 2.

Peggy Lego is a systematic way of teaching prewriting patterns. This includes a story for each pattern, gross motor activities, a sensory/tactile activity and a visual and verbal cue for the pattern. When the correct motor pattern is in place, it allows students to correctly form letters of the alphabet in the junior primary years.

Mathematics:

Kindy at Beenyup follows an adjusted version of the whole school instructional model lesson structure to develop early numeracy skills. This includes a daily review, explicit concept development, a focus lesson and plenary.

Parent responsibilities

Prior to coming to Kindergarten, parents have been the main educators of their children. Once a child commences Kindergarten, parents can look forward to working in partnership with our dedicated team of staff with this ongoing educational process. It is this support that makes for a successful program and happy atmosphere. Many parents ask about their responsibilities during the Kindergarten year. In general, they can be listed as:

- To take an active interest in activities.
- To be prompt when dropping off and collecting children.
- To assist in rostered duties and any other way you can.
- To inform teachers of any medical conditions and/or circumstances which may affect their children.
- Ensuring your child gets a good night's sleep before school days and that they eat a good breakfast.
- Reading carefully any notes that are sent home with your child / on Compass.
- Check your child's bag and the classroom morning message board
- Update contact details at the office when necessary.

Clothing

- Please remember to send your child in school uniform.
- For safety, children need to wear appropriate shoes to school (runners, flat sandals or other covered shoes), in the classroom when engaged in specific activities (eg cutting / cooking etc) and when moving through / visiting other parts of the school.
- When outdoors in the ECE area, children may take their shoes off to play. It is expected that Kindy children be able to toilet themselves. They need to be able to remove their clothing and redress after toileting.
- A change of clothing MUST be kept in your child's bag for accidents.
- All clothing and belongings should be clearly labelled with your child's name.
- Sunscreen and school hats are required all year round.

Morning tea / lunch

Please provide your child with healthy snacks that are ready to eat. For lunch this may be a healthy sandwich and a piece of fruit or a yogurt; and for afternoon tea - fruit slices, vegetable sticks, cheese cubes etc. We ask that afternoon tea and lunch be placed in separate sealed labelled containers. A cold pack will help to keep their food cool. Please do not send lollies, cakes, chocolates etc. As we are an allergy aware school, please do not send any nut based products (including Nutella and Peanut Butter). At the start of the year, teachers will provide information about Crunch and Sip.

Water bottles

All children are required to bring their own named water bottle daily. It is important that only water, not any form of juice, be placed in the bottle.

Toys and treasures

Please discourage children from bringing toys to school to avoid arguments, loss or breakage. Children may bring items when requested by the teacher for oral language activities.

Health checks

School Nurse - During the year, the school nurse will complete a medical screening on all children after consent forms have been completed by parents/carers.

Parents are urged to contact their child's teacher about any matter regarding their child. Please remember that the teacher's first responsibility during school hours is to the children so a meeting time will be arranged before or after school at a suitable time.

Playground equipment before and after school

All school playground equipment is out of bounds before and after school (with the exception of OSH Club). After school, families are encouraged to enjoy the park across the road from the school.

Building brighter futures together



Building brighter futures together

Beenyup Primary Shepparton Boulevard, BYFORD WA 6122 E: Beenyup.PS@education.wa.edu.au

