



**Burns
Beach**
PRIMARY SCHOOL

Parent Handbook
2023

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Welcome to Burns Beach PS

We are so pleased to welcome you to the Burns Beach Primary School community. We highly value our parents as partners in their child's education and are keen to work with you to develop strong and positive partnerships.

We look forward to working with you to ensure our students and their families have a strong sense of belonging and connection to our school. As a truly community centred school, we strongly reflect the values, character, and spirit of the unique place in which we are situated. We believe this is best reflected in our vision:

“Inspiring heads, hearts and hands”

We support our students in all facets of their development, from progressing their academic achievement - their 'heads', to nurturing their social and emotional development - their 'hearts', whilst also ensuring a connection to the local community and the wider world - their 'hands'.

Our school culture is underpinned by a strong set of commitments that guide all that we do:

- Excellence
- High quality practice throughout the school
- A safe, positive, and inclusive learning environment that ensures a sense of belonging
- Strong and positive partnerships and relationships

These commitments are further supported by our school wide values:

- Connected
- Caring
- Curious
- Courageous
- Creative

We develop genuine, positive, and trusting mutual relationships with, and between, all members of our school community with a focus on enriching the learning of our students. We are looking forward to your family being part of a remarkable and inclusive learning community.



General School Information

Contact Details

Address

10 Watcombe Ave, Burns Beach WA 6028

Website

burnsbeachps.wa.edu.au

Email

General: burnsbeach.ps@education.wa.edu.au

Principal: trudy.burke@education.wa.edu.au

Deputy Principal: benjamin.sweet@education.wa.edu.au

Deputy Principal Inclusion: brooke.coyle@education.wa.edu.au

Manager Corporate Services: sian.keys@education.wa.edu.au

School Officer: tiana.horlock@education.wa.edu.au and savannah.mackay@education.wa.edu.au

Telephone

School Office: 08 9233 6850

Term Dates 2023

Semester 1	
Term 1	Wednesday 1 February – Thursday 6 April
Break	Friday 7 April – Sunday 23 April
Term 2	Monday 24 April – Friday 30 June
Break	Saturday 1 July – Sunday 16 July
Semester 2	
Term 3	Tuesday 18 July – Friday 22 September
Break	Saturday 23 September – Sunday 8 October
Term 4	Tuesday 10 October – Thursday 14 December

School Development Days (Pupil Free Days)

Monday 30 January

Tuesday 21 January

Friday 2 June

Monday 17 July

Monday 9 October

Friday 15 December

Bell Times

Session	Time
Classroom Doors Open	8:15am
First Bell	8:30am
Morning Session	8:30am - 10:30am
Recess	10:30am - 10:50am
Middle Session	10:50am - 12:50pm
Eat Lunch	12:50pm – 1:00pm
Lunch Play	1:00pm - 1:30pm
Afternoon Session	1:30pm – 2:40pm
End of Day	2:40pm

Staff

- Principal: Trudy Burke
- Deputy Principal: Ben Sweet
- Deputy Principal Inclusion: Brooke Coyle
- Manager Corporate Services: Sian Keys
- School Officers:
 - Tiana Horlock
 - Savannah Mackay
- Library Officer: Savannah Mackay
- Mainstream Class Teachers:

○ Tom Bish	○ Samantha Dixon	○ Daisy McCulloch
○ Stacey Brown	○ Bianca Eatts	○ Pauline Moss
○ Lauren Carter	○ Courtney Hawley	○ Tenielle Skea
○ Lauren Cornock	○ Gemma Kentross	○ Gosia Watson
○ Katie Critchley	○ Chiara Longthorn	
- Education Support Program Teachers:
 - Sophie Dawson
 - Jenn Warhurst
- Music/Auslan Specialist Teacher: Katie Horncastle
- Art Specialist Teacher: Sally Cruickshank
- Physical Education Specialist/ Science: James McIntyre
- Sounds-Write Intervention: Cheryl McGee
- Mainstream Education Assistants:
 - Bronagh Bartlett
 - Krystal Courtney
 - Gemma Scougal
- Special Needs Education Assistants:

○ Vera Armita	○ Lisa Kershaw	○ Kate Walker
○ Ella Benzie	○ Louise Miller	○ Amy Walton
○ Gillian Bradfield	○ Caren Prentice	○ Donelle Willshire
○ Fiona Commijs	○ Annette Rampant	○ Rebecca Young
○ Sarah Gunn	○ Deirdre Ronan	
○ Nicole Jones	○ Renee Slywa	

- Cleaner in Charge: Janett Newbery
- Cleaners:
 - Bernadine McCullagh
 - Dijana Loskoska
- Gardener: Rex McCay

Current Class Structure (as of 01/02/2023)

- Kindy
- Pre-Primary
- Year 1
- Year 2
- Year 2/3
- Year 3
- Year 4/5
- Year 6
- ESP Early Years
- ESP Middle/Upper Primary

This is subject to change depending on enrolment fluctuations.

Composite Classes

Composite, or split-year level classes, are those where children from two year levels are in the same class, for example, Year 1 and 2 or Year 4 and 5. Composite classes are common in schools due to uneven numbers in year groups.

All classes, whether a single year level or composite class group, have children with diverse learning needs and abilities. When planning for student learning, teachers take into consideration the strengths, prior knowledge and needs of every student. They use this as a starting point to design the learning and work from where each child is currently at. In any class, there will be teaching and learning that occurs as a whole class, in small groups and at an individual level.

Does the placement of a child in a composite class mean they are more or less able?

In every year level, students have diverse needs, skills and abilities. When we place students into class groups, we aim to represent the full range of student abilities from a given year level, whether they are in a single year level class or a composite class. Students are not placed in a composite class based on their learning achievement.

Will my child be disadvantaged or fall behind?

The most common concern for parents if their child is in a composite class is that they may fall behind - that the teacher's attention will be split between the two year levels and that they'll get less learning time with their teacher overall.

However, the research doesn't support this. Multiple studies have concluded that it makes no difference to performance whether students are in a straight year group class or in a composite class.

Benefits of composite classes

Additionally, research has shown that composite classes can actually enhance development; students become more confident and assertive, and learn to operate as part of a group whilst bolstering independent learning skills. Students in composite classes have the opportunity to mix socially and academically with a wide range of students. Students work as part of a community of learners and are able to learn from, and with, each other.

Younger students have the opportunity to learn alongside older peers and seek help from a wide range of people. Older students can develop and show leadership skills and demonstrate high level understandings and complex thinking skills to model and explain their learning at designated times.

Additionally, students develop a greater respect for individual differences across the board.

Educational research also shows that composite classes have positive impacts on students' social and emotional outcomes and wellbeing. Friendships and connections across year levels increase tolerance and social cohesion, and provide students with more opportunities to make connections with students of a similar age, with shared interests or compatible personalities.

How do teachers manage the workload across age groups?

Teachers are trained in differentiating the curriculum to meet the varying abilities of their students. Students' abilities vary greatly whether they are in a same year level class or composite class. Teachers have a very clear understanding of the curriculum requirements and expectations for each year level. We undertake effective assessments of student learning to ensure that we know each individual student's learning needs, strengths and future learning requirements. We use strategies such as:

- Providing open-ended tasks that cater for a range of different abilities and allow students to demonstrate their learning in a range of ways.
- Ensuring all tasks allow for a range of differentiated entry points and provide opportunities for extension and enrichment as well as critical and creative thinking.
- Providing small group and individual targeted instruction based on students' individual learning needs.
- Setting individual goals and challenges which encourage students to demonstrate independence and responsibility in their learning.

The teacher makes the difference

Experts agree that the most important factor in determining how well a student achieves and progresses, is the quality of the teacher and their teaching. We have employed high quality teachers at Burns Beach Primary School. Our teaching and learning processes will be evidence based and founded on the premise that every child will succeed. Our staff will work collaboratively, consistently and relentlessly, examining the impact of their teaching based on data and focused on student improvement.

Factions

Our three ocean inspired Factions are:

- **Doorn Doorn** (Sea Osprey) - Purple. The Doorn Doorn is proud, intelligent, fast through the air, skilled, responsible, nurturing, tenacious and resourceful.
- **Yakkan** (Turtle) - Green. The Yakkan is intelligent, fast through the water, sensitive, strong, wise, respectful, friendly and tough.

- **Yala** (Crayfish) - Red. The Yala is resilient, intelligent, caring, fast through the water, noble, bold, sensory, sensitive, clever and tough.

Please contact the front office if you are unsure what faction your child is in.

Thank you to:

- 🙏 Neville Collard, who gave us the Noongar names and their spelling.
- 🙏 John Taggart from Print and Sign Co, who designed the incredible artwork for the back of the faction shirts.
- 🙏 Harvey from Uniform Concepts, for providing us with the shirt design.
- 🙏 The Burns Beach PS Advisory Group for choosing the 3 faction colours, the animals and the shirt design.
- 🙏 All the community members who attended the Conversation Café and provided the inspiration.

In-term Swimming Lessons

Our Pre-primary to Year 6 students attend swimming lessons at HBF Arena. Details are provided to parents at the appropriate time.



School Planning

Business Plan

The schools' Business Plan has been implemented and is now available on our school website. It was created using the input of students, staff, our community and the School Board. Our plan reflects our agreed targets, goals and effective strategies to ensure every student is supported to achieve their best, both academically and socially.

Operational Plans

The school develops Operational Plans annually that outline strategies and budgets that support the achievement of the targets and outcomes outlined in the Business Plan. The plans are developed by designated committees in consultation with all staff.

Annual Reports

The Annual School Report provides a clear sense of how students in the school are progressing and what is being done to maximise student achievement. The report identifies:

- Progress on identified priorities.
- Contextualised information about student achievement.
- Annual budgets and accounts.
- Parent, student and teacher satisfaction.

This school report complies with all legislative requirements and formal agreements between governments. This report is delivered at the end of the first term of the following year.

Parent Involvement

Parent Help

Parents play a valuable role in the classroom, extending and supporting the students' experiences. Parent rosters are set up by the class teacher, or alternatively your help may be requested for other curriculum-based activities such as sports carnivals, excursions, etc. Assisting in the classroom gives you an insight into our learning programs. It is important that confidentiality is maintained by parents and specific details (e.g. comparing students) should never be discussed.

The P&C will also request parent help throughout the year for various events and tasks.

School Board

The Burns Beach Primary School Board plays an important governance role in supporting the principal and school staff to implement the system strategic directions in our school and to achieve year on year improvement. Our School Board consists of parent representatives, community representatives, staff representatives and the principal. The Board meets regularly throughout the year.

The School Board works with the principal to undertake the following responsibilities:

- Work within the Department of Education’s relevant legislation and regulations
- Note the school’s Statement of Expectation
- Monitor the progress of the School’s Business Plan
- Endorse and review the annual budget
- Assist with the formulation of Codes of Conduct
- Participate in a review of the performance of the school
- Approve fees, charges, contributions and items of personal use (booklists)
- Liaise with other committees within the school e.g. the P&C

P&C (Parents and Citizens) Association

The P&C Association is the forum for parents and citizens in government schools who have an interest in their children's education for the purpose of supporting a strong school system for the benefit of all students. The functions of the P&C include:

- Develop parent participation and involvement in the school
- Promote and support communication and cooperation within the school community
- Provide extra resources for the benefit of government school students
- P&C Associations can fundraise, but this is not their sole purpose. However, all surplus funds of the P&C must be used for the benefit of students attending the school.

Please keep an eye on Compass for further information regarding the P&C in 2023.

Learning

Early Childhood Education

Our school provides a high-quality Early Childhood learning and teaching environment for our students. Our programs assist in the development of competent, creative, and confident learners who grow to become responsible citizens. Our educators use the Early Years Learning Framework and the Western Australian Curriculum to develop high quality early childhood programs that are aligned with our whole school approaches. Our programs complement and motivate children’s natural curiosity, sense of fun and eagerness to learn. Their opportunities to learn are provided through a nuanced and balanced approach to play, deliberate and intentional teaching, learner agency and spontaneous experiences.

We understand that parents are our students’ first educators and involve families in supporting their children’s learning. We will develop effective partnerships with all stakeholders that are built on common goals and expectations, clear communication, and mutual respect.

Homework Guidelines

The Burns Beach Primary School Homework Guidelines will be developed by our staff, to be endorsed by our School Board. Once these have been endorsed, the Homework Guidelines will be available on Compass.

The principles supporting these guidelines are below.

Homework should:

- Support the development of the student's independence as a learner
- Further the partnership between school and home
- Avoid dependence on unreasonable levels of parental assistance or resources that are not readily available to the student
- Be set without impinging on reasonable time for family, recreational, cultural and employment pursuits relevant to the student's age, development and educational aspirations
- Be balanced across learning areas so as to avoid stress and overload
- Be phased in gradually and consistently as students move through the upper primary years and sustained through the secondary years
- Be consistently applied, monitored and assessed in a whole-school approach that is responsive to individual needs and learning area requirements
- Only to be used to facilitate the achievement of learning outcomes
- Form part of a developmental learning program that is responsive to individual needs, clearly relevant, supported by classroom practice and, where appropriate, developed in collaboration with students
- Be disassociated from any form of punishing students or means of securing discipline

Specialist Learning Areas

Music

Our Music Specialist teaches students from PP to Year 6. Students are involved in listening and responding to music, exploring and making music, and performing to an audience, in a range of mediums and forums. Students learn and experience a variety of instruments including body percussion, glockenspiel, recorders, percussion, drums and xylophones.

The Burns Beach Primary School Choir rehearse weekly and perform at a range of school and community events.

Burns Beach Primary School partners with Instrumental Music School Services (IMSS).

The instrumental music service provided to schools through IMSS enhances student learning in music. Participation in instrumental music is offered to selected students who show keen interest and aptitude in music and who indicate willingness to make an ongoing commitment to instrumental music activity over a number of years.

If your child would like to join the program at Burns Beach Primary School in 2023, in Years 5 and 6, can you please advise via return email to sian.keys@education.wa.edu.au which instrument they have chosen.

During a typical school year, student selection in the IMSS program occurs annually via an aptitude test which will be administered during a Music lesson in Term 4. Please note, places are limited.

Art

Our Art Specialist teaches students from PP to Year 6. Students participate in a wide range of Arts experiences from drawing to ceramics, including reflecting on the work of varying artists, as well as on their own work. A celebration of the students' creations occurs with an annual Art Show. Our students are fortunate to undertake their Art lessons in a purpose-built Art classroom complete with a kiln for ceramics and glass art.

Physical Education

Our Physical Education Specialist teaches students from PP to Year 6. The physical education program focuses on supporting and progressing students' fundamental movement skills and object control skills when participating in physical activities and games. Students also learn about the benefits of physical activity and fitness, whilst learning to work cooperatively and follow rules to ensure activities are fair and safe. Students participate in a range of sports and games across the course of the year.

Additionally, all students participate in in-term swimming lessons, the faction athletics carnival and daily fitness activities. Senior students also have an opportunity to participate in interschool lightning, cross-country and athletics carnivals.

Science

Our Science Specialist teaches students from PP to Year 6. The Western Australian Curriculum is taught using the Primary Connections resources. Science Understanding, Inquiry Skills and Science as a Human Endeavour are taught through Biology, Chemistry, Physics and Earth Space Sciences each year. Our students are fortunate to have access to a purpose-built Science Room to support and inspire student learning.

Positive Behaviour Support

Burns Beach Primary School is committed to meeting the social and emotional needs of our students whilst recognising the rights of others in a safe, caring and positive school environment. Our behaviour management policy focuses on teaching, rewarding and reinforcing desirable behaviour, and providing appropriate support as required. It is based on the Positive Behaviour Support framework and provides clear school and classroom behaviour expectations with fair and appropriate consequences which are applied consistently and equitably. Our journey as a PBS school is a highly collaborative one with students and staff actively involved in the construction of a matrix that identifies behaviour expectations, reflective of our values and provides a common language throughout the school.

Children's University

The Children's University Western Australia Partnership nurtures the aspirations of children and celebrates their learning beyond the classroom. Children's University is delivered through a partnership with Edith Cowan University and the University of Western Australia through the Children's University Western Australia Partnership (CU WAP).

The Children's University is an internationally recognised and established model committed to widening participation and supporting students from diverse backgrounds to access higher education. This program was proudly launched in Western Australia by Edith Cowan University in December 2017. Find out more about the program [here](#).

Burns Beach Primary School offers the Children's University program to Year 3-6 students. For more information on how you can be involved in this amazing program, contact Mr Sweet at benjamin.sweet@education.wa.edu.au



Log in to the Children's University Portal [here](#).

Student Services

Students at Educational Risk

We identify, respond to, and support the diverse needs of all students to allow them to engage with the content and standards defined in the Western Australian Curriculum. We develop personalised learning plans, called SEN (Special Education Needs) Plans, in collaboration with parents and carers, to enable the identified student to achieve the highest standard possible by focusing teaching and learning programs on the aptitudes and interests of students. Please contact your child's classroom teacher if you have concerns about your child's progress and/or achievement.

School Psychologist

Our school psychologist, Jasmine Juniper, will be working with us every Monday. The role of the school psychologist is to support and assist in the improvement of learning outcomes for our students. The school psychologist provides specialised support in areas including mental health, counselling, learning and behaviour to help our students succeed academically, socially, behaviourally, and emotionally. Enquiries as to how to access the services of our school psychologist can be made in the first instance by contacting your child's classroom teacher.

Student Leadership

For 2023, the student leadership teams will be made up of:

- Prefects
 - Two Head Prefects
 - Four Prefects
- Faction Captains
 - Two Yakkan Faction Captains
 - Two Yala Faction Captains
 - Two Doorn Doorn Faction Captains

Students are asked to nominate for either the Prefect or Faction Captain positions and then deliver a speech to the Year 3-6 students as to what leadership skills they will bring to those positions. The Year 3-6 students will account for 50% of the vote and the staff will account for the other 50%. Student leaders will be awarded their positions and badges at a special assembly. The two students who poll the most votes for the Prefect election will be elected as Head Prefects.

We also offer leadership opportunities across a range of specialist areas such as Choir, The Arts, Science and Sustainability.

Chaplain

Our school Chaplain, Erica Phiri, will be available to our students 2 days per week, Wednesday and Friday. Erica comes highly recommended by YouthCARE and has qualifications in Community Services and Education Support. She will be located in Kaat, so please pop in and say hello.

Assessments

On-Entry Assessment

During Weeks 3-6 of Term 1, teachers assess each Pre-Primary and Year 1 student's skills and understandings of oral language, reading, writing and numeracy. The teachers will conduct the assessment one-on-one with each child. The information provided enables the teacher to plan for the learning needs of every child, including those who may need additional support or extension.

National Assessment Program-NAPLAN

Students in Year 3 and 5 take part in NAPLAN in Term 1. NAPLAN is a point-in-time assessment that allows parents and carers to see how their child is progressing in literacy and numeracy against the national standard and compared with their peers throughout Australia and Western Australia. At the classroom level, NAPLAN provides additional information to support teachers' professional judgement about student progress.

Reporting to Parents

Burns Beach PS reports on student achievement and progress against the WA Curriculum in accordance with the Department of Education's reporting requirements.

Student semester reports are sent digitally to parents. Parents are able to request hard copy reports by contacting the front office.

PEAC (Primary Extension and Challenge)

Blanket testing of all public school Year 4 students occurs each year with individual schools testing their own students. Parents who do not wish for their children to be tested can opt out by contacting the school in writing.

Programs focus on:

- social interaction with gifted and talented peers
- intellectual rigour and challenge
- pursuit of excellence
- development of higher order process skills
- in-depth investigations of real problems
- open-ended activities which encourage choice and negotiation
- opportunities to interact with practising experts
- students working at their own pace
- self/peer evaluation and reflection of performance.

If your child is accepted into PEAC you will be contacted by email or phone call.

Processes and Procedures

Absences

All absences must be explained to the school via Compass by a parent/carer. Email or verbal confirmation can be made if Compass is not available. Absences are followed up by a notification through Compass, if no reason is given for the absence. To notify absence via Compass, from the Compass home screen, click the Shortcuts button, and click on "Submit absence note".

Select the Reason from the drop-down list

- Enter a brief description of the absence in Details/Comment
- Select the start and finish date/time
- Click the 'Save' button.

SMS Link

If your child is marked as absent without prior approval you will receive a message containing a link. When you follow the link, you will have the opportunity to explain the absence.

Collecting Children during School Hours

If you need to pick up your child early, please come to the front office and we will organise their collection. If you know in advance that you will be collecting your child early, please let the teacher know in advance.

Late Arrivals

Arriving at school on time is important to set your child up for a positive day. All late arrivals must come through the front office and check in through the Compass Kiosk. Your child will then receive a late arrival slip which will be handed to the class teacher.

Being prepared - daily requirements

For each school day, students will require:

- **A school bag** - this is essential and needs to be large enough to accommodate the daily requirements and to bring home notes and any large creations. Following our protective behaviours guidelines, it is important that your child's name is NOT written on the outside of the bag - please either write it on the underside of a strap or on the inside of the bag. Help your child to recognise their bag by having a special keyring or the like attached to the zip or pocket.
- **Uniforms** - all students are expected to wear our school uniform in line with the Burns Beach Primary School Dress Code. Download the dress code [here](#).
- **Crunch and Sip** - we have Crunch and Sip every day. 1 piece of fruit or vegetable cut into small bite sized pieces is perfect. Please remember that Crunch and Sip is fruits, vegetables and water only.
- **Morning tea/recess** - see attached flyer for ideas
- **Packed lunch** - please make sure that your child's lunch is packed in an easily accessible container or wrap. We will send home any uneaten elements of your child's lunch so that you are aware of what they are eating (or not eating) each day.
- **Drink bottle** - with water only

- **We are an ‘allergy aware’** school so we ask that nuts and products containing nuts are not brought to school. Foods to avoid include Nutella, peanut butter and muesli bars. Please check food labels on all snacks where possible.

Personal items/toys

We ask that your child does not bring any personal items or toys to school. The loss or damage of special items can bring tears and heartache.

Birthdays

We love sharing and celebrating your child’s birthday with them. A birthday is special to you and your child and, therefore, is special to us too! We are happy for you share a birthday treat near or on their special day. As we are a ‘nut aware’ school, please do not send birthday treats that may contain traces of nuts. Please also check with the class teacher if any children have allergies (e.g. dairy, eggs etc). You can also purchase cupcakes from the Sandy Toes Café for your child’s special day.

Celebrations

Across the course of the year we celebrate a range of special days and events. If you would prefer your child to not participate in a specific celebration, such as Birthdays and Christmas, please inform your child's teacher.

Mobile Phones and Smart Watches

Burns Beach PS does not permit student use of mobile phones unless a medical exemption applies. If a medical exemption is required then please make an appointment with our Principal, Trudy Burke.

Students are required to give their mobile phones to their teacher as they enter the classroom at the start of the day. The teacher places the mobile phones in a locked cupboard for the entirety of the school day. Mobile phones are returned to students at the finish of the school day. Phones are not to be turned on or used when a student is on school grounds.

Smart watches are required to be switched to “aeroplane mode” during the school day.

This is in accordance with the Department of Education’s Student Mobile Phones in Public Schools Policy which can be downloaded [here](#).

Assemblies

Please keep an eye on the Compass Calendar for Assembly dates and details.

Teachers will always endeavour to make parents/carers aware of any presentations which involve their child e.g. Merit Awards.

Excursions and Incursions

In 2023 our Year 6 students will be heading to Dwellingup Dare Adventures for their Burns Beach Primary School Camp! Information about this camp will be sent to parents throughout Term 1. The camp is in Term 2, Week 2: Monday 1 May – Wednesday 3 May.

Parking

The Kiss and Drive is located on Watcombe Avenue, directly in front of the school. Please do not park in this area.

Visitor parking is available in the carpark off Watcombe Avenue. We ask that drivers use this carpark following a "left in, left out" flow. This avoids unnecessary traffic congestion. Please follow all signage.

There are also parking spaces provided on Bramston Vista and in the carpark at the Bramston Park Community Sporting Facility.

Duty of Care - Before and After School

Parents/carers have duty of care for their children before and after school. At our school, students are to arrive from 8.15am onwards, when the classroom doors are open. After school, it is expected that students go home straight away, unless they are under the supervision of their parents/carers. If students remain on school grounds with their parents, direct supervision by parents is expected.

Bicycles/scooters

Riding/scooting to school has many benefits. It is great exercise, gives independence, is great for the environment and is a lot of fun. All bikes/scooters are stored and locked up at the bike racks during the school day.

Sandy Toes Café

Our school has a canteen service that provides from the Sandy Toes Café five days per week by our Café Manager Clare Gallagher. Parents and students can place lunch orders before school via QuickCliq and two representatives from each class collect lunches for the start of eating time. A barista style coffee machine is onsite for parents and staff to place orders before and during school. Our Café follows the Healthy Eating Policy.

Lunches

Please make sure that your child's lunch has been packed in an easily accessible container or wrap. We encourage minimal use of single-use plastics wherever possible as part of our sustainable school initiative. Please see the attached flyer at the end of this document for healthy lunch ideas.

Crunch and Sip

The Crunch & Sip program is an easy way to help kids stay healthy, happy and focused for learning. Crunch & Sip is a time set aside during the school day to eat salad vegetables and/or fruit and drink water in the classroom. Students bring vegetables or fruit to school each day for the Crunch & Sip break. Each child also has a bottle of water in the classroom to drink throughout the day to prevent dehydration. Giving students the chance to re-fuel with fruit or vegetables helps to improve physical and mental performance and concentration in the classroom, as well as promoting long term health. At Burns Beach Primary School, we actively seek to increase awareness of the importance of eating vegetables and fruit and drinking water as part of a healthy and balanced lifestyle.

Library

Our Library is open Monday – Friday and is attended by our Library Officer, Savannah Mackay. If you can't find Mrs Mackay, pop into the front office and you will find her there. We encourage our students and parents to visit and borrow from our wonderful new collection of books. Students are unable to borrow books without a library bag. If students have overdue books, they are not able to borrow more until the books are returned.

Transferring Schools

If you are planning on moving schools, please inform us in writing via an email to burnsbeach.ps@education.wa.edu.au.

Communication

Communication

Burns Beach Primary School values the connections we have with all parents as partners in the education of your children and we are committed to providing regular, positive feedback. Should you have any queries regarding your child's learning, we will respond promptly. We encourage parents to openly discuss any matters or concerns regarding your child's schooling as early as possible. The best way to do this is to arrange an appointment with the relevant staff member so that an appropriate amount of time can be devoted to resolving the matter effectively. To avoid disruptions to normal class routine we ask that you arrange meetings with teachers in advance. We encourage parents to take an active role in staying in touch with the school and updated with events, notices and news. Burns Beach Primary School communicates with the parent community via Compass and school newsletters. We celebrate our school on Facebook. Classroom teachers also keep in touch with parents via phone and email.

Emergency Contact Numbers

Please update student emergency contact numbers as they change. It is important that we are able to contact a parent/carer at all times.

Newsletters

Newsletters are an important way of communicating with all parents/carers on matters concerning the school. Newsletters are published on a Thursday in Weeks 3, 6 and 9 each term and provide up to date information on school, P&C and community activities. The deadline for articles to be included is by 10.00am on Wednesday. Parents/carers will receive the newsletter via email and can also view the newsletter via our school website or Compass.

Student Requirements

Uniforms

Please click [here](#) to download the latest copy of our [Uniform Code](#)

It is important that students wear all elements of our official uniform. The expectation is that they wear the shorts, skort and track pants with the school logo.

Uniform Concepts

Joondalup Super Store

[5/7 Delage Street, Joondalup, WA 6027](#)



Online ordering available by visiting nellgray.com.au

A one stop shop for all your quality school uniform requirements.

Our friendly, experienced staff will make buying uniforms a breeze!

All new students are encouraged to make an appointment with the uniform shop for a fitting.

Appointments can be made by logging onto **www.appts-uc.as.me**. Alternatively, you can contact the uniform shop on **9270 4660**. Please note that the most popular times for appointments are after 3pm weekdays and Saturday mornings so book early to avoid disappointment.

Uniform Concepts Joondalup Opening Times

Mon, Tues, Wed, Fri: 9am – 5pm

Thursday: 9am – 6pm

Saturday: 9am – 1pm

Closed on Sundays, Public Holidays & partly during term breaks.

Closed for the first week of each term school holidays.

Personal Items Lists

Download the 2023 Personal Items List

[Kindy](#)

[PP](#)

[Yr 1](#)

[Yr 2](#)

[Yr 3](#)

[Yr 4](#)

[Yr 5](#)

[Yr 6](#)

Voluntary Contributions

Voluntary Contributions sought from parents will supplement existing school funds to provide a quality education program. These funds enhance our school's resources and are detailed in the "Voluntary Contributions and Charges Document" which can be downloaded [here](#).

These contributions can be paid via:

- Compass (once you have your parent log in details)
- Bank Transfer
 - BSB: 066-040
 - ACC: 19906547
 - Burns Beach Primary School

- Cash/Cheque at the Front Office
- EFTPOS at the Front Office

Health

Illness and infection

We ask that you keep your child at home if they are unwell. If an infectious or contagious illness is diagnosed, including head lice, please advise the class teacher who can respond accordingly. If your child is absent, please notify the school as soon as possible. This can be done via the Compass App, calling the school on 9233 6850 or an email to the class teacher.

Medications

Administration of medication requires documentation to be completed. Please contact Tiana Horlock at tiana.horlock@education.wa.edu.au or Savannah Mackay at savannah.mackay@education.wa.edu.au for a copy of the Administration of Medication form or come into the front office to obtain a copy. If your child needs to take medication at school (including antibiotics) please ensure the medication is clearly labelled, not out of date, and in original packaging to enable correct administration procedures. The medication and the completed form are to be brought to the front office at the start of the day to be stored in the Medical Room. Download the Administration of Medication form [here](#).

*****Do not leave medication in school bags.**

Medical Conditions

Please ensure that you have informed the school of any medical conditions, including allergies, that your child has and that an action plan has been provided.

Allergies

Minimising Risk

We request you **do not send nut products to school, including peanut butter and Nutella, as well as egg sandwiches** as we endeavour to keep all children safe while in our care. As a school, we minimise the risk by ensuring that:

- Students do not share food, utensils or food containers.
- Students with allergies only eat food that is prepared at home.
- All food and drink containers are clearly labelled with students' names to avoid confusion of ownership.
- Food that contains nuts and/or traces of nuts where possible is avoided.

No Smoking

Parents and visitors are asked to adhere to the Department of Education Policy prohibiting smoking on school grounds.

Accidents and illness while at school

If your child is involved in an accident or becomes sick at school, every effort is made to contact parents/carers and to arrange medical attention. In some cases, children need to go home. For this reason, it is essential the school is kept up to date with changes in address, telephone numbers (both home and work), place of employment and an emergency contact person. Please ensure that there are three contacts for your child with different phone numbers.

In exceptional circumstances, immediate outside medical help will be sought and the carer contacted as quickly as possible. The cost of an ambulance, if required, will be the parents' responsibility.

Dogs on School Grounds

Due to health and safety concerns, dogs are not permitted on the school grounds, or to be tied up at gates/fences, at any time, during or after school.

School Nurse

The school health nurse supports students' health and wellbeing. Their services can include working with teachers to support health education sessions; health assessments for vision, hearing and development if required; referral to other health professionals and parenting advice.

Sun Smart

We are a Sun Smart school and require our students to wear a hat whenever they are outside, all year round. If students don't have a hat, they will be asked to play in the shade. All our students receive a school bucket hat as a welcome gift. It is also a good idea for parents to apply sunscreen on their child before school each day.

Out of School Hours Care – Keiki

Burns Beach Primary School partners with Keiki Early Learning to deliver an Outside School Hours Care service on school grounds. While at Keiki, children enjoy outdoor active play, sports activities, a range of learning and play opportunities and have access to a daily Homework Club. The Vacation Care program offers a range of exciting excursions and incursions over the school holidays, based on children's input and interests. Keiki Early Learning's focus is on creating a real sense of belonging through comforting, safe surroundings, and strong links to the community.

Keiki Burns Beach is open before school from 6:30am and after school until 6:00pm, Monday to Friday. Places are limited, please register your interest by emailing:

burnsbeach@keikiearlylearning.com.au