



**Burns
Beach**
PRIMARY SCHOOL



Burns Beach Primary School

Parent Handbook 2026

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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 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: brooke.coyle@education.wa.edu.au

Deputy Principal: katie.horncastle@education.wa.edu.au

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

School Officer: savannah.mackay@education.wa.edu.au

Telephone

School Office: 08 9233 6850

Term Dates 2026

Semester 1	
Term 1	Monday 2 February – Thursday 2 April
Break	Friday 3 April – Monday 20 April
Term 2	Monday 20 April – Friday 3 July
Break	Saturday 4 July – Sunday 19 July
Semester 2	
Term 3	Monday 20 July – Friday 25 September
Break	Saturday 26 September – Sunday 11 October
Term 4	Monday 12 October – Thursday 17 December
LAST DAY	Thursday 17 December

School Development Days (Pupil Free Days)

Thursday 29 January

Friday 30 January

Friday 24 April

Monday 24 August

Friday 13 November

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

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.

In-term Swimming Lessons

Our Pre-primary to Year 6 students will attend swimming lessons at Wanneroo Aquamotion in Weeks 1 & 2 Term 4, 14th -23rd October 2026.

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.



School Planning

Business Plan

The schools' current Business Plan is 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 representatives from our community, our parents, staff 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 2026.

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.

Education Support Program

Burns Beach Primary School's Education Support Program provides specialist education for students with special needs from Kindergarten to Year 6.

Educational programs promote the functional, intellectual, social emotional and physical development of students, allowing them to achieve their potential in a safe and inclusive environment. All students have an Individualised Education Plan, collaboratively developed with teachers, parents and therapists.

Academic programs complement whole school approaches in Literacy and Numeracy and cater for the diverse needs of students. Programs are enhanced using technology to support student needs, and cater for the development of communication, functional and self-management skills, along with social skills and protective behaviours.

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).

During a typical school year, student selection in the IMSS program occurs annually via an aptitude test which will be administered to Year 4 students 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 the program.

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

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 2026, the student leadership teams are made up of:

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

Elections take place in Term 4 the previous year. 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 working with us to support the wellbeing of our students and parents within our school community. Erica is highly recommended by YouthCARE and holds qualifications in Community Services and Education Support. Parents are welcome to complete a referral form if they would like to get in touch with Erica or access additional support. Erica is located in Kaat, 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 can be downloaded digitally by parents via Compass. 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 of an 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 collect your child during school hours, please visit the front office and sign your child out using the Compass kiosk located at Kaat. Once this is completed, you will be given a Compass sign-out pass, which you can take to your child's classroom to collect them. Our friendly front office staff are always happy to help if you need any assistance. If you know ahead of time that you will be collecting your child early, we kindly ask that you let your child's teacher know in advance.

Late Arrivals

Being on time helps your child start the day feeling settled, confident, and ready to learn. If your child arrives after the bell, please come to the front office and check in using the Compass kiosk. They will receive a late arrival slip to give to their 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 celebrating your child's birthday! Birthdays are special, and we are happy to share in the fun. You are welcome to send a birthday treat to school on or near your child's special day.

As we are a 'nut aware' school, please do not send treats that may contain nuts. It's also a good idea to check with your child's teacher about any other allergies in the class (such as dairy or eggs). If you like, you can also order cupcakes for your child's special day from the Sandy Toes Café.

Celebrations

Throughout the year, we celebrate a range of special days and events with our students. If you would prefer your child not to take part in a particular celebration, such as birthdays or Christmas, please let your child's teacher know.

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 2026 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.

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.

eRidables

The safety of students is our priority and under WA laws, only individuals aged 16 and over are permitted to use eRideables or eBikes with the motor engaged.

From 2 February 2026 (first day of Term 1), the Department of Education has introduced a ban on the use and storage of eRideables and eBikes on public schools' grounds by students under the age of 16. This ban supports student safety and aligns with road safety laws.

Please be advised that from Term 1 2026, if a student brings an eRideable or eBike on our grounds, the device will be confiscated, and parents/carers will be contacted to collect the device from school.

Sandy Toes Café

The Sandy Toes Café, is run by our Café Manager, Clare Gallagher, and operates from Tuesday to Friday in Maara.

Recess and Lunch orders can be placed online via QuickCliq up until 9:00am, or parents and students are welcome to order at the café window from 8:15am. Two students from each class collect the lunches at the start of eating time.

A barista-style coffee machine is available on site for parents and staff to place orders before and during school. The Café follows our Healthy Eating Policy, offering nutritious options for everyone.

The café menu is available on our school website and is also sent via Compass at the beginning of each term.

Library

We love encouraging our students and parents to explore and borrow from our wonderful collection of books. Students need a library bag to borrow books. To help everyone enjoy our collection, students with overdue books will need to return them before borrowing more.

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 provide up to date information on school, P&C and community activities. Parents/carers will receive the newsletter via Compass and can also view the newsletter via our school website.

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 order forms are available on our school [website](#)

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.

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 found on our [website](#) or at our front office.

These contributions can be paid via:

- Campion booklists
- 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 or front office.

Medications

Administration of medication requires documentation to be completed. Please contact 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.

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

Medical Conditions

Please make sure the school is aware of any medical conditions or allergies your child may have, and that an action plan has been provided.

Savannah Mackay at the front office can provide you with the correct medical forms or email them to you for completion, so your child's needs are properly supported at school.

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 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.