



West  
Byford  
PRIMARY



Parent Information

2020

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## WEST BYFORD PRIMARY SCHOOL

Dear Parents/Caregivers

Welcome to West Byford Primary School!

West Byford PS became an Independent Public School in 2014, one year after our opening. Being an Independent Public School allows greater autonomy over future direction and enables us to better suit the needs of our community – acknowledging we still are a government school.

We strive to create an honest and productive partnership between parents and the school, which is vital in ensuring your child's time at primary school is a success. I'm confident you will enjoy the vibrant, positive atmosphere of the school, and the hard working, friendly and dynamic staff. School facilities and grounds are first class, with extensive technology including interactive whiteboards, iPads, Laptops, Robotics, and wireless access across the site. Students have a range of specialised equipment and organised activities, including table tennis tables and trampolines to keep them engaged and happy during recess and lunch breaks.

### School Vision

- Build a reputation as a school with high standards and a professional approach.
- Work collaboratively to better meet community needs.
- Expect high standards of behaviour and school dress.
- Reward students for excellent behaviour and commitment in the classroom.
- Maintain school grounds and classrooms immaculately.
- Employ professional, hardworking staff with high standards and a commitment to the school.
- Work within a collaborative environment with common approaches to teaching across all classrooms.
- Employ direct instruction strategies to improve Literacy and Numeracy skills.
- Use straight talking and honesty in communication, including using plain language and contacting parents in a timely manner.

This handbook is designed to provide parents with a brief overview of the school's procedures. For more detailed information please refer to the school website [www.westbyfordprimaryschool.wa.edu.au](http://www.westbyfordprimaryschool.wa.edu.au)

**Michael Bettenay**  
**Principal**

## TRACK AGREEMENTS

All students at West Byford Primary School are expected to follow the TRACK agreements developed by students, staff and parents.

TRACK stands for:

- Try your Best
- Respect
- Appreciate
- Cooperate
- Kindness

The TRACK Agreements underpin behaviour management and pastoral care processes, and support the Friendly Schools Plus program that is taught in all classes.



## ADMINISTRATION

### Principal

Michael Bettenay

### Deputy Principals

Emma Protzman  
Brian Abbey  
Cleo Jenkins

### Manager Corporate Services

Danielle Meyn

### School Officers

Chantelle Southern  
Tina Scotchford  
Megan Pollard

### Email Address:

[westbyford.ps@education.wa.edu.au](mailto:westbyford.ps@education.wa.edu.au)

### Address:

101 Kardan Boulevard, Byford 6122

### Website:

[www.westbyfordprimaryschool.com.au](http://www.westbyfordprimaryschool.com.au)

## IMPORTANT PHONE NUMBERS

West Byford Primary School

**9550 6000**

West Byford Primary School Fax

9550 6026

Dental Therapy Centre

**9550 6006**

School Watch

**1800 177 777**

## TERM DATES 2020

Term 1	Monday 3 February - Thursday 09 April
Term 2	Wednesday 29 April - Friday 3 July
Term 3	Tuesday 21 July - Friday 25 September
Term 4	Tuesday 13 October - Thursday 17 December

## SCHOOL HOURS

8:15am	Classrooms open
8:30am	Classes Commence
10:40am	Recess
11.00am	Classes Recommence
12:50pm	Lunch
1.30 pm	Classes Recommence
2.30pm	School Finishes



Students are encouraged to be at school no earlier than 8.15am.

## STAFF PROFESSIONAL DEVELOPMENT DAYS 2020

The Department of Education allocates six school development days throughout the year where STUDENTS DO NOT ATTEND. These are days when staff participate in professional learning.

SD days for 2020 are:

- Term 1 – Thursday 30 and Friday 31 January
- Term 2 – Tuesday 28 April
- Term 3 – Monday 20 July
- Term 4 – Monday 12 October and Friday 18 December

## SCHOOL BOARD

The School Board consists of the Principal, staff and parent representatives. The group meets regularly and is vital to decision-making processes and determining the direction of the school. The Board discusses and where appropriate endorses school priorities, planning, budgets and policies.



## POLICIES

There are a number of important policies in place at West Byford Primary School. All policies can be found on our website: [www.westbyfordprimaryschool.com.au](http://www.westbyfordprimaryschool.com.au)

All policies are endorsed by the School Board.



## ATTENDANCE

Daily attendance and the punctual arrival of all students (K-6) are compulsory, as laid down in the Education Act. Acceptable reasons for absence from the school are for illness, medical and dental appointments. Students taking “In-Term” holidays will require parents to fill in the appropriate form available from Administration. Parents need to write a note to their child’s teacher or reply to the SMS attendance text for any absence from school.

Students must NOT leave the school grounds without written permission from parents/carers. When collecting a child from school before the end of the school day, parents are required to collect a Leave Pass from Administration and hand it to the teacher.

Only nominated persons listed on the school information system can collect students. Any contact details for nominated persons and/or students, or if custodial requirements change, must be updated with Administration in writing.

Students who are late, i.e. arriving after 8.30am, must report to Administration before going to their classroom. This is recorded as ‘late’ and students are issued with a Late Pass. It is important for students to be present for the first session in classrooms, as important information is often given to students at this time. A student whose attendance falls below 90% is considered to be educationally “At Risk” of not achieving.

## REWARD PLAY

Linked to our Behaviour Management Policy, West Byford Primary School offers a Reward Play day once per term to eligible students. To be eligible, students must have:

- No unauthorised absences
- No behaviour incidents recorded on the Student Information System
- No more than 5 late arrivals
- No overdue library books
- No more than 5 uniform passes

The cut-off date for the Reward Play is 3.00pm two days before the Reward Play date. Please see the Behaviour Management Policy on our website for further details. If there is a reason your child is out of uniform or late, please let the school know. As there are certain circumstances where the school can assist parents in getting student into uniforms.

## UNIFORM

Students are to wear the designated uniform during school hours, to and from school, and while attending school excursions. Parents are asked to cooperate by ensuring that students wear their uniform to school every day. It is the expectation that students will be dressed in uniforms that are clean, neat and tidy at all times. Our full Uniform Policy can be viewed on our website at [westbyfordprimaryschool.wa.edu.au](http://westbyfordprimaryschool.wa.edu.au)

Item	Acceptable
Shirt	<ul style="list-style-type: none"><li>• West Byford Primary School shirt with the school logo.</li><li>• Students may wear plain white short sleeve t-shirts or plain white singlets under their school shirts</li><li>• School shirts must be worn under school jackets</li></ul>
Dress/Skirt	<ul style="list-style-type: none"><li>• West Byford Primary School skirt or dress with the school logo</li></ul>
Pants/Shorts	<ul style="list-style-type: none"><li>• West Byford Primary School pants or shorts with the school logo</li></ul>
Jackets	<ul style="list-style-type: none"><li>• West Byford Primary School jacket with the school logo</li></ul>
Socks & Stockings	<ul style="list-style-type: none"><li>• Plain ankle socks</li><li>• Plain navy opaque stockings may be worn during cold weather</li></ul>
Footwear	<ul style="list-style-type: none"><li>• Footwear must be closed in and be appropriate for sport.</li></ul>
Hats	<ul style="list-style-type: none"><li>• A wide brim, sun safe hat with the school logo.</li></ul>
Jewellery	<ul style="list-style-type: none"><li>• One pair of small, plain gold or silver studs or small sleepers may be worn</li><li>• A small wrist watch may be worn</li><li>• A small religious symbol on a delicate chain may be worn.</li></ul>
Accessories, Make Up	<ul style="list-style-type: none"><li>• No make up or nail polish is to be worn</li><li>• No fashion accessories are permitted</li></ul>
Hair	<ul style="list-style-type: none"><li>• Hair should be clean, neat and tidy</li><li>• Hair longer than collar length should be tied back at all times</li><li>• Only discrete hair accessories in WBPS colours permitted.</li><li>• Only natural hair colours permitted</li></ul>

## UNIFORM SHOP

Uniforms can be purchased from the uniform shop run by Nell Gray, which is located in the assembly area. Please clearly label all clothing items with first initial and surname. Order forms can be found in your Parent Information folder or on our website.

**Opening times: Tuesdays 8am- 10.45am and Thursday 8am-10.45am (exc. term 3)**

## PARENTS AND CITIZENS ASSOCIATION

Meetings are conducted three times per term for parents to attend. The P&C is very active in the school, fundraising for extra items to support educational programs. The P&C also acts as a conduit to provide feedback to the School Board about issues that arise, or proposed changes or plans. If you can spare some time to join this group you will get to know some of the other valued school community members.

## SCHOOL PREMISES

Gates are promptly closed by 8:45am every day. Gates are reopened at 2:15pm and closed at 2:45pm. All visitors, including parents and caregivers, must come through Administration to gain access to the school during the day.

## SKOOLBAG APP

Download the free West Byford Primary School app to be kept up-to-date with everything that is happening at the school. Alerts include newsletters, notifications, news and events direct from the school.

This can be downloaded through the Apple store or Galaxy Apps.

## DOGS ON SCHOOL PROPERTY

Dogs are not permitted on the school grounds due to health and safety reasons.



## BIKES, SCOOTERS AND SKATEBOARDS

Students who bring bikes to school need to secure them in the bike rack. **For safety reasons children must walk their bike onto the school, and through the school, grounds. Students riding bikes must wear a helmet.** Bikes, scooters and skateboards are not permitted on school grounds after school hours, as they cause damage to property, and are a safety risk to others.





## VEHICLE PARKING

West Byford is fortunate to have adequate parking facilities, but at peak times parking is at premium. The staff car parks, which are located on Efficient Way and Wodalla Parade, are for staff only. Parents are asked not to use these parking areas as a drop off zone or pedestrian thoroughfare. Parking for parents is provided along Kardan Boulevard, Efficient Way and Wodalla Parade in the marked bays. Please use the marked bays when dropping off and collecting children. **For safety reasons please do not double park when dropping off and collecting children.** Parents are strongly encouraged to drop older students a few blocks from the school to walk the last part, both for exercise and to allow more parking access for parents of younger students. Thank you for your co-operation.

## CANTEEN – SNACK SHACK

The canteen currently operates four days per week. The canteen is run by a Canteen Manager and volunteer parents. If you are able to assist in any way please see the Canteen Manager. Payment for lunches can be made online using QuickCliq. Please see the enclosed pamphlet for further information. Also enclosed is the menu for the Snack Shack.

Volunteering in the canteen is a great way to meet and get to know other parents in the school community.

## EXCURSIONS/INCURSIONS

All classes undertake excursions during the year as part of their educational program. A note detailing excursion details, costs and a permission slip are sent home prior to all excursions. The permission slip with payment must be signed and returned no later than the due date stated on the permission slip, if you wish your child to attend the excursion.



## MEDICATION

Parents are required to fill in a Department of Education form before medication can be administered during school hours. All medication needs to be stored at the Administration. In some cases, the *Administration of Medication* form will need to be signed off by a general practitioner.

## VOLUNTARY CONTRIBUTIONS AND CHARGES 2020

Parents are asked to contribute towards school finances to enhance the teaching programs with items such as sports equipment, library materials and other educational requirements. This should be paid at the commencement of the school year at Administration. The 2020 Voluntary Contributions are endorsed by the School Board. The contribution for 2020 is \$40.00 per child for Kindy to Year 6 (this equates to \$1.00 per week)

A contributions schedule is sent home at the end of the year outlining possible additional expenses for the following year. A copy can also be accessed through Administration at the beginning of the year. Payment can be made by cash, cheque, EFTPOS or direct deposit.

Information regarding Voluntary Contributions and Charges can be found in the Parent Information folder.

## FACTIONS

Students are placed into factions upon enrolment, with any sibling enrolling at a later date being placed in the same faction.

There are four factions at West Byford:-

**COWAN** – Blue

**FLYNN** – Red

**FORREST** – Green

**HANNAN** – Gold

Students are encouraged to work towards the success of their faction by earning points for positive behaviour, and through participation in sporting events.



## FOUR YEAR OLD KINDERGARTEN

Our Four Year Old Kindergarten program will offer two groups in 2020 structured on a two week cycle:

### **Possums/Echidnas/Joeys Groups:**

Week 1 – Monday, Tuesday, Wednesday

Week 2 – Monday and Tuesday.

### **Bandicoots/Wombats Groups:**

Week 1 - Thursday and Friday

Week 2 – Wednesday, Thursday and Friday



## PLEASE REFER TO THE KINDY PLANNER FOR EXACT DAYS AND DATES FOR 2020

Both groups will run at our on-site centre for full days, 8.30am to 2.30pm. A separate Information Booklet for the Kindergarten program is available from the Administration. Once enrolled, Kindergarten students are expected to attend every day, with an attendance rate of below 90% placing children in the “Educational Risk” category.

## PRE-PRIMARY

The Pre-Primary Centre is on-site and offers a full day program 5 days a week (8.30am - 2.30pm). Our program is based on a developmental philosophy catering for children’s needs as they progress through the year. It is a hands-on program based on learning through play. Regular attendance is mandatory, with an attendance rate of below 90% placing children in the “Educational Risk” category.



## REPORTS

Reports are sent by email at the end of Semester 1 and 2. **Please save or print the report once received as the link is only valid for a month.**

A parent open classroom afternoon will be held in the last week of Term Two.

## PERSONAL SCHOOL REQUIREMENTS

The booklists (Personal Items Lists) are issued to students in November/December in readiness for the following year. West School Supplies is West Byford PS's supplier of choice, however parents can choose their own supplier when purchasing required items. If choosing another supplier, please ensure items purchased are identical to those listed on the booklists. Spare booklists are available from the Administration. We do our very best to keep costs to a minimum.

## DENTAL THERAPY CENTRE

West Byford Dental Therapy Centre offers a free dental service for all students enrolled at the school (P- 6). Consent forms are available from the Dental Centre by telephoning 9550 6006.



## BEFORE-SCHOOL PROCEDURES

We are aware that our early start to the school day can be challenging for some parents, but we ask that you have your children at school on time, as late students miss out on essential learning opportunities and disrupt the learning of other students.

The best time to arrive at school is between 8.15am and 8.25am, whereupon students may go straight to class and prepare for the day (unpack bags, chairs out etc.) under teacher supervision.

Students not in their classroom at 8.30am must go through Administration to collect a Late Pass and present it to their teacher. If there is a reason, such as a medical appointment, that has caused your child to be late, please provide a note to be handed to Administration when collecting the Late Pass.

