

# Primary Parent Handbook PK-6

# 2018



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Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) Provider Code 01529C



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## Section 1: General Information

### College mission

The Lake Joondalup Baptist College Primary School is a community which seeks to ensure children have the best opportunities to achieve their academic, artistic, cultural, emotional, physical, social and spiritual potential, through the provision of a caring and educationally stimulating environment, within a Christian framework.

### College motto

Our motto, ***Seek Wisdom, Act Justly, Love Mercy*** encapsulates our desire to provide a high standard of education and encourage a strong social conscience within a Christian framework.

### College Christian environment

The Primary School is an integral part of Lake Joondalup Baptist College, which is a ministry of the Lake Joondalup Baptist Church.

The School is staffed by committed Christians and is founded on Christian principles which underpin the framework of all programs.

Students entering the College (at Primary or Secondary level) are not required to have a commitment to the Christian faith. However, all students must participate fully in the College's Christian Education program.

Primary students will engage in Christian Education lessons each week. These emphasise basic Christian truths and their application to daily life. Each morning, a brief class devotion begins the day, including a Bible reading and prayer. Worship Assemblies are held regularly.

In addition, a strong Pastoral Care program operates throughout the School. The Primary School Chaplain is available to students, parents/guardians and staff. The Primary School Chaplain conducts an optional Christian oriented group that is open to Primary students.

### College contacts

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<b>Uniform Shop:</b>	Tuesday 8 to 11.30am and 12.30 to 4pm. Thursday 8 to 11.30am and 12.30 to 4pm.
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## Primary Staff 2018

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## Primary School facilities

The Primary School is a modern, fully fenced environment consisting of; two Pre Kindergarten classes, three Kindergarten classes, two Pre Primary classes, two Year 1 and Year 2 classes and three classes each of Year 3, 4, 5 and 6. In total there are 23 Primary classes in 2018. Shared areas include multipurpose rooms, special purpose rooms (Art and Music), a well-equipped modern library, excellent computer facilities, a learning enhancement centre, nature play areas, playgrounds, fields, first aid and administration centre. The classrooms are well resourced and air-conditioned. A wireless network, laptop computers, iPads, interactive whiteboards and LED screens, short throw projectors and data projectors and 3D printers assist with eLearning and teaching.

The Primary Library provides an excellent facility for both staff and students. The extensive reading material and other equipment continues to be developed and enjoyed. Three grassed ovals, nature play areas, basketball courts and a playground provide recreation areas for the children.

The College Sports Centre provides basketball, volleyball and gym opportunities for the students. The College Auditorium is available for assemblies, concert productions and gatherings. The College also takes advantage of the proximity of the facilities at HBF Arena Joondalup, which includes swimming pools, playing fields, basketball and tennis courts. Children riding to and from school are able to leave their bikes at the western end of the Primary Hall.

## Hours of instruction

The schedule proposed for the Primary school timetable is as follows but may be subject to changes.

### Pre Kindergarten

Period	Time
Possums	8.30am – 10.30am
Puggles	11.30am – 1.30pm

### Kindergarten

Period	Time
Classroom opens	8.25am
Close	2.45pm

### Pre Primary to Year 6

Period	Time
Classroom opens	8.25am
Form/Fitness/Roll	8.35am
Period 1	8.50am
Period 2	9.35am
<b>Recess</b>	<b>10.25am</b>
Period 3	10.45am
Period 4	11.35am
<b>Lunch play</b>	<b>12.25pm</b>
Supervised eating/ Roll/Radio Play	12.50pm
Silent Reading	1pm
Period 5	1.20pm
Period 6	2.10pm
Close	3.00pm

### Siren Times

Session	Time
Start of school	8.35am
Recess	10.25am
Return to class	10.40am
Start of Period 3	10.45am
Play	12.25pm
Pack up	12.45pm
Lunch	12.50pm
End of school	3pm

<b>Worship Assembly</b>	Monday
<b>Class Assembly</b>	Friday

## Before and after school procedures

Children should not arrive at school before 8.10am in the morning. **Arrival at 8.20am** allows sufficient time for children to enter classrooms and prepare for the day's activities. **If it is unavoidable to have children arrive before 8.10am, please utilise Atlantis After School** care.

Morning duty staff commence at 8.10am. On arrival children are encouraged to put their bags away then either head out to play on the lawned area next to the Sports Centre or on the northern end of



the basketball courts (not on play equipment), sit outside their classrooms, or go to the Library for book exchange and quiet reading. **Classrooms are open at 8.25am.**

Children will be supervised outside Primary Reception until **3.30pm**. Please advise us if you will be late collecting your children. The Primary School Library is available from **3.15 to 4pm on Tuesday, Wednesday and Thursday and until 3.45pm on Friday** for Year 1 to 6 students only. Parents are required to register their children to attend the Library after school.

**Atlantis After School** care runs a Before and After School Care Program at the Primary School campus.

## Primary School Curriculum

The Learning Curriculum followed by Lake Joondalup Baptist College Primary School will be based on The Early Years Learning Framework, The Australian National Curriculum and The Western Australian Curriculum and Assessment Outline and covers the following Learning Areas:

- The Arts - music, drama, visual arts and media
- English - reading, writing, speaking, listening, spelling, handwriting
- Health and Physical Education
- Humanities and Social Sciences
- Languages – Japanese
- Mathematics
- Science
- Technologies
- Christian Education

Learning in the Primary School will be incorporated within these Learning Areas.

Thoughtfully embedded into each phase of the Australian Curriculum are the '**General Capabilities**', which promote:

- Literacy
- Numeracy
- Information and communications technology
- Thinking skills and creativity
- Self-management, teamwork and social competence
- Inter-cultural understanding
- Ethical behaviour

Our Pastoral Care and Safety curriculum has a special focus on the general capabilities of self-management, teamwork and social competence, inter-cultural understanding through a sequenced curriculum embedding PATHS, Protective Behaviours and the Health and Physical Education curriculum.

In addition, the Australian Curriculum involves '**Cross-Curriculum Priorities**' which promote understandings of:

- Indigenous perspectives
- Sustainability (whole College Environmental Awareness focus)
- Asia

Much learning in the Primary School is contextualised in nature and subject divisions are not always apparent. The teaching of Languages is undertaken through the incorporation of Studies of Asia across the curriculum. Children have exposure to other cultures especially through the focus language, Japanese.

Programs in Languages, Art, Music, Library and Physical Education are also carried out through specialist programs. Private music tuition, at a cost to parents, is also offered during school time in a

wide range of musical instruments. In Year 3 a specialist Strings program, (violin, viola and cello). is offered and in Year 5 a band program, (trumpet, trombone, flute, clarinet and saxophone), is also offered for all students

## Early Years Learning

The Early Years Learning area comprises of the Pre Kindergarten, Kindergarten, Pre Primary, and Year 1 and Year 2 year levels of the College.

Early Years Learning aims to lay firm foundations for enjoyable life-long learning.

1. To provide a range of play-based learning experiences that focus on developing early literacy, numeracy and social skills
2. To implement early intervention strategies to support students
3. To establish, or further develop, relationships with our College families, based on mutual respect and trust
4. To be a caring and nurturing environment, within a Christian context

There is increasing evidence from a broad research base in health, developmental psychology, neuroscience and education, of the importance of optimum family and community experiences for children during the earliest years of childhood and development. There is much evidence that these experiences can establish a template that has the potential to play a significant role in later life. Early experiences and the quality of nurturing and cognitive stimulation which children receive in the first few years of schooling may have a big impact on their development and the course they choose to follow in life. We seek to partner with our families to establish an excellent, positive foundation of learning for our very young students. The program will follow the Australian Early Years Learning Framework, The Australian Curriculum, the Western Australian Curriculum Assessment Outline, and the Western Australian Kindergarten Guidelines.

At Lake Joondalup Baptist College, we believe that quality engagement in meaningful play provides a good foundation to build upon.

At Lake Joondalup Baptist College, we aim to provide:

1. Children with choices in play and learning, to enable them to engage (interest, individuality)
2. Children with opportunities to wonder, think and problem solve when they learn and play, which develops their creativity and innovation (wonder, ideas, lateral thinking)
3. A positive learning environment that encourages children to challenge themselves (risk, responsibility, rules)
4. An environment that inspires children to be respectful, selfless, accepting and loving (emotional intelligence, collaboration, entitlement, conflict, Christian mission)

It is very important to have Early Intervention strategies in place at the College, so that we may notify families promptly if there are any concerns that we have about a student's development and learning. Teachers will aim to work with therapists and other professionals to identify students requiring intervention strategies. The Pre Kindergarten, Kindergarten and Pre Primary students will wear a different, more casual uniform than the Primary and Secondary students. This will allow them to play and learn according to their age group's abilities and needs. These colourful T-shirts are enjoyed and cherished by our students.

We recognise that children are unique, precious creations and endeavour to celebrate the potential of each child through a curriculum that allows them to explore and discover concepts for themselves in a safe and supportive learning environment. Class themes and topics are integrated across learning areas and skills are interdependent. Christian Education is an important part of the curriculum and fundamental to our College mission.

## Early Years Learning facilities

The ELC area consists of air conditioned indoor classrooms with wet areas and cooking facilities and an outside fenced play space, including nature play, undercover areas, bicycle track and sand pits. Students may often use other facilities in the College for Music, Sport, Art and Library studies. The WA Kindergarten Curriculum Guidelines (The School Curriculum Standards Authority) and Early Years Learning Framework (EYLF) with the overarching themes of *Being, Belonging, Becoming*, is the basis of our Pre Kindergarten and Kindergarten curriculum. The class programs aim to develop each child's imagination, creativity, innovation and developing skills through a variety of planned activities such as investigations, structured play and set tasks. The Pre Primary program builds upon the EYLF and is the first year of the Australian Curriculum introduction, called 'Foundation' year.

## The Pre Kindergarten program

The Pre Kindergarten Learning program at LJBC is for children who will turn three years of age before 30 June of that year. It runs for a two hour session once per week, facilitated by parent attendance in Semester 1. In 2018, there are two Pre Kindergarten groups, known as Pre Kindy Possums and Pre Kindy Puggles.

The program will inform a creative, play-based curriculum enabling children to connect with each other and their world, to have a strong sense of well-being and be confident and effective learners. It will seek to provide children with meaningful experiences that promote the development of spiritual, social, emotional, language, intellectual, creative and physical skills.

Our aim for the Pre Kindergarten at Lake Joondalup Baptist College is to foster a safe, positive and nurturing environment that reflects best practice in early childhood education and where young learners and their families are supported in all aspects of their life development. The program will seek to provide a positive introduction to schooling, where families may feel part of a caring and trustworthy community and be partners in their child's education. Students will be encouraged to achieve to their best potential, develop the habits of life-long learners and grow in Wisdom, Justice and Mercy, within a Christian context.

## The Kindergarten program

Kindergarten is a gradual introduction to schooling in a fun, yet structured environment for children who have turned four years of age or are turning four before 30 June of that year. In planning a 'learning through play' environment for this age group, we aim to take into account the developmental stages of these children. All children are encouraged to develop their strengths in a supportive environment. It was Albert Einstein who said that "imagination is greater than knowledge". We aim to develop a play-based program committed to developing each child's imagination and personality using a differentiated curriculum. The program will operate over three full days of the week in the three Kindergarten classrooms.

Kindergarten students will have weekly lessons in a second language with a specialist teacher, which will be Japanese. Kindergarten children will be able to borrow books regularly from the Primary Library during their weekly Library lesson. Children will be provided with a Literacy backpack. Within the backpack will be a collection of books, question cards to support students in developing oral language and comprehension skills, a puzzle and a game. The backpack is in addition to the general library book loans. Students will enjoy a Fundamental Movement Perceptual Motor Program weekly, which will enable the improvement of fundamental movement skills and fitness.

## The Pre Primary program

Pre Primary aims to continue to develop and foster an enjoyment of learning, while encouraging equity and respect for others in the learning environment and community. It is a program for children who have turned five years of age or are turning five before 30 June of that year. During this stage

of their schooling, children are given the opportunity to develop essential foundations on which to build their knowledge, skills and values, particularly in the areas of social and emotional wellbeing, literacy and numeracy. We recognise that children are unique and endeavour to celebrate the unique potential of each child through a curriculum that allows children to explore and discover concepts for themselves with adult guidance. The program will operate in the two Pre Primary classrooms fulltime and is the first year of the Australian Curriculum Learning Program, called 'Foundation'.

Pre Primary students will have weekly lessons with a specialist teacher in a second language, which will be Japanese. Students will also be provided with specialist music lessons once a week. Pre Primary children will be able to borrow books regularly from the Primary Library during their weekly Library lesson. Students will be provided with specialist Art classes once a week in the Art Room. Students will also enjoy a Fundamental Movement Perceptual Motor Program weekly which will enable the improvement of fundamental movement skills and fitness.

## Year 1 and 2 program

The Year 1 and 2 programs will operate within a safe and nurturing environment, committed to the development of the 'whole child' (physical, academic, spiritual, emotional and social). We will provide a variety of programs, which will focus on the individual needs of each young learner. Students will enjoy the benefits of using computers to support and enhance learning. Quality literacy and numeracy programs will be provided at each year level, with literacy integrated across all learning areas. Learning programs will be effective, exciting, contemporary and challenging.

The Year 1 and 2 area consists of air conditioned indoor classrooms with wet areas and cooking facilities and an outside fenced play space, including nature play, undercover areas, bicycle track and sand pits and use of the Primary Oval. Students use other facilities in the College for Music, Sport, Art, Learning Enhancement and Library studies.

## Primary Years 3 and 4

The Year 3 and 4 team aims to establish a friendly and welcoming environment where all students feel valued and safe. Staff are committed to working towards developing the whole child - physical, academic, emotional and spiritual. Learning programs aim to lay solid foundations for life-long learning through being motivating, dynamic and challenging. Strong emphasis is placed upon literacy and numeracy programs that are sequential and allow children to work at their level of ability, with intervention and support offered where appropriate.

Language studies are now directed on learning the focus language and applying this to social and community settings. An outstanding music program incorporates weekly lessons, choir opportunities and a Year 3 string program. Private music tuition is offered before or after school, at lunch time or by negotiation with the Class teacher and the Deans of Primary. A Visual Arts teacher provides students with a dynamic program to introduce them to a range of art opportunities with a Primary Visual Art Exhibition in Term 3.

All students have weekly Library lessons where they utilise the Primary Library facilities and resources. They can also access the Library individually either before school (8.10am) or after school (3 to 4pm, Tuesday to Thursday and 3 to 3.45pm on Friday) and as well as most lunchtimes.

High quality Physical Education and fitness programs are offered and health awareness is encouraged at each year level. The School is in the first phase of the implementation of a Personal Safety and Wellbeing curriculum. Students in Year 3 have their first Inter House Swimming Carnival in Term 1.

## Primary Years 5 and 6

The Year 5 and 6 program aims to provide a happy, secure learning environment and aims to develop in each student self-confidence, with tolerance of, and concern for others.

The Year 5 and 6 Primary program aims to be a balanced, non-prejudiced curriculum which includes physical, social, academic, emotional and spiritual development. It aims to challenge each child according to his/her ability and to encourage children to take responsibility for their own behaviour and learning during their transition through to Secondary schooling in Year 7.

In Year 5, students participate in a Wind Instrument Scholarship and Band Program which provides a hands on musical experience, giving students the opportunity to try new instruments. All students receive free tuition in an instrument that is selected for them for 14 weeks. Instruments include the flute, clarinet, saxophone, trumpet or the trombone. Halfway through their 14-week program, they begin participating in a Concert Band during music class. At the culmination of their program, the students present a small concert for parents, staff and students, demonstrating what they have learnt.

## Speech and occupational therapy

Speech screening, by a professional speech pathologist will occur during second semester for all Kindergarten students and any Pre Primary students who have not been previously screened. Parent permission will be requested for screening. After screening, parents will be notified if their child requires intervention in this area. Speech and occupational therapy is offered weekly on campus. Parents liaise directly with the service provider.

## Community health nurse

Routine health screening for four to six year olds takes place during the Kindergarten and Pre Primary years. Health forms must be completed by parents prior to screening taking place. Notifications will be sent to families throughout the year.

## Early Years excursions/incursions

Excursions and incursions (visiting performers or specialist programs) may be organised by teachers. Costs for both incursions and excursions are included in the annual school fees. Parents will be fully informed of these activities via information letters. Permission slips will be sent home to be signed and returned before the student will be permitted to leave the College for an excursion. Due to their young age, Kindergarten students may not always participate in off-site excursions, but may enjoy incursions, which will aim to enhance their learning.

## Assessment and reporting

Student progress is regularly assessed in a variety of ways: skills checklists, anecdotal records, formal and informal testing, student portfolios and observation. The On-Entry assessment program in literacy and numeracy is conducted in Term 1 of Pre Primary and Year 1.

Reporting is an opportunity to celebrate a child's strengths and set goals for improvement in other areas. Parents are reported to in a variety of ways.

<b>Learning Journals/Student Workbooks:</b>	Taken home at the end of each term and viewed and returned promptly. Viewed at Term 3 Learning Journey
<b>Reports</b>	Interim Report Term 1 (PP-6) Formal Report Terms 2 and 4 (K-6)
<b>Interviews</b>	Terms 1 and 2 and as needed
<b>Learning Journey</b>	Term 3

## Parent/teacher meetings

Contact between the home and school is greatly encouraged. Opportunities for parent-school contact and meetings include:

- Parent Information Evening, Term 1
- Parent Teacher Interviews Term 1, Term 2 and as needed
- Learning Journey, Term 3
- Orientation Days – an opportunity for students to experience a morning of the forthcoming year - end of Term 4
- 'Get Set' day – held on the weekday afternoon before school begins for the year, to drop off booklist items and meet the teacher

Parents are welcome to make an appointment with the teacher at any time during the year to discuss aspects of their child's progress as they feel necessary. Discussions with teachers, immediately before and after school, should be limited to minor matters.

## Special events – dates to be advised

- Mothers Day
- Fathers Day
- Special theme days
- Learning Journey
- Others dates will be advised throughout the year in the eNewsletter and in the Primary Notices.

## Student requirements

Individual booklists for Early Years Learning students are available on the College website. Most Early Years Learning stationery is added to the general collection.

Kindergarten and Pre Primary students will also require the following personal items:

- College backpack
- LJBC Library bag (Pre Primary only)
- LJBC Take Home bag in the appropriate House colour
- A water bottle (named)
- A small cushion (not a large pillow) approximate size 25cm x 30cm

## Attendance

Pre Primary became the first compulsory year of schooling in WA in 2015. As such, all students are expected to attend regularly. A written explanation from parents must be promptly provided for all absences.



In Pre Kindergarten and Kindergarten, we encourage regular attendance of all children to ensure they are able to participate fully and benefit from the carefully structured developmental programs which are taught. In Pre Kindergarten and Kindergarten, if children are unwell or extremely tired, they may stay home and rest and recover until they are well.

## Absences

Students are required to be punctual and should be present at all lessons unless ill. Notification via note, phone call or email to [Primary@ljbc.wa.edu.au](mailto:Primary@ljbc.wa.edu.au) explaining **all** absences is required promptly. Primary Reception will forward all notices on to the class teacher. A Medical Certificate may be required to explain prolonged repeated patterns of absences.

Parents/guardians should make every effort not to take children on holidays during term time as much programmed work and assessment is missed. Negotiation with the Dean of Primary Early Years needs to occur if a child needs to be absent from school for any period of time.

*When parents/guardians remove students from school during the day, they must complete a Leaving Authority form and fill in the Sign In/Out Register at Primary Reception. The Leaving Authority form is handed to the teacher when collecting the child.*

## Days of instruction

Pre Kindergarten will operate for two hours per week, on Mondays in Room 3:

**Pre Kindy Possums** – 8.30am to 10.30am

**Pre Kindy Puggles** – 11.30am to 1.30pm

Kindergarten classes will operate for 3 days each week as follows:

**Kindergarten 1** – Tuesday, Wednesday, Thursday (Room 1) - (green group)

**Kindergarten 2** – Monday, Tuesday, Wednesday (Room 2) – (blue group)

**Kindergarten 3** – Tuesday, Wednesday, Thursday (Room 3) - (gold group)

## Arrival procedures

The Early Years gates will be unlocked at 8.15am each morning, locked at 8.50am then unlocked at 2.30pm for the afternoon pick-up.

In order to ease traffic congestion, parking in the Primary car-park is reserved for parents of Pre Kindergarten, Kindergarten and Pre Primary children between 8.30 and 9am and from 2.30 to 3pm. On Mondays the ELC carpark is reserved for Pre Kindergarten parent parking **only** from 8.20am to 12.30pm. PK/K/PP families will be issued with a Parking Permit, which needs to be displayed when parking in the Early Years car park. Overflow parking on the Courts is for ELC parents only from 8.20 to 8.50am and 2.40 to 3.15pm.

**Pre Kindergarten, Kindergarten and Pre Primary students should be taken to the classroom by a parent or other nominated adult.**

When you bring your child to school, please assist them to carry out the morning routine and then stay for five to ten minutes with your child, as this is often a time they really enjoy. The class teacher will indicate when it is time to start the lesson. If younger siblings are under your care, please supervise them closely.

One parent/guardian of each Pre Kindergarten student must stay with the student during Semester 1. In Semester 2, the Pre Kindergarten students attend school on their own.

## Morning routine

1. Place bag outside their classroom near their name.
2. Put fruit, Crunch 'n Sip, lunch box and water bottle in the allocated place, which is labelled to assist you.
3. You may participate in a short morning activity with your child until time to leave.

## Collection of students

All Pre Kindergarten, Kindergarten and Pre Primary students need to be collected from the classroom by a previously nominated person, named on the Collection Register or communicated to the teacher in written form (in either the class Communication Book, via dated letter or by email.) We prefer adults to collect Early Years students, however if it is necessary, permission may be given for a Primary or Secondary sibling to collect Kindergarten or Pre Primary students. (Please see the Dean of Primary Early Years). **Pre Kindergarten students must be collected by an adult.** The Early Years staff will assist with the releasing of students at the completion of the school day.

If you are late collecting your child due to unforeseen circumstances, please ring Primary Reception on 9300 7435, so that teachers may be informed and allay any of the child's anxieties. Children will be cared for by staff in these circumstances.

If a shared Parenting Plan is in place, please speak with the teachers so they are informed of which days/weeks different parents/grandparents are collecting children.

## Custody arrangements

Please let the class teacher and Dean of Primary Early Years know of any custody arrangements, or changes in living arrangements, which involve your family. Documentation involving custody arrangements or Parenting Plans will need to be provided to Primary Administration.

## Communication

The **College website** contains a **Calendar of Events** which is updated regularly. The Primary **Notices** are published every week via email. The College eNewsletter is published regularly and can be accessed on the College website. Please subscribe on the website to receive emails to inform you when newsletters are available. Whilst classroom teachers will endeavour to provide information on school events, parents are also encouraged to check the College Calendar, Primary Notices and eNewsletter to be fully informed. Newsletters can be accessed on the College website at <http://ljbc.schoolzinewalletters.com/archived>.

Teachers can be contacted readily via school emails. A **Communication Book** is kept in the Kindergarten and Pre Primary classrooms by the front door, for any messages you would like to communicate to us. Please be aware that this is a communal book. If you have private information please relay it to the teacher via a letter, email or verbally.

## Primary Homework

### Pre Kindergarten, Kindergarten and Pre Primary Homework

Formal homework will not be set for these Early Years classes. All activities at home or play can assist children to develop essential knowledge and skills including literacy, numeracy and problem solving. These are often done in the context of family activities including:

- shopping
- preparation of food
- listening to stories, learning songs and nursery rhymes
- discussion about what is happening at school
- reading

- library borrowing
- family outings

Kindergarten students will take home a Library Literacy Backpack each fortnight. Contained within the backpack will be several texts for shared reading, a prompt card for supporting families in engaging students in rich conversations around the text, a puppet and often an educational game. Pre Primary students will begin to take home a book each week from the Shared Reading program mid way during Term 1 of the year. Prompt cards may be supplied to support families in engaging students in rich conversation around the text. At all times, parents/guardians are encouraged to read to their children of all ages, and to facilitate the child's reading for pleasure.

## Year 1 and 2 Homework

Year 1 and 2 students will take home a book regularly from the Home Reading program during the year. Parents/guardians are asked to please check and sign the Reading logs. At all times, parents/guardians are encouraged to read to their children of all ages, and to facilitate the child's reading for pleasure.

Year 1 and 2 students will also take home a few class sight words and spelling words to practice.

## Year 3 and 4 Homework

Homework aims to provide our students with opportunities to consolidate the skills and concepts they have learned at school. It allows for positive communications to take place between home and school. It may establish good routines, which create good learning habits for our students as they move through the College.

Primary homework is set according to the needs of the students within the year group. Tasks are often open ended to provide opportunities for students to be challenged and extended. Homework is not set for weekends or holidays, however from time to time a task may flow over these periods and for some year groups the homework may run over a two-week period. Students in Years 3-6 are given a homework diary. Homework is set by classroom teachers and may differ slightly within a cohort. This is to provide the best opportunities for teachers to respond to the learning needs of the students within their classrooms. When a task is not understood or the demands of the family routine prevent homework from being completed within the allocated timeframe, parents are asked to write a note or email the classroom teacher. The classroom teacher will work with the parents to support their child.

## Year 5 and 6 Homework

Year 5 and 6 student will use their diary to record their homework, record finishing off work and manage assignments and project work. Teachers aim to build on the students own personal organisation skills and independence essential for later learning.

## Food at school

We encourage inclusion of a variety of healthy food options for your child at school and limited pre-packaged foods. Foods such as cheese, yoghurt, fruit, vegetables, savoury muffins, mini quiches and sandwiches are all good selections. Please do not include lollies, chocolates and chips as these are not filling and do not provide long-lasting energy. Please label all lunch containers and bottles.

**Please do not include NUTS and foods with nuts in them, as we have children who have life-threatening allergies to these items. Please be mindful of class children who have intolerances to dairy, egg and sea food. The teacher will advise if there is a life threatening allergy and which foods to avoid. Thank you.**

Examples of foods to send to school:

- **Recess** – a filling snack e.g. small sandwich, cheese and crackers, yoghurt, fruit
- **Lunch** - A sandwich, wrap, small salad, boiled egg, meat cubes, cheese, etc. are all good options. Please try not to include too much food as young children often get anxious if they cannot eat everything in their lunchbox and become concerned that they might miss their play time. Any uneaten food will be sent home.
- **Crunch 'n Sip** - a small container with bite-sized cut-up fruit or vegetables for a quick afternoon snack.
- **Water bottle** – **water only** please, no juice or other drinks (please label)

## Canteen lunch orders

Pre Kindergarten and Kindergarten students are not permitted to order lunches from the Canteen. Pre Primary, Year 1 and 2 students may order lunch each week day from the Canteen.

Lunches are ordered online via Flexischools at <https://www.flexischools.com.au/Privacy.aspx> or in person before school at the Canteen. Lunch orders may not be accepted after 8.30am.

## Birthdays

Birthdays are special times for children and class teachers delight in acknowledging these events. As we have a number of students with moderate to severe food allergies, we ask that you **refrain from sending food of any description**. Teachers will ensure your child receives some form of special recognition in class when it is their birthday.

Please distribute birthday invitations out of school hours as we wish to avoid the disappointment that could be felt by children who are not invited to a party. Teachers are unable to distribute invitations on behalf of parents.

## Lost property

All lost and unmarked property from ELC students will be placed in a box in the Primary Hall near the Primary Library. Parents wishing to look for lost items should check this box. At the end of each term, items will be displayed for collection. Unnamed items will be sent to the second hand uniform shop for resale at the end of each semester. Correct labelling of clothing assists with clothing return.

## Uniform

All LJBC students are required to wear school uniform. All uniform items are available from the College Uniform Shop, except for shoes. **Please clearly label all items of clothing**. The only jewellery permitted is earrings (plain gold or silver studs or sleepers), and a watch. Hairpieces, glitter, lip balm, nail polish, tattoos and make-up are not permitted.

Please provide spare underwear, shorts and a top for your child in a plastic bag in their school bag for all Pre Kindergarten and Kindergarten students.

Please refer to the Uniform requirements at the end of this Handbook.

## General appearance

We seek to encourage a high standard of personal cleanliness, hygiene and neat appearance at all times. Please assist your child in learning how to blow their own nose, attend to themselves in the toilet and wash and dry their hands independently.

Hair needs to be of a conservative style, well groomed, neat, clean (i.e. regularly washed) and tidy at all times, e.g. no undercuts or novelty shaved areas. If hair is longer than the shoulders, it needs to be tied back with hair accessories that are plain black, navy, light blue, yellow or gold, and are not decorated or patterned. Please contact the relevant Dean of Primary if you have any queries.

Because of **head lice** problems in schools, parents are asked to be vigilant in checking their children's hair. Parents will be informed when head lice have been found in students' hair and are encouraged to check their own child's hair for the next couple of days for small white specks (eggs).

## Hats and sun cream

We believe that it is important to educate children about the value of protection from the sun. All children must wear their **College hat for outside activities** and need to have a hat marked with their name in their bag at all times (summer and winter). We discourage the sharing of hats due to head lice. If they do not have a hat, children may play in the shade but may have to sit out of some activities at Physical Education. Sometimes hats get misplaced or are taken home by the wrong person accidentally so it is recommended that a **spare hat** (does not have to be an LJBC hat) is kept in the child's bag to be used in emergencies.

During Summer (Terms 1 and 4) children are encouraged to administer **sun cream** before outdoor play. If your child has an allergy to creams, please provide your child with their own sun cream to keep in their bag and notify the class teacher.

## Parent roster

Parent rosters will be on display in each Early Years classroom. We welcome mothers, fathers and grandparents to be on the roster. Children love having a family member on roster and this can be a special time to share with your child/grandchild. When you are rostered on please sign in at Primary Reception and receive a visitor's badge. A few examples of the ways parents can help is to assist in the Perceptual Motor Programme (PMP) activities, supervise a table activity, as general classroom help, or assist with an incursion or excursion.

## Dental Therapy Centre

The Dental Therapy Centre aims to provide a continuous preventative dental service for each enrolled child. It is supervised by a dental officer from the Public Health Department's Dental Health Service and is staffed by dental health therapists, specially trained to provide dental care for children.

This service operates at the Dental Therapy Centre at Heathridge Primary School. Your child will receive a tentative appointment card sometime during their Pre Primary year. Please contact the Centre if you wish to change the appointment time. Transport to the Dental Therapy Centre is the responsibility of the parents.

## Sickness and accidents

In the event of a child being sick or involved in an accident, parents are contacted whenever possible. All parents are asked to make sure that the School has a telephone number and an address at which they can be contacted.

Information on enrolment forms needs to be kept up to date. Any changes in personal information such as telephone numbers, addresses and the person to contact in an emergency, should be recorded on a change of information form and handed in to Primary Reception or emailed to [Primary@ljbc.wa.edu.au](mailto:Primary@ljbc.wa.edu.au) as soon as they occur.

## Administration of medication

Lake Joondalup Baptist College Primary School will comply with reasonable requests for assistance in the administration of medication where there is an agreement between staff and parents/guardians and where written instructions from the prescribing doctor have been provided for prescribed medications.

All medications, including analgesics, such as Panadol, will be kept centrally and administered under the supervision of the appropriate staff member at Primary First Aid. Analgesics will only be administered with a parent's permission. Children are not to keep medications in their bags, lunch boxes or desks.

## Learning Enhancement

The Primary School aims to provide a caring, supportive environment with the object of encouraging each child to develop to their full potential. This includes early detection of learning difficulties and specialist teachers in Mathematics and English. A strong Talented and Gifted program runs throughout the year covering a range of learning areas. A number of team events are run throughout the year including Optiminds, Future Problem Solving, the Australian Problem Solving Mathematical Olympiads and Academic All Stars.

## Specialists

The academic program includes a balance of integrated and contextualised learning programs, as well as incorporating specialisation within the academic disciplines. In addition to Literacy and Numeracy, these include a quality Visual Art program, and a Music program which includes choirs, performing groups, and singing groups.

The Languages learning area focuses on Japanese in Years 3 to 6. Health and Physical Education is a specialist area and includes physical education lessons, health lessons and sport. Interschool sport includes Swimming, Athletics, Cross Country Running and winter sports in Touch Rugby, Australian Rules football, Soccer, Netball and Hockey. A number of different sports are offered to allow children the opportunity to develop skills and participate in a range of sports.

## Assessment and reporting

Assessing of student progress is continuous. Some standardised testing is carried out throughout the year to supplement the teacher's judgment of the student's progress.

Each day, students will take home a Homework diary (Years 3 to 6) in an effort to maintain strong communication links between home and school.

Student workbooks will be sent home twice each term. The workbooks may consist of assessments, tests and general work. Parents/guardians are able to view these and sign. These generally are sent on a Friday and returned Monday. The workbooks must be returned to school the following Monday for continued use in class.

Regular parent contact is encouraged. 'Get Set Friday' on the last Friday in January (the Friday before school starts) allows students to set out their workbook supplies and meet their teacher briefly before school starts on Monday. The school year begins with informal meetings with families in Week 3 and class information evenings in Week 2 to familiarise students and families with the new school year. In Term 1, parents/guardians will be invited to come to school to view their child's work and to meet with the teacher to discuss goals and early progress. Parent interviews following semester reports are held in Week 9 of Term 2. A 'Learning Journey' is held towards the end of Term 3.



## Co-curricular

We offer a wide ranging co-curricular program to complement each student's academic life and hold a strong belief that these activities are important in their overall holistic development.

All of our students are encouraged to be highly committed to their chosen co-curricular activities and are assured that their full involvement will be supported.

We look forward to seeing every student play a full and active part in the co-curricular life of the College. Clubs and co-curricular activities occur before school, after school and during some lunchtimes.

## Camps

Where scheduled as part of an educational program, student participation in camps is compulsory. A camp and outdoor education program operates for all students in the Primary Years with the Year 4s attending a one-night Zoo Camp in Term 4 (1 November, 8 November & 15 November), the Year 5s attend a two-night camp to Rottnest (Wednesday 31 October to Friday 2 November) and Year 6 will go to Sydney and Canberra in Term 3 holidays (Tuesday 26 June to Monday 2 July).

## In Term swimming lessons

In Term swimming lessons will be held in Term 2 for PP to Year 2 students and in Term 3 for all students Years 3 to 6. These lessons are a **compulsory component** of the Physical Education program. Students will only be exempt due to illness and a doctor's certificate is required to be exempt from associated fees.

**Years PP-2 In Term Swimming** - Term 2, Weeks 2 & 3 from 7 May to 18 May

**Years 3-6 In Term Swimming** - Term 3, Weeks 5 & 6 from 13 August to 24 August

## Transport

Transperth provides service to Shenton Avenue and Candlewood Boulevard. Rail transport is also an option. Students may ride their bicycles and lock them at the end of the Primary Hall building, under cover.

## Student requirements

Parents and guardians are requested to provide their children with the necessary stationery items that they will require throughout the year. These need to be replaced as they are used so that children always have the necessary equipment to enable them to perform to the best of their ability. Please ensure all items are clearly labelled with your child's name.

To develop habits of neatness and pride in work, it would be appreciated if parents/guardians would cover all workbooks in which written work is being completed.

Students need a College Library Bag to protect school library books as they are carried to and from school. In order to protect the books students may only borrow books with this bag.

## Student book lists

Primary booklists are available on the College website

<http://www.ljbc.wa.edu.au/Booklists.html>.

## Term dates for students 2018

See the LJBC website for 2018 Term Dates.

## Newsletter dates

eNewsletters will be issued approximately every three weeks every term. An email will be sent to parents/guardians with a link to the eNewsletter, which is published on the College website. Newsletters can be accessed on the College website at:

<http://ljbc.schoolzinewsletters.com/archived>.

## Enrolment procedure

Generally, there are waiting lists for entry to the College, although vacancies may sometimes be available for immediate entry. A non-refundable fee per child is paid to register on the waitlist. Pre Kindergarten and Kindergarten places are offered approximately 18 months prior to entry. Places are offered first to siblings of current or past students of the College, and then to new families, in order of registration. Religious affiliation is not a factor.

When the College offers an enrolment place to a child entering the College for the first time, a non-refundable Enrolment Fee is required to secure the place. In addition, an Enrolment Bond is payable and will be credited towards the second Semester fees providing the child's enrolment remains current. The Enrolment fee and Enrolment Bond are not refundable if the child does not commence at the College.

If you have any questions concerning enrolments, you are invited to contact our Enrolment Registrar at the College on 9300 7444, or by email at [Enrolments@ljbc.wa.edu.au](mailto:Enrolments@ljbc.wa.edu.au).

## Terminating your child/children's enrolment at LJBC

If your child leaves the College after commencing, you are required to give the College written notice:

- a. by no later than the first day of the term at the end of which it is intended he/she should leave, or
- b. (if it is intended that he/she should leave during a term) not later than the first day of the preceding term.

If you fail to comply with these requirements, a charge of ten weeks' tuition fees will be payable for each child.

In the event that your child is asked to leave the College, fees already paid will not be refunded and any outstanding fees, plus ten weeks' tuition fees will be payable.

## Fees

Lake Joondalup Baptist College is a non-profit organisation which exists to provide a Christian, Independent education. Fees are reviewed each year and set as an annual fee after establishing the year's total anticipated operating income and costs.

Annual tuition fees are outlined on the Fees Schedule. Fees are invoiced at the commencement of each Semester and must be paid by the end of the first week of that Semester. Penalties apply for overdue fees and a student's placement at the College is reviewed if fees fall into arrears. Sibling discounts apply if more than one child from a family attends the College at any one time.

Primary School fees include excursion and incursion costs and money for these events will not be requested during the year.

## Section 2: Procedures

### Money collection

Excursions will be covered by school fees. However, if it becomes necessary to collect additional sums of money from the children for items such as bus fares, clubs etc., money will be collected via direct debit into a nominated school account.

### Excursions

At the start of each year, parents/legal guardians are to complete a Student Excursion Permission Form. Only students who have submitted the form will be permitted to attend excursions.

### Children leaving school grounds

*When parents/guardians remove students from school during the day, they must complete a Leaving Authority form and fill in the Sign In/Out Register at Primary Reception. The Leaving Authority form is handed to the teacher when collecting the child.*

### Custody arrangements

Please advise the Deans of Primary and the class teacher of the details of any custody arrangements or parenting plans that involve your family. Documentation involving these arrangements must be provided.

### Absences

Students are required to be punctual and should be present at all lessons unless ill. Notification via note, phone call or email to [Primary@ljbc.wa.edu.au](mailto:Primary@ljbc.wa.edu.au) explaining **all** absences is required. Primary Reception will forward all notices on to the class teacher. A Medical Certificate may be required to explain prolonged repeated patterns of absence.

Parents/guardians should make every effort not to take children on holidays during term time as much programmed work and assessment is missed. Negotiation with the Deans of Primary needs to occur if a child needs to be absent from school for any period of time.

### Late notes

It is important that the learning program commences promptly at 8.35am. Parents/guardians are asked to have children in the classroom by this time. Children arriving at school after 8.35am must have a *Late Note* signed by their parent/guardian to take to their teacher. Parents/guardians need to accompany their child to Primary Reception to complete the *Late Note* as well as fill in the *Sign In/Out register*.

### Sickness and accidents

In the event of a child being sick or involved in an accident, parents are contacted whenever possible. All parents are asked to make sure that the School has a telephone number and an address at which they can be contacted.

Information on enrolment forms needs to be kept up to date. Any changes in personal information such as telephone numbers, addresses and the person to contact in an emergency, should be recorded on a change of information form and handed in to Primary Reception or emailed to [Primary@ljbc.wa.edu.au](mailto:Primary@ljbc.wa.edu.au) as soon as they occur.

## Administration of medication

Lake Joondalup Baptist College Primary School will comply with reasonable requests for assistance in the administration of medication where there is an agreement between staff and parents/guardians and where written instructions from the prescribing doctor have been provided for prescribed medications.

All medications, including analgesics, such as Panadol, will be kept centrally and administered under the supervision of the Primary Nurse or appropriate staff member at Primary First Aid. Analgesics will only be administered with a parent's permission. Children are not to keep medications in their bags, lunch boxes or desks.

## Infectious diseases

The danger of infection from the presence at school of children suffering from infectious diseases arises chiefly from the attendance at two stages:

- whilst suffering from the early symptoms
- when convalescent from the disease but still retaining some infection in their person or apparel.

### **Public Health Regulations for exclusion periods are set for your information.**

Chicken Pox - exclude from school for at least five days after the rash appears and until vesicles have formed crusts. Re-admit when sufficiently recovered. Some remaining scabs are not an indication for continued exclusion (Contact: do not exclude.)

Conjunctivitis - exclude from school until discharge from eyes has ceased. Re-admit when sufficiently recovered. (Contacts: do not exclude.)

Measles - exclude from school for four days after the onset of the rash. Re-admit on **medical certificate of recovery**. (Contacts: do not exclude immunised or previously infected contacts.) Non-immunised contacts should be excluded for 14 days after the appearance of rash in the last case identified in the school. If susceptible contacts are vaccinated within 72 hours of their first contact with the first case, then they may return to school following vaccination.

Mumps - exclude from school for nine days after onset of symptoms. Re-admit on **medical certificate of recovery**. (Contacts: do not exclude.)

Ringworm - exclude from school until 24 hours after treatment has commenced. Re-admit on **medical certificate of recovery** that the child is no longer likely to convey infection. (Contacts: do not exclude.)

Rubella - exclude from school for 4 days after onset of rash. Re-admit on **medical certificate of recovery**. Refer pregnant contacts to their doctor. (Contacts: do not exclude.)

Scabies - exclude from school until the day after effective treatment has commenced. Family contacts will probably be infected and should be treated. (Contacts: do not exclude)

Pediculosis (Nits) - exclude from school until the day after effective treatment has commenced. Family contacts will probably be infected and should be treated. (Contacts: do not exclude.)

Impetigo (School Sores) - exclude from school for 24 hours after antibiotic treatment has commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing. (Contacts: do not exclude.)

A Community Nurse makes regular visits to the school. An appointment may be made regarding your child.

## Communication

It is our policy to keep parents/guardians as fully informed about school activities as possible. An eNewsletter will be a regular feature of our communication process. Please check children's Homework Journals, direct email and telephone calls. Where possible communication is best face-to-face; families are encouraged to use the communication that works best for them. A weekly edition of Primary Notices is also emailed to Primary parents on every Friday of the term.

## Graffiti and vandalism

Students should show respect for College property and the property of others. Any form of deliberate vandalism of property will be treated seriously and may lead to expulsion, even for a first offence.

Students may be asked to replace items (including stationery items) if they have been mistreated, or have graffiti on them. Accidental damage to College property or another person's property must be reported immediately to a staff member.

The College may seek restitution from students and/or parents/guardians in cases where the student's deliberate, mischievous or careless action results in damage to College property.

## Games and electronic equipment

Children should not bring electronic games, iPods, iPads, MP3s, portable CD players/radios and other electronic items to school unless part of a documented school plan, as they may be lost or damaged. **Money and other valuables should not be brought to school.**

## Mobile phones

For students catching public transport or where for safety concerns parents choose to give children a mobile phone, these should remain off for the day and only checked at the end of the day. Mobile telephones should be turned off and out of sight from 8.30am to 3pm, including break times. All messages to students must go through the Primary Reception during the day. Mobile phones that are turned on during the day will be confiscated and collected at the end of the day.

## Lost property

All lost and unmarked property from ELC students will be placed in a box in the Primary Hall near the Primary Library. Parents wishing to look for lost items should check this box. At the end of each term, items will be displayed for collection. Unnamed items will be sent to the second hand uniform shop for resale at the end of each semester. Correct labelling of clothing assists with clothing return.

## Houses

Students are divided into six Houses: **Lancier (Orange)**, **James (Red)**, **Batavia (Purple)**, **Cumberland (Green)**, **Windsor (Blue)** and **Arcadia (Yellow)**.

Inter House competition is encouraged and activities are designed to promote sportsmanship, enjoyment, cooperation, team spirit, and endeavour. Every effort is made to allocate children in the same family to the same House.

**Lancier (orange)** was a 285 ton barque which left Mauritius for Hobart Town in 1839. It struck Stragglers Rock within sight of Fremantle and sank quickly, without loss of life. There are reports of

over a tonne of silver in the cargo; none has been recovered. It sank in fair, calm weather in daytime, though this was hotly disputed by its owners.

**James (red)** was a 195 ton brig which left Kingstown, Ireland for Fremantle via Brazil in 1829. Six months later it arrived in Fremantle where it was blown ashore at Owen's Anchorage. Although no lives were lost there was substantial hardship during the voyage, and goods on the ship were damaged by exposure.

**Batavia (purple)** was a large merchant ship capable of carrying 600 tonnes of cargo and was on her maiden voyage from Amsterdam to the East Indies. It crashed onto the Abrolhos Islands north of Geraldton at night in 1829 with her sails set. Mutiny to turn it into a pirate ship was about to occur before it struck the reef. Substantial treasure was on board, quantities of which have never been recovered.

**Cumberland (green)** was a 444 tonne ship which left Bombay for Sydney in 1829 with a cargo of wheat. In Sydney it was loaded with coal for the return voyage to India and on 30 March 1830 ran aground and sank at Cape Leeuwin. Its crew set out for Fremantle in small boats and most of them arrived three days later. The ship broke up quickly.

**Windsor (royal blue)** was a ship that had departed from Fremantle for Hong Kong with two separate cargoes of sandalwood on board. During heavy weather, although Captain James Walters thought he had made sufficient allowance to counter the current and wind, the Windsor struck Half Moon reef at 9.50pm on 2 February 1908.

**Arcadia (yellow)** was a barque that was condemned as a wreck by the underwriters after the vessel ran aground on 25 April 1900 and then re-floated by its new owner M.C. Davies. On 22 July 1900 during one of the severest storms to hit the South-West coast the Arcadia was driven ashore again and this time totally wrecked.

## Lunches

Lunches are ordered online via Flexischools at <https://www.flexischools.com.au/Privacy.aspx> or in person before school at the Canteen. Lunch orders may not be accepted after 8.30am.

Help in the Canteen is always appreciated. Please contact the Canteen Manager by telephone on 9300 7409. Hours worked in the Canteen can be counted towards PPP hours.

## Assemblies

Class Assemblies are held on a Friday morning in the College Auditorium. Assemblies commence at 8.45am and last for approximately 45 minutes. All parents/guardians are welcome and are encouraged to attend when possible. Awards and items will occur early in the Assembly.

Parents/guardians will be notified of the Class Assembly timetable early in the year and reminders are placed in Primary Notices. Please park at the Arena unless collecting children from Kindergarten or Pre Primary. Children participate in Worship Assemblies on other days during the year.

## Complaints and grievances

If you have cause for concern about something at school, please contact the class teacher in the first instance. Should difficulties remain unresolved, an appointment can be made with the Deans of Primary through the Primary School Reception. The College Principal is available by appointment should issues remain unresolved. The College Board is the final recourse to addressing problems.

A copy of the Resolution of Parents and Students Complaints and Grievances Policy can be located on the College website.



## Parking

### Pre Kindergarten to Pre Primary

Parking bays are available before and after school for parents/guardians of Pre Kindergarten to Pre Primary students in the Primary School car parks off Shenton Avenue. Other parking is available in the HBF Arena car park. Kindergarten students may be collected from their rooms at 2.45pm. Pre Primary students can be collected at 3pm.

### Years 1 to 6

Parents/guardians who do not have Pre Kindergarten, Kindergarten or Pre Primary students are requested not to park in the Primary School car park, but to please drop off and pick up their children at the Primary School drive through Kiss 'n Ride car park off Kennedy Drive or from the Arena car park.

If students are not being collected directly from classrooms by parents after school, they are to move straight to the waiting area outside Primary Reception where teachers will be on duty, assisting with Kiss 'n Ride. Students may wait at the western corner of the Auditorium to be collected from there. A teacher is on duty there until 3.15pm. Primary students must use the western service road pathway and not walk through the Secondary School. Please do not tell your child to wait in another area as only the two stated areas are supervised. Students may not use play equipment before or after school, even if parents are present.

When attending morning or afternoon events at the School, please park at the HBF Arena to allow parents/guardians of Kindergarten and Pre Primary students to park and collect students from their rooms.

## Parent involvement

The involvement of parents/guardians in their child's education is highly valued and we support the development of a close relationship between the home and the school. Help is welcomed both in the school and in their child's class. We welcome parents/guardians at our assemblies and special functions held throughout the year and encourage parents/guardians to be a part of school activities at any available opportunity. Class teachers organise tasks and rosters for help, as well as issue invitations to be present for special class activities.

Parent Helpers and PPP workers must register their presence at Primary Reception and collect a 'Visitor' badge before proceeding to the activity.

## Working with Children check for parents and volunteers

People working with children are required to undergo a *Working With Children Check*. This is a State Government requirement and checks of various categories of workers with children are now necessary.

- **Parents of students** involved in unpaid child related work in their child's school meet the criteria for **Parent Volunteer Exemption** and **do not require a WWCC**.
- No parents/grandparents can attend overnight camps without a WWCC.
- Grandparents **do** require a Volunteer WWCC.
- **All volunteers**, including parents, **must sign in and sign out at each visit while volunteering**. All volunteers are required to wear a badge.

## Primary Parents and Friends (P&F)

Parents and guardians of current students are automatically members of the Primary School P&F. Dates of P&F meetings are advertised in the Primary Notices, School eNewsletter and the College Calendar available on the College website. Meetings often include a guest, speaking on topics

relevant to family life and education. Attendance at the regular P&F meetings is counted towards PPP hours.

## Parent Participation Program (PPP)

Parental help is of great importance in any school community. At LJBC, participation in the Parent Participation Program is a condition of enrolment. Help is valued in various departments, such as the classrooms, early morning reading programs (RACE and ROC), Canteen, Uniform Shop, Library, and Physical Education at carnivals and other events.

Each family is required to contribute a minimum of 10 hours of voluntary work per year, for the period in which they have a child attending the College from Kindergarten through to Year 11. A description of the tasks and a nomination sheet are circulated to parents, enabling them to contribute in a chosen area of interest or an area of competence. Each family is charged \$200 on their Semester 1 account, which will be credited at a rate of \$20 per hour upon receipt of a timesheet showing hours completed. PPP forms can be collected from and handed in to Primary Reception.

## Community Connect Room

The Community Connect room is open every day from 8.30 to 9am and is located between the Pre Primary classrooms. This is open to all parents to have share a cup of coffee or tea and connect with other parents and staff.

## Parent/school contact

Contact between the home and school is greatly encouraged. Parents/guardians are invited to make an appointment at any time to discuss their child's strengths, weaknesses and interests as well as voice any concerns they may have regarding their child's educational development.

A Parent Information Evening for each class will be held early Term 1. Class policies and practices will be outlined. This will be a general information session and not a time to discuss individual children.

Opportunities will be provided for parent interviews throughout the year. Parents/guardians are welcome to make an appointment with the teacher throughout the year to discuss aspects of their child's progress as they feel necessary.

*Generally, teachers will be unavailable for interviews or discussions before school due to Duty of Care responsibilities and preparation for class, or on Monday afternoons as this is a Staff Meeting day. Urgent communication at this time should be brief. Parents are encouraged to meet with the Deans of Primary in circumstances where the teacher is not available.*

*The Primary leadership can be contacted regarding matters within their areas of responsibility.*

## Primary Leadership

### Deans of Primary

**Dean of Primary PK-2 Early Years – Mrs Carol Harris**

[Carol.Harris@ljbc.wa.edu.au](mailto:Carol.Harris@ljbc.wa.edu.au)

**Dean of Primary 3-6 – Mr Paul Sonneman-Smith**

[Paul.Sonneman-Smith@ljbc.wa.edu.au](mailto:Paul.Sonneman-Smith@ljbc.wa.edu.au)

### Primary Team Leaders

**Early Years Team Leader - Mrs Christina Roodt**

[Christina.Roodt@ljbc.wa.edu.au](mailto:Christina.Roodt@ljbc.wa.edu.au)

**Primary Years Team Leader – Mrs Amber Thornhill**  
[Amber.Thornhill@ljbc.wa.edu.au](mailto:Amber.Thornhill@ljbc.wa.edu.au)

### **Primary Chaplains**

**Chaplain and Coordinator of Christian Education – Mr Jeremy Chappell**  
[Jeremy.Chappell@ljbc.wa.edu.au](mailto:Jeremy.Chappell@ljbc.wa.edu.au)

**Chaplain – Mrs Bianca Keehan**  
[Bianca.Keehan@ljbc.wa.edu.au](mailto:Bianca.Keehan@ljbc.wa.edu.au)

### **Primary Staff Coaches**

**Primary Staff Coach Technologies – Mrs Stuart Cooke**  
[Stuart.Cooke@ljbc.wa.edu.au](mailto:Stuart.Cooke@ljbc.wa.edu.au)

**Primary Staff Coach Pedagogy – Ms Tarryn Needham**  
[Tarryn.Needham@ljbc.wa.edu.au](mailto:Tarryn.Needham@ljbc.wa.edu.au)

### **Primary Library**

**Teacher in Charge, Primary Library – Mrs Carmen Hawkey**  
[Carmen.Hawkey@ljbc.wa.edu.au](mailto:Carmen.Hawkey@ljbc.wa.edu.au)

*Please note that class teachers should generally be the first point of contact, unless stated otherwise in policies and procedures.*

## **LJBC Primary Student Behaviour Management**

**‘The LJ Way’**

### **College Student Code**

**All students and teachers to be able to:**

- Learn without distraction or interference from others
- Work in a safe environment
- Feel safe from harassment, bullying and discrimination
- Be shown respect by their peers and teachers
- Be empowered to take responsibility for their own behaviour and progress

Our Wings College Values are:

**Kindness, Respect and Fairness** which are the foundation for building positive relationships and promoting responsible behaviour.

#### **Kindness**

The act of going out of your way to be nice to someone or show a person you care. If you see someone who looks upset or down, just simply smile and say hello to them, maybe strike up a conversation.

## **Respect**

Having positive regard for yourself and treating others with consideration and regard. Respect another person's right to hold views and express these. Be aware of others and their cultures, accept diversity, be included and include others.

## **Fairness**

When we treat others as we would like to be treated and we provide everyone with opportunities to succeed, we are showing fairness.

The key to effective school discipline is the quality of relationships between teachers and students as well as parents/guardians.

Students, parents/guardians and teachers have the right to a safe, orderly school environment where students can learn and feel safe at all times, and teachers can teach.

Students should be encouraged to accept responsibility and to develop self-discipline. It is necessary that we maintain firm discipline of all students. This means that discipline will be consistent, fair and carried out in a supportive environment.

## **Setting up for success**

The whole community can set the tone for student success by relating positively to each other including parents, other students and staff. We seek to see all members of the community taking the time to form appropriate connections through welcoming and inclusive practise. Speaking positively about each other allows the students to in turn feel that they are a part of the school community and that they belong. Meeting with the Deans of Primary to discuss issues as they arise is a good first step.

## **Primary safety and wellbeing**

The Primary School has embarked on the development of a whole school well-being and safety curriculum. Classroom teachers teach positive behaviours and Social and Emotional Learning programs explicitly in classes. In addition, a number of afterschool clubs including 'Shine' and 'Kids with Courage' are offered to students.

It is a requirement that all Western Australian schools provide Protective Behaviours curriculum to all students. Lake Joondalup Baptist College is committed to helping create safer communities for our children and uses a Protective Behaviours program across all year levels.

The Protective Behaviours program focusses on providing children with the knowledge and skills to identify unsafe behaviours, and know how to respond. The program is relevant for family and domestic violence, bullying, abuse (physical, emotional or sexual), and online abuse.

Lake Joondalup Baptist College is using curriculum developed by WA Child Safety Services and is aligned with the Western Australian School Curriculum and Standards Authority requirements.

This year for our LJ Awards given at formal assemblies, our focus will be on the recognition and reinforcement of the core character values of Lake Joondalup Baptist College. Our aim is to continue to foster a positive school environment by focusing on demonstrating positive character traits. In class and during worship assemblies, students will have opportunities to hear about and discuss these core values, supporting a growth mindset and a positive community environment.

## **Behavioural expectations**

Teachers maintain a positive classroom climate and take a personal interest in each student. Discipline standards are high and each student is to be accountable for his/her behaviour. Where

necessary, students will be counselled and supported through their journey to develop skills leading to better self-regulation with the expectation that they will demonstrate improvement.

Students who persist with disruptive or inappropriate behaviour will be offered support but in order to preserve the learning of others, they will be removed from classes and, ultimately, they will have the privilege of enrolment withdrawn.

The College must protect the rights and well-being of all students and no student should be allowed to jeopardise the learning of others or to disrupt the harmony of the School.

The Primary School Leadership Team will work with individual teachers and students to ensure that the discipline standards of the School are maintained at a high level. All teachers will consistently use the same discipline model throughout the school.

It is a requirement for enrolment that parents/guardians and students support the ethos, and standards of conduct and dress expected by the College, and that policies are supported by compliance.

## Primary School playground behaviour

We acknowledge that everyone has the right to be happy and treated fairly.

We will achieve this by:

1. Playing safe sensible games
2. Playing only in safe playing areas
3. Walking on all paved areas
4. Being punctual at all times
5. Consuming all food and drink in the proper areas
6. Remaining seated at lunchtime until dismissed by the duty teacher
7. Placing all litter in rubbish bins
8. Being in buildings only when teacher is present
9. Showing good manners to everyone at all times
10. Showing respect for other people and their property

## Creating a positive environment

**Good behaviour will be rewarded with school wide positive consequences, in addition to a teacher's class based strategies.**

- LJ stickers
- LJ Award Certificates awarded at Assemblies
- Primary Merit Stickers - awarded for outstanding behaviour or work
- Class Awards
- Class Merits

## Classroom Pastoral Care

There are days when your children may not be themselves, are finding things hard, are worried or are anxious. On those days, it is best to communicate this to the class teacher personally, but when this is not possible, with the Deans of Primary. A positive plan to assist your child can be employed.

## Classroom procedure for dealing with misbehaviour

In dealing with low level misbehaviour the teacher will attempt to incorporate our College Motto:

### ***Wisdom, Justice and Mercy***

**Wisdom** is the guiding principle, working with the situation and seeing the problem and the background for the behaviour as well as educating and making explicit the expectations for a class.

**Justice** refers to the expectations, school code of conduct and the class expectations. With expectations comes the explicit consequences. These are detailed in each class and are based on natural consequences as much as possible.

**Mercy** refers to the final step of restorative practice, preserving dignity through one on one conversation, care and concern for the student and the shared desire to improve the behaviour. This enables a teacher to redirect the child, and offer the child a chance to reflect and develop the skills of self-regulation and restore the child to the class setting.

**The LJBC 1,2,3 method of behaviour management is used in classes.**

The teacher employs non-verbal and non-direct methods of **redirection** such as eye contact, proximity and options for the child and uses wisdom and understanding before going through the **LJBC 1,2,3** process:

1. The teacher informs the student that they are on a **1** because of their behaviour. This signals to the student that this behavior should now stop and be redirected to working.
2. If the behaviour continues, the teacher informs the student that they are on a **2** because of their continued behaviour. The teacher may **move** or offers the student an **alternative choice** such as a separate desk or a designated area to refocus. The student is not sent outside the classroom at this step.
3. If the behaviour continues the teacher informs the student that they are on a **3** and sends the student to a **Buddy Time Out class**. The student will complete 5 to 10 minutes in the classroom, not including break times. The student is then sent back to their own class. Following this the student meets with their teacher to have a discussion about their behaviour (in the Early Years classes). Students in the Primary Years skip this step.
4. If the negative behaviour continues that same day, the student is required to meet with the Team Leaders or the Deans of Primary. Depending on the severity of the issue, the teacher may decide to skip steps **2** and **3** and direct the student immediately to the Deans of Primary. Parents will be informed and a plan will be developed for reintroduction to the classroom, through a **Restorative process**.

Our aim is to maintain a positive classroom climate through the use of preventative, supportive and corrective discipline strategies. Emphasis is placed on listening, respect and responsibility.

## Class principles for medium and high level misbehaviour

On occasion, there are incidences of higher levels of misbehaviour. In these circumstances, teachers will respond in a different manner in order to maintain safety or good order within the School.

When a student displays behaviours that are anti-social, including some cases of bullying, verbal abuse, violence and some cases of major dishonesty, a teacher will direct the student to the Deans of Primary. Parents will be informed and in severe cases, may be required to collect their child. A documented safety and intervention plan will be developed with all parties, with the aim of restoring the student to better behavioural outcomes.

Ongoing misbehaviour will result in exclusion from school and in extreme cases, withdrawal of enrolment by the College Principal PK-12.

## Restorative process

Restorative process is an ethos that emphasises repairing the harm caused or revealed by poor behaviour. It is best accomplished through cooperative processes that include all people involved. Restorative Justice is script based, whereby the people involved are 'interviewed' and gain a good understanding of the impact their actions have had on others. This also gives a great opportunity for all parties to be heard and understood.



**An example of the script is as follows.**

*What happened?  
What happened next?  
What were you thinking when ...?  
What are you thinking now?  
Who has been affected by your actions?  
What can we do to fix this up?  
In the future, what could you do to make this better?*

## Playground behaviour

### **Dealing with unacceptable playground behaviour**

When a student exhibits inappropriate behaviour in the playground:

1. The teacher may ask the student to sit in a Time Out area for a short period of time.
2. For a serious misdemeanor, the teacher reports student behaviour immediately and the student is sent to discuss behaviour or incident with the respective Dean of Primary.
3. Parents are contacted and behaviour is discussed and outcome negotiated.
4. In ongoing or high level concerns that are a danger to students, the respective Dean of Primary will work with families to improve the behavioural outcomes of the student. The student will work through a modification plan with the expectation that behaviour will improve.

## Responsible relationships

The College believes that no one deserves to be bullied, even if their behaviour is irritating or annoying. Retaliation is not acceptable behaviour at LJBC. Students are encouraged to deal with problems in other ways. Discussions on this topic in classrooms occur continually throughout the year. Positive change and resolution of disputes is the priority but bullying behaviour, whether physical or verbal, will not be tolerated.

A pamphlet outlining the College's Relationship Management Policy is available on the College website.

If you have concerns, please contact the School, discussing issues with your child's classroom teacher in the first instance.

## Substance abuse policy

The Lake Joondalup Baptist College views the use, possession or supply of any abusive substance, be it alcohol, tobacco, solvents or illicit drugs, very seriously.

Students may not bring alcohol, cigarettes or other drugs onto the College site, nor have possession of them at any School function, while representing the School or whilst wearing the College uniform. Infringements will be treated seriously and may lead to exclusion, even for a first offence.

## Learning technology

Learning technologies, generally computers and the internet, must be used by students in accordance with the conditions described in Learning Technologies Agreement found on the College website. A Learning Technologies Code of Conduct document is sent to all students in Years 4 to 6 before being granted a College login. All students are required to be compliant with the conditions for use. Students who do not work within these conditions will have their computer access withdrawn.

## Uniform

### Uniform policy

We seek to encourage a high standard of personal cleanliness and hygiene, and neat appearance at all times. All children are required to wear the College uniform in a manner which is a credit to the student and the College.

In 2018, students in Pre Kindergarten, Kindergarten and Pre Primary wear their uniform each day.

Children in Years 1-6 wear the appropriate summer/winter and Physical Education uniforms on the allocated day, as set out by the class teacher.

Summer uniform is worn in Terms 1 and 4 and winter uniform in Terms 2 and 3. Any changeover periods will be advised in writing. Students are to wear their Sports uniform when they have Physical Education or Sport timetabled.

#### **The Uniform Shop hours are:**

Tuesday 8 to 11.30am and 12.30 to 4pm.

Thursday 8 to 11.30am and 12.30 to 4pm.

### Pre Kindergarten Uniform

#### *Summer*

- Own shorts
- LJBC PK/K/PP coloured T-shirt
- LJBC white sports socks and white sports shoes
- College hat

#### *Winter*

- Own tracksuit
- LJBC PK/K/PP coloured long-sleeved T-shirt or summer T-shirt
- LJBC white sports socks and white sports shoes
- College hat

### Kindergarten/Pre Primary Uniform

#### *Summer*

- Navy College sports shorts
- LJBC PK/K/PP coloured T-shirt
- LJBC white sports socks and white sports shoes
- College hat

#### *Winter*

- Navy College tracksuit
- LJBC PK/K/PP coloured long-sleeved T-shirt or summer T-shirt
- LJBC white sports socks and white sports shoes
- College rain jacket if necessary
- College hat

## Year 1 and 2 Uniform

Girls	Boys
<b>Summer Uniform</b> <ul style="list-style-type: none"> <li>blue checked dress</li> <li>white banded socks (College issue only)</li> <li>black lace up shoes (Year 1 and 2 students may wear black school shoes with velcro fasteners)</li> <li>mid blue jumper if weather is cold (not tracksuit top)</li> <li>navy (broad-brimmed) hat (PK-Year 6)</li> </ul>	<b>Summer Uniform</b> <ul style="list-style-type: none"> <li>elastic back navy shorts</li> <li>gold short sleeve button shirt - no tie</li> <li>navy socks with light blue and gold stripe</li> <li>black lace up shoes (Year 1 and 2 students may wear black school shoes with velcro fasteners)</li> <li>mid blue jumper if weather is cold (<i>not tracksuit top</i>).</li> <li>navy (broad-brimmed) hat (PK-Year 6)</li> <li>Variations or cap style hats are no longer permitted.</li> </ul>
<b>Winter Uniform</b> <ul style="list-style-type: none"> <li>checked pinafore <b>Optional</b> Year 5/6 have an option to wear a skirt.</li> <li>gold short sleeve shirt (Year 1-6)</li> <li>navy tie</li> <li>mid blue jumper</li> <li>mid blue socks or navy tights (70 denier - not stockings)</li> <li>black lace up shoes</li> <li>plain navy rain jacket - water proof (for extra warmth and protection in winter) available at the Uniform Shop</li> </ul>	<b>Winter Uniform</b> <ul style="list-style-type: none"> <li>long grey trousers with double knee and elastic back</li> <li>Year 6 boys may wear trousers with belt loops, black leather belt with plain silver or gold buckle</li> <li>gold short sleeve shirt (Year 1-6)</li> <li>navy tie</li> <li>mid blue jumper</li> <li>navy socks with light blue and gold stripe</li> <li>black lace up shoes</li> <li>plain navy rain jacket - water proof (for extra warmth and protection in winter) available at the Uniform Shop</li> </ul>
Girls	Boys
<b>Sports uniform</b> <ul style="list-style-type: none"> <li>navy rugby knit sport shorts (to be worn at all sport and PE activities/ lessons)</li> <li>gold/navy polo shirt</li> <li>predominantly white sneakers - non-marking soles with any trim in school colours of navy/gold</li> <li>white sports socks with navy, gold and blue stripe</li> <li>navy hat (broad-brimmed)</li> <li>navy poly/cotton track pants and jacket Tracksuits are optional all year <b>Optional</b> Year 3-6 students microfibre Jacket and pants</li> </ul>	<b>Sports uniform</b> <ul style="list-style-type: none"> <li>navy rugby knit sport shorts (to be worn at all sport and PE activities on allocated days). <b>Optional</b> Year 3-6 students' microfibre shorts.</li> <li>gold/navy polo shirt</li> <li>predominantly white sneakers- non-marking soles with any trim in school colours of navy/gold</li> <li>white sports socks with navy, gold and blue stripe</li> <li>navy (broad-brimmed) hat</li> <li>navy poly/cotton track pants and jacket Tracksuits are optional all year <b>Optional</b> Year 3-6 students microfibre Jacket and pants</li> </ul>

## Year 1-6 Uniform requirements:

Girls	Boys
<b>Summer Uniform</b> <ul style="list-style-type: none"> <li>blue checked dress</li> <li>white banded socks (College issue only)</li> <li>black lace up shoes (Year 1 and 2 students may wear black school shoes with velcro fasteners)</li> <li>mid blue jumper if weather is cold (not tracksuit top)</li> <li>navy (broad-brimmed) hat (PK-Year 6)</li> </ul>	<b>Summer Uniform</b> <ul style="list-style-type: none"> <li>elastic back navy shorts</li> <li>gold short sleeve button shirt - no tie</li> <li>navy socks with light blue and gold stripe</li> <li>black lace up shoes (Year 1 and 2 students may wear black school shoes with velcro fasteners)</li> <li>mid blue jumper if weather is cold (<i>not tracksuit top</i>).</li> <li>navy (broad-brimmed) hat (PK-Year 6)</li> <li>Variations or cap style hats are no longer permitted.</li> </ul>
<b>Winter Uniform</b> <ul style="list-style-type: none"> <li>checked pinafore <b>Optional</b> Year 5/6 have an option to wear a skirt.</li> <li>gold short sleeve shirt (Year 1-6)</li> <li>navy tie</li> <li>mid blue jumper</li> <li>mid blue socks or navy tights (70 denier - not stockings)</li> <li>black lace up shoes</li> <li>plain navy rain jacket - water proof (for extra warmth and protection in winter) available at the Uniform Shop</li> </ul>	<b>Winter Uniform</b> <ul style="list-style-type: none"> <li>long grey trousers with double knee and elastic back</li> <li>Year 6 boys may wear trousers with belt loops, black leather belt with plain silver or gold buckle</li> <li>gold short sleeve shirt (Year 1-6)</li> <li>navy tie</li> <li>mid blue jumper</li> <li>navy socks with light blue and gold stripe</li> <li>black lace up shoes</li> <li>plain navy rain jacket - water proof (for extra warmth and protection in winter) available at the Uniform Shop</li> </ul>
Girls	Boys
<b>Sports uniform</b> <ul style="list-style-type: none"> <li>navy rugby knit sport shorts (to be worn at all sport and PE activities/ lessons)</li> <li>gold/navy polo shirt</li> <li>predominantly white sneakers - non-marking soles with any trim in school colours of navy/gold</li> <li>white sports socks with navy, gold and blue stripe</li> <li>navy hat (broad-brimmed)</li> <li>navy poly/cotton track pants and jacket Tracksuits are optional all year <b>Optional</b> Year 3-6 students microfibre Jacket and pants</li> </ul>	<b>Sports uniform</b> <ul style="list-style-type: none"> <li>navy rugby knit sport shorts (to be worn at all sport and PE activities on allocated days). <b>Optional</b> Year 3-6 students' microfibre shorts.</li> <li>gold/navy polo shirt</li> <li>predominantly white sneakers- non-marking soles with any trim in school colours of navy/gold</li> <li>white sports socks with navy, gold and blue stripe</li> <li>navy (broad-brimmed) hat</li> <li>navy poly/cotton track pants and jacket Tracksuits are optional all year <b>Optional</b> Year 3-6 students microfibre Jacket and pants</li> </ul>

*Only in extenuating circumstances will a student be excused for not being correctly attired and a written parental explanation must be presented to the respective Dean of Primary.*

Please ensure all items of clothing are clearly labelled.

### **Bags:**

- A College back pack is compulsory
- Bags must be kept in good condition and not covered in graffiti
- Unsatisfactory bags will need to be replaced
- Students should have a completed name tag on their bag

### **Shoes:**

Black, lace-up, polished leather school shoes are compulsory for students at the College. (Year 1 and 2 students may wear black leather shoes with Velcro fasteners).

Shoes must be 'heeled' but with heels not higher than 2cm measured from inside of the heel.

Unacceptable styles include:

- shoes with cleated soles, i.e. soles which have a deep pattern, as these shoes attract dirt etc. which is then carried into the classroom (especially in winter)
- Mary Jane or T-bar styles
- brogues, i.e. shoes that have a punched pattern (upper)
- shoes which cannot be polished
- chunky type shoes or shoes with heavy eyelets, etc.
- shoes with coloured stitching or coloured shoe laces
- black leather sandshoe/sneaker styles

Current acceptable styles are:

- Clarks *Ditto*, *24/7*, *Mega*, *Decade* and *Detroit*  
Clarks *Modesty*, and *Dude* have been discontinued but may be available in some stores. Year 1 and 2: Clarks Velcro *Lecture*, *Alliance* or *Atlanta*
- Comparable brands are available at discount stores.
- Sneakers/sports shoes should be, predominantly white, with **minimal trim**, in school colours of navy or gold. A non-marking sole is required. Sports shoes should be of a sufficient support level for playing sport, rather than purely fashionable.

**Orthotics:** Clarks *Detroit* are also designed for orthotics therefore boots are not an acceptable alternative unless recommended for AFO's or other specific disabilities.

## **Art shirts**

In order to protect clothing during Art lessons it is necessary for the children to wear vinyl art shirts. These should be clearly labelled and will be stored in classrooms. Art shirts are not sold in the Uniform Shop.

## **Jewellery**

One small plain gold or silver stud or small sleeper, that rotates through the earlobe, in the lower earlobe only and a watch are the only jewellery that is permissible. Studs with large stones are not permitted.

Students who choose to wear other jewellery risk its confiscation (regardless of financial or sentimental value) with the item being returned only to a parent/guardian or at the end of the School term.

In cases of jewellery that needs to be worn for religious or cultural reasons, parents of such students should meet with the respective Dean of Primary to discuss upon enrolment.

*Please note: it is not acceptable for students who choose to have extra piercing done during the school year to be allowed additional earrings during the period of 'not removing' them, to avoid the piercing closing.*

## Bathers

Navy bathers are required. Modesty is required when wearing bathers at any College activity. Two-piece, but not bikinis, will be acceptable. Students in the swim club and Swim Squad (Primswim) are able to purchase bathers through the Uniform Shop.

## Hair

1. Must be short or tied back if length is below the collar.
2. Hair bands/scrunchies of a plain navy, light blue or gold colour may be worn.  
*Please note: decorative wiglets, clips, flowers, combs or glitter may not be worn.*
3. Hair must be held in place so that it does not fall in front of the face.  
Moderate hair products and styles (a number three haircut for boys) are acceptable.  
Only tints that are a natural colour may be used. Excessive colour is not acceptable.
4. Braids/small plaits are acceptable provided that:
  - they fit the head firmly and neatly and are tied back into a pony tail which is secured at the nape of the neck (i.e. not on the top of or back of the head) and also at the base of the pony tail
  - they are kept neat, clean and well groomed
  - no beads or coloured bands are used
  - no undercuts or novelty shaved areas

*All hair styles, for College wear, must be moderate and sensible - fashion statements or extreme hairstyles will not be accepted. **If in doubt, check with the Deans of Primary.** Students with inappropriate hairstyles will be removed from class.*

*Due to continuing head lice problems in schools, parents/guardians are asked to be vigilant in checking children's hair.*

## Personal presentation

*Make-up is not acceptable (i.e. nail polish, lipstick, eye liner, mascara, coloured or fluoro lip gloss etc.) although a light cover may be applied to disguise skin blemishes.*

Clear, non-perfumed lip balm containing SPF 30 is acceptable.

Children will be asked to remove make-up if it is worn in Primary School.

## Hats

Due to increasing awareness about the harmful effects of the sun, it is important to educate children about the value of protection from the sun. All children are asked to wear their school hat for outside activities. Children not wearing hats are asked to play in shaded areas. Children are encouraged to wear hats throughout the year and should have them available at all times.

## Sunglasses

Although sunglasses are not part of the School uniform, children may wear them when outdoors and where appropriate during PE lessons but are not to wear them in class. Sunglasses must not be worn on the head or be visible hanging from pockets.

## Uniform standards

In addition to wearing the appropriate items of clothing and conforming to all of the requirements for makeup, hair and grooming, students are expected to keep their uniform in good condition and wear it properly.

All students should comply with the following:

- The shirt should be tucked in fully
- The top button of the shirt must be done up at all times when wearing a tie



- The tie should be neatly tied and pulled up so that it covers the top button
- The tie should be a reasonable length
- Shoes should be clean and polished
- Girls' summer/sports socks should be clearly visible, not tucked under heels

## Uniform practice

Winter uniform is considered the 'formal' uniform and will be worn for public performances by students or to official functions, even in summer.

For all excursions, summer or winter uniform (not sport uniform), depending on the time of year, will be worn, unless alternative dress is required for a specific activity.

Students will be excluded from participating in the excursion, sport activity, etc. if they are not in the appropriate uniform.

On all formal occasions, the Primary School jumper will be worn by students in Years 1 to 6. These occasions include, but are not limited to:

- College photographs
- Primary Arts Festival, music productions and Eisteddfods
- Choral and orchestral performances
- Primary School representation at events

The wearing of the Primary School jumper may be requested on other occasions at the discretion of the Deans of Primary.

*It is a requirement for enrolment that parents/guardians and students support the ethos, standards of conduct and dress expected by the College, and that policies are supported by compliance.*