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**North Beach Primary School & Community
Welcomes You**

IMPORTANT INFORMATION

TELEPHONE NUMBERS

Office 9447 1249
Dental Therapy Centre 9448 4566

WEBSITE, SCHOOL APP & EMAIL DETAILS

www.northbeachps.wa.edu.au
NorthBeach.ps@education.wa.edu.au

SCHOOL HOURS

8:45 - 3:00 Primary School
8:45 – 3.00 Pre-Primary Centre (5 Full Days)
8:45 –3.00 Kindergarten (5 Day Fortnight)

CANTEEN

Canteen open Friday for recess and lunch
Orders taken Thursday 8.30am – 10.00am

TERM DATES 2017

SEMESTER 1

Term 1	Wednesday 1 February	Friday 7 April
Term 2	Wednesday 26 April	Friday 30 June

SEMESTER 2

Term 3	Tuesday 18 July	Friday 22 September
Term 4	Monday 9 October	Thursday 14 December

PUPIL FREE DAYS

Friday 3 November
Monday 6 November



WELCOME TO OUR SCHOOL

North Beach School prides itself on being a caring school with your child's individual needs and happiness being placed foremost in importance.

MISSION STATEMENT

To provide a quality education program in a caring environment, that nurtures and enables all students to achieve high standards and maximize their potential.

VALUES

ACADEMICALLY RIGOROUS

We provide a curriculum that allows all students to develop their potential across a range of areas.

CHALLENGING

We provide engaging and purposeful learning experiences to develop skills for life long learning.

INCLUSIVE

We recognise that every child is unique and cater for their differing circumstances and needs.

RESPECTFUL

We are courteous to each other, respectful of diversity and promote a sense of belonging in a safe and supportive environment.

COLLABORATIVE

The School community works together to achieve common goals by implementing strategies that improve results and reflects best practice.





HOURS OF INSTRUCTION

8:45 - 9:20	First Session Classroom Routine
9:20 - 10:00	Second Session
10:00 - 11:00	Third Session
11:00 - 11:40	MORNING RECESS
11:00 - 11:40	Fourth Session
11:40 - 12:20	Fifth Session
12:20 - 1:00	Sixth Session
1:00 - 1:40	LUNCH RECESS
1:40 - 2:20	Seventh Session
2:20 - 3:00	Eighth Session
3:00	SCHOOL CLOSES

Children should not arrive at school prior to 8.30am as they may not be supervised. Children arriving before 8.30am are required to sit outside ESC and not play in the school yard.

All children are expected to have left the school grounds by 3.23pm unless special arrangements have been made by parents or teachers.

APPLICATIONS AND ADMISSIONS

When you approach the school to enrol your child for the first time you will be given an **application form** to complete. The information on this form is used by the principal to assess whether the admission should proceed. A decision may take up to 48 hours or in some cases longer.

Once notified of the acceptance of your application you are required to fill in **Enrolment Forms** and present a copy of your child's birth certificate and immunisation records. These enrolment forms contain valuable information in helping to ensure the safety of your child.

- Please constantly update the section of the form giving information on where you can be contacted in an **emergency** and also provide the name of another person to contact if you are unavailable. **Correct, up-to-date telephone numbers are particularly important.**
- Please inform the school of any Family Court Orders etc that are in place.
- The school will respect your privacy by not releasing information contained on the admission form to people other than teaching staff & administration staff.

You will also be asked to sign several forms:

- Agreement to conform with the school's dress code.
- to give permission for the school to use photographs of your child in its newsletters etc as it sees fit.
- Confidential Declaration - If you are likely to assist in the school in any way.



VOLUNTARY CONTRIBUTION

This contribution asked of parents is used to meet the cost of items not supplied by the Department of Education such as sporting equipment, library supplies and computer programs. The amount the school can request is set by regulation and consultation with the School Board. The board has agreed to the following voluntary contribution rate of \$55 per student for 2017.

(Maximum that a primary school can charge per child is \$60)

STUDENT REQUIREMENTS

The following year's Personal Items Lists are sent home towards the end of each school year. For your convenience, you may order through the chosen school supplier (Campion), but are under no obligation to do so. If you have taken advantage of ordering via the school, the packages are available for collection prior to the commencement of Term 1 in the following year. You may find that during the year you will need to restock your children's stationary items, such as ball point pens, pencils, rubbers, files, rulers etc.

ATTENDANCE

Attendance of students is compulsory. Please phone the school in the morning if your child is going to be absent, or email us on northbeach.ps@education.wa.edu.au or alternatively use our iphone/android app to avoid follow up correspondence. Staff members are expected to know where students are at all times. We encourage punctuality on all occasions and seek your support. Please ensure your child is regularly arriving at school around 8.30am in order to prepare themselves for the day.

TERM DATES

The Department of Education releases term dates through the media. The school will also release those dates at appropriate times through its newsletter. The school also issues a Term Calendar helping parents to plan ahead.





KINDERGARTEN and PRE PRIMARY

PRE PRIMARY

Pre-Primary is now the first compulsory year of schooling in Western Australia. Children attend five days per week. Fully qualified staff ensure exciting and enriching programs are offered.

KINDERGARTEN

Children will attend the equivalent of two and a half days per week. For 2017 the school will be running two full day sessions one week and three full day sessions the other week.

A separate Kindergarten Information Booklet is issued to all Kindergarten parents.

Delivery and Collection of Kindergarten and Pre Primary Children

Please make sure your child is delivered to and collected from the Kindergarten and Pre-Primary promptly. Although Kindergarten is not compulsory, regular attendance is important to ensure continuity in your child's educational program. Please inform the school if your child is to be absent for the day by either phoning the office, email us at northbeach.ps@education.wa.edu.au or using the app.



SCHOOL UNIFORM

It is the policy of the P&C Association and School Board of North Beach Primary School that each child wears the full school uniform. (Optional for Kindergarten children) To assist parents, the P&C operates a Uniform Shop, which opens Thursday afternoons from 2.30 to 3.30 pm. Alternatively, uniforms may be ordered by leaving a completed order form and payment at the school office. EFTPOS facilities are available. The shop sells new and second hand uniforms.

Footwear - The recommended footwear is enclosed shoes. Sandals may be worn in summer but thongs are not permitted (except during interm swimming lessons).

MANAGING STUDENT BEHAVIOUR

At North Beach School we strive to encourage and develop a positive classroom and playground environment. We are doing this through a variety of positive reinforcements of desirable behaviour. Rewards and incentives may include praise, stickers, stamps, and points for class, groups or individuals, house tokens, awards, Aussie of the Month, free time, gold slips and many more.



Below is a condensed version of our school policy in M.S.B.

OUR VALUES

North Beach School and Community will promote:

- ❖ A love of life, learning and the environment.
- ❖ Honesty in thought, words and actions.
- ❖ Courtesy, co-operation and consideration of others so all can work together in harmony.
- ❖ A sense of responsibility for the environment, property and the needs of others.
- ❖ Respect for ourselves through self-discipline and the development of self-esteem, in order to reach our highest potential.
- ❖ Respect for and appreciation of differences in culture, language and religion.
- ❖ Independence, perseverance and personal excellence.
- ❖ Creativity, initiative and reliability.

Our school desires behaviours based upon the following:

1. Courtesy and respect for people and property.
2. Respect the right of everyone to teach and learn.
3. Playing in a safe and caring manner.
4. Being punctual and prepared.
5. Following the teachers' instruction the first time.

A committee of students have put these behaviours into wording they prefer

1. Try to do your best at all times
2. Be kind to yourself.
3. Consider other people.
4. Be friendly.
5. Look after our environment.

If a child chooses to display undesirable behaviour the following sequence of consequences will be put into place.

Classroom Procedure

Positive behaviour is encouraged through rewards and incentives.

Children not complying with the rules receive two verbal warnings.

If a further infringement occurs their name is recorded on a card. The child forgoes the reward of extended recess time given to well behaved children each Friday.

A second entry on the card in the same day results in lunch time detention. Parents receive notification of this.

Playground Procedure

A positive playground environment is encouraged through rewards and praise.

For minor misbehaviours the child either has to accompany the teacher on duty or sit on a designated spot for a given time.

For more serious behaviour infringements the child will have their name recorded in a file and will be benched for the rest of that break. The child forgoes the reward of extended recess time given to well behaved children each Friday.

A second entry in the file or classroom card within the day results in lunch time detention.



SEVERE CLAUSE

In the case of gross disobedience, intimidating behaviour, verbal abuse, fighting, immoral behaviour, vandalism and repetitive misbehaviour a child will be sent to the office and one of the following consequences will result:-

1. Lunch time detention
2. Office isolation. (Half day).
3. Office isolation (Full day).
4. Suspension.
5. Exclusion panel.

REPORTING SYSTEM

FORMAL WRITTEN REPORTS

At the end of Semester One and Two a formal written report will be issued. The report is the same for all schools.

GENERAL REPORTING

The staff value parents as a team member in the learning process and encourages good communication. Homework diaries offer a regular means of communication between the parent and school. Parents may request an interview at any time but please give notice so the teacher can give you full attention without disrupting the learning program of the class. Our only request is that unplanned interviews, particularly before school be reserved for critical incidents only. This is a valuable preparation time for teachers and to have their time absorbed through an unplanned interview can set the whole day's teaching program back.

ASSEMBLY

The school runs two types of assemblies.

(Student Assemblies) School Purpose Assemblies

These deal with matters associated with the general running of the school and do not involve items of entertainment. It is not anticipated that parents will attend these.

Parent Assemblies

These are specifically programmed to give the school an opportunity to display to parents the activities in which the children have been involved. A roster for these will be set each year and advertised through the **term calendar**. Each class will take the responsibility of running one of these assemblies each year.

Assemblies when rostered are held at **8.50 am on Fridays**.

NEWSLETTER

A newsletter is published on a fortnightly basis. It is issued on Thursdays and distributed through email. The newsletter is a means of informing the school community of happenings within the school and coming events as well as informing parents of current educational issues.

Parents and groups may contribute to the newsletter if so desired by submitting articles by 9.00 a.m. Wednesday prior to issue. The administration retains the right to choose what will or will not be included in the newsletter.



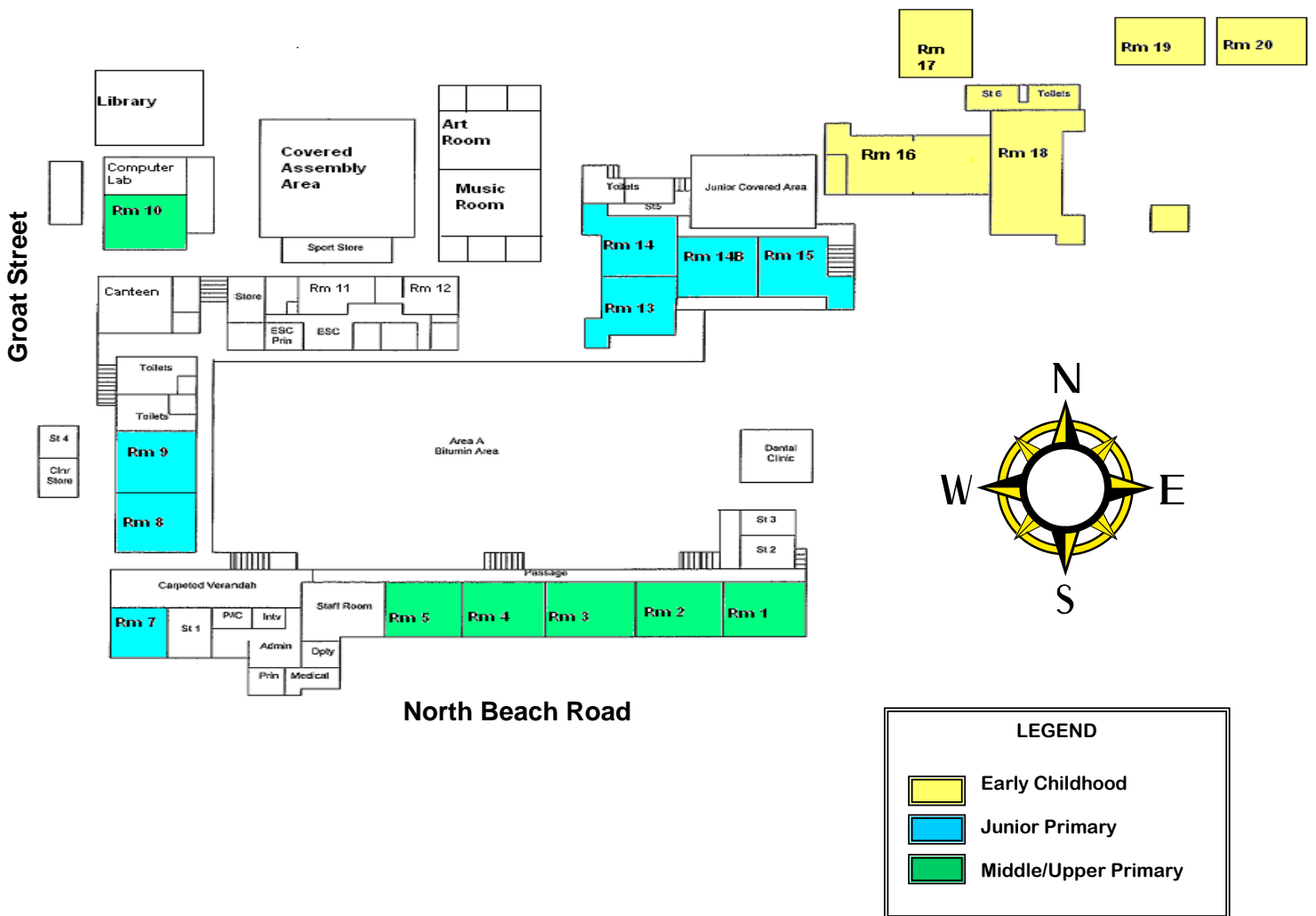
CONCERNS & COMPLAINTS

The Principal and Staff are always willing to discuss matters relating to the school. It is preferred that an appointment be made so that an uninterrupted time can be provided. Appointments may be made by telephoning the office.

Where the matter of concern is to do with a particular classroom or teacher it is best to make contact at that point rather than through the principal, however, the Principal always remains willing to discuss these matters if need be.

Please avoid unplanned interviews with the teacher, particularly before school, as this is a very busy time for staff and an interruption at this point may disrupt the whole day's program.

SCHOOL MAP





FACTION SYSTEM

Children will be placed in one of the three factions – **Lennard (Red), Hamersley (Blue), Waterman (Green).**

Children in the same family will be placed in the same Faction. Sporting, social and leisure activities are structured within the faction system throughout the year.

LEADERSHIP GROUPS / HEAD BOY, HEAD GIRL

The Head Boy and Head Girl are elected by their peers and school staff. Children placed into these positions are expected to demonstrate responsibility and leadership qualities. All children in year six are placed in Leadership Groups and are provided with various opportunities to develop leadership skills.

HOMEWORK

School homework is a valuable aspect of the learning process and contributes to the development of sound study habits. It gives opportunity to:

- develop reliability
- develop time management skills
- practise newly acquired skills
- parents to see the work the child is currently doing

As a general rule, homework may be given up to four nights of the week for approximately half an hour. For younger students the time is reduced accordingly. Reading for pleasure should be a scheduled part of the homework program.

Please discuss the matter of homework with your child's teacher whenever necessary.

HOMEWORK DIARY

The HOMEWORK DIARY is a move to help children to grow in a positive educational environment that includes the school and the home, the teachers and the parents.

The use of the diary will have the benefits of:

- training children in study planning
- enhancing communication between parents and teachers
- improving awareness of important notices.

GUIDELINES FOR PARENTS IN THE USE OF THE HOMEWORK DIARY

1. Check the diary each day for entries made by the children and/or the teacher.
2. Ensure that your child carries out the home studies listed.
3. Sign the diary to indicate you have sighted it and noted any written communication it contained.
4. Encourage your child to be neat when making entries in the diary.

If there are problems

If, on a particular night, other commitments prevent your child doing the homework please write a brief statement to that effect in the diary and name an alternate time for the homework completion.

If the time spent on homework exceeds the 30-40 minutes expected contact the teacher so it can be established whether this is a difficulty with the work or a difficulty with your child's self organisation i.e. work meant to be completed in stages over several nights left to the last night.



If you prefer your child not to be given homework please notify the school in writing. When making your decision please take into account that excluding your child from homework will limit the school's ability to develop in your child habits of reliability and to give extra practice of newly mastered skills.

COMPUTER EDUCATION

Computer awareness is a feature of the educational program at North Beach School. Every child has the opportunity to use computers in school.

We have a bank of PC's, laptops and iPads to enhance learning programmes.

The school has a library of computer programs suitable for computer-assisted learning and also places strong emphasis on word-processing as a skill that can be utilised by children.

INTERNET

The Internet is a valued learning tool but can give access to undesirable sites. Every endeavour is made to avoid this but a risk always remains. To help control access to the Internet each student from Year K-6 is asked to sign an agreement of usage and parents are asked to countersign that agreement. Basically the agreement sets out when your child can have access to the internet, for what purpose and what to do if an undesirable site is encountered.

MUSIC

All primary classes at North Beach School are given a minimum of 80 minutes per week music instruction by a specialist. The program is aimed at developing, in all children, the appropriate skills for active participation in music making.

This is done through a variety of activities - including singing, listening, movement, and, in the senior grades, recorder studies. The school endeavours to include music-making as part of many significant occasions in the school calendar. The children are also given the opportunity to perform in the wider community and to hear other performers.

CHOIRS

Choirs are formed at various times and every opportunity is taken to involve them in presentations in and away from the school.

INSTRUMENTAL TUITION

Instrumental tuition is available in violin, cello and clarinet for the more musically able children. Commencement is at Year 3 for violin, Year 4 for cello and Year 6 for clarinet. External tutors from the School of Instrumental Music come to the school to work with these small groups.

LIBRARY

Parents are encouraged to use the library - the non-fiction section is extensive and can be of invaluable assistance to parents in helping their children complete school assignments.

The library has a comprehensive computer and catalogue system and children may borrow several books a week. Each child is required to have a library bag to be used when borrowing books.

It is important that library books are returned on time. Overdue notices will be issued and lost library books will be invoiced at the end of each term for their replacement cost.



SPORT

Sport activities and swimming lessons are a regular part of a child's balanced educational program and everyone is expected to participate. The school does provide an option of choice in sporting activities with no distinction on gender. Medical certificates are required if a child is to be exempted from sport.

Senior sport is conducted each Friday. Parents' assistance is sought to ensure that children always wear a HAT to sport and in the playground.

Inter-school sport is conducted, mainly in winter, and includes football, netball, volleyball and soccer.

An **Inter-Faction and Interschool Swimming Carnival** is held in Term 1 for children in Year 4 to 6. In Term **Swimming lessons** are organised annually and cater for children from Pre Primary to Year 6.



LANGUAGE OTHER THAN ENGLISH (L.O.T.E.)

In accordance with Department of Education Policy a second language is taught to all children from Year P to Year 6. This school provides instruction in French. Children are able to continue this study at their local high school, Carine Senior High School.

PARENTS & CITIZENS ASSOCIATION

The P&C Association works in harmony with the Principal and teaching staff to ensure the school has the very necessary resources to enable our children to grow and develop. They would like to encourage parents to give approximately ten hours per year of volunteer time to help out in either the Canteen or the classroom.

New parent involvement in the P&C is welcomed and encouraged and you are invited to join the P&C at any of its meetings or social functions. It is an ideal opportunity for all parents to understand and assist with their child's development.

The P&C organises fundraising events to contribute extra funds for the school's use. This is done on a class by class basis with every year group running one event each year. Apart from raising much needed funds, this has become a great way to get to know other parents in the school.

Meetings

Notification of up coming meetings is via the Facebook page, Term Planner and school newsletter. The **Annual General** meeting is held in February each year.



SCHOOL BOARD

In 2012 we became an Independent Public School which saw us form the North Beach School Board. In partnership with the Principal the school Board sets and monitors the key directions and oversees the schools performance.

LUNCH ARRANGEMENTS

Teachers supervise the lunch eating period from 1:00 to 1:40 each day to ensure children eat their lunches before becoming involved in other activities. It is preferred that all children eat lunch at school but children can go home for lunch if the school is provided with written permission from the parent.

CANTEEN

The North Beach School Canteen is run professionally by a Canteen Supervisor with the aid of a Canteen Committee. The Canteen aims to provide nutritious lunches and snacks at affordable prices.

The Canteen is open on Fridays for recess and lunch. Orders must be placed with the Canteen on Thursday morning 8.30am – 10.00am.

Paper bags can be collected from the Canteen or brought from home. Please ensure your child's name, room number and order are printed clearly on the bag with the correct amount tendered. The lunches are then processed and taken to the various rooms at lunchtime.

ILLNESS AT SCHOOL

Parents are encouraged to keep their children home if they appear sick prior to school. Children become very distressed if they are not well at school. Should your child be sufficiently ill to be withdrawn from class you will be contacted and requested to collect your child from the school.

As infection spreads very quickly within a school, we ask parents to co-operate in helping us minimise the spread through the school. If needed, details regarding the duration of the absence from school for infectious diseases can be obtained from the school office.

Parents are requested to co-operate in the control of **head lice** (nits) by regular examination and prompt treatment where necessary.

SAFETY

SUPERVISION

Every endeavour is made to ensure the safety of children in the playground at recess times. At morning recess and lunch recess two teachers are rostered on duty, each with specific areas to supervise.

To aid supervision and safety the following rules are applied.

- Children should not arrive before 8.30 a.m. in the morning as this is a busy time for staff preparing for the day. Those that do arrive before that time must sit quietly outside ESC.
- Contact games, such as football, rugby, wrestling, are not permitted unless being directly supervised by an umpire.
- No child is permitted to leave the school grounds unless accompanied by an authorised adult.

PARENTS & VISITORS IN THE SCHOOL GROUNDS

For the safety of children the school insists on all visitors and parent classroom helpers come to the office to sign in and be given an identification badge.



COLLECTING A CHILD FROM SCHOOL

If you need to collect your child before the end of the school day, we require you to sign them out at the school office. Take the slip provided to the classroom teacher and collect your child. This slip ensures the teacher that your child's leaving has been approved.

CROSSWALK

A crosswalk attendant is on duty in North Beach Road before and after school. Children coming to North Beach Road from the south side, whether walking or cycling, must use that tended crossing.



PARKING

Parents are requested to exercise particular care when picking up or dropping children near the school's entrance.

The teachers' car parking area is fully utilized by staff. Parents are requested not park in this carpark. There is, in addition to the inconvenience, the grave danger of an accident occurring if this request is disregarded.

PRE PRIMARY DELIVERY & COLLECTION

Special dispensation is given to parents of Pre Primary children when delivering or collecting their child by motor vehicle. A circular drive, entered through the eastern car park for teachers, may be used as a "quick" drop off point. If you are to leave your vehicle for even a short time then do not use this area to park as spaces are reserved for teachers and visitors to the dental clinic.

BICYCLES / SKATEBOARDS

It is not until the child is at least ten years old that they have sufficient awareness and broad vision to safely handle traffic situations unaccompanied. For that reason the school discourages younger children riding bicycles by applying a rule that:

Children in **Years 5 – 6 only** may ride their bicycle to school.

All children who ride to school must wear a helmet.

HATS

To protect children against the sun the broad brim hat has been made part of the school uniform. This is supported by our school rule that the hat must be worn all year round – NO HAT NO PLAY.

NUT POLICY

There are children in the school who are highly allergic to nuts such as peanuts, cashews etc and products that contain these as ingredients. Exposure, even from the slightest smear of these products on their skin could trigger a life threatening attack – anaphylactic shock.



Parents are asked not to include foods containing nut products in the foods they provide their child for school. Peanuts, cashews, hazelnuts, Peanut Paste, Nutella, Muesli Bars etc.

MOBILE PHONES

Students are discouraged from bringing any valuables to school for fear of breakage and or theft. If your child requires a mobile phone for parental/carer contact reasons, it must be kept in your child's school bag or left at the office. No responsibility will be taken for lost, stolen or damaged phones.

LOST PROPERTY

A lost property box is maintained. Loss can be kept to a minimum if all articles are clearly marked. The school takes no responsibility for lost articles.

DENTAL CARE

The Dental Therapy Centre is located on site and serves this school and neighbouring schools. It provides free treatment to all children in the school.

Initial permission of parents is necessary after which routine preventative work is carried out by the Dental Therapist. Parents are notified by form when filling work or extraction work is to be carried out.

A qualified dentist visits the school weekly and inspects and treats more complex problems and arranges referrals to specialists.

THE SCHOOL OUT-OF-HOURS

The school is not open to the public out-of -hours, unless special arrangements have been made by an organisation. Children are not permitted in the school grounds out of school time, except under control of a teacher or authorised sport official.

If you see suspicious behaviour or damage that has been done to the school when it is unattended ring:

EDUCATION SECURITY		9264 4771
POLICE	Perth	9222 1111
	Scarborough	9441 6400



NOTES