

# 2023 HANDBOOK Years 1-6



1904 - 2023

AN INDEPENDENT PUBLIC SCHOOL

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# ***Welcome to Bicton Primary School***

***1904 - 2023***

## ***CELEBRATING EXCELLENCE IN EDUCATION***

We look forward to forming a home and school partnership with you which will benefit every aspect of your child's education.

### **Our Bicton Vision**

To nurture, inspire and achieve success.

### **Our Bicton Mission**

Bicton Primary School exists to develop our children to be creative, positive and independent people. We aim for personal excellence based on recognition of individual differences, supported by a positive learning environment of developmentally appropriate instruction.

Our school promotes a respectful, nurturing, and supportive environment. Each student's self-esteem is fostered by positive relationships with students and staff. We strive to have our parents, teachers, and community members actively involved in our school life.

By promoting high standards and expectations we all share the responsibility for achieving the school vision.



## **Bicton Primary School Business Plan 2022-2025 Goals**

### **Strategic Pillar 1: School and Community Relationships and Partnerships**

- Promote a shared responsibility for student wellbeing and learning

### **Strategic Pillar 2: A Learning Environment that Promotes Continued Growth**

- Create a learning culture and environment of rigor, excellence and growth mindset

### **Strategic Pillar 3: Data Analysis and Evidence to Improve Student Outcomes and Progress**

- Have data informed staff to improve student outcomes
- Data and evidence reflects the whole child
- Ensure pedagogical approaches are evidence based and supported by relevant data

### **Strategic Pillar 4: Teaching and Learning Excellence in Every Classroom**

- Provide stimulating, engaging and innovative learning environments that enhance our values, expectations and quality teaching and learning practices
- Develop learning spaces that are flexible, inclusive and creative so students can be challenged in a dynamic and forward thinking way
- Ensure learning is visible in every classroom
- Contextualise the curriculum to respond to the needs of our learners
- Provide feedback rich classrooms that are targeted and purposeful
- Provide a holistic curriculum inclusive of health, wellbeing and safety for all students
- Western Australian Curriculum, Kindergarten Guidelines and Early Years Learning Framework (EYLF) are fully adopted and effectively implemented

### **Strategic Pillar 5: Exemplary Leadership and Capacity Building**

- Ensure an expert teaching team is attracted, retained and developed

## **SCHOOL CREED**

This is our school  
In these rooms  
And on the playing fields  
We will fit ourselves for the future.

Let us not throw away these precious years  
But gain from them all we can

Let us always seek knowledge, enjoy life  
And think kindly of our companions.

Remember that a school is not just a building  
But a gathering of minds, hearts, friendly faces  
And a place of fellowship and harmony.

This is our school.

## **BICTON PRIMARY SCHOOL CORE BELIEFS**

1. Learning occurs where student, home and school have a common goal, interact positively and are mutually supportive.
2. Students learn in different ways and their learning programmes need to recognise this.
3. Learning programmes need to acknowledge and build on where students are at with their learning.  
They need to be culturally and developmentally appropriate and have real life application.
4. Students perceive themselves as motivated learners able to take risks, solve problems, accept challenges and accept reward in an intrinsic form.
5. Learning happens best when teacher-student relationships are based on mutual trust and respect.

## **1. STUDENT CALENDAR FOR 2023**

### **School Development Days**

Term 1	-	Monday, 30 January
	-	Tuesday, 31 January
Term 2	-	Friday, 2 June
Term 3	-	Monday, 17 July
Term 4	-	Monday, 9 October
	-	Friday, 15 December

#### **First Semester**

Term 1	Wednesday, 1 February	-	Friday, 6 April
Term 2	Wednesday, 24 April	-	Friday, 30 June

#### **Second Semester**

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

## **2. CONTRIBUTIONS AND CHARGES**

In order to provide additional and incidental items in library, art, craft, music and other areas an annual contribution is sought from **all** parents. Whilst this is a voluntary contribution, it is a major component of the budget, and enables a richer education to be provided for your child/children. The money is spent on sporting equipment, music, art/craft, as well as general classroom equipment and materials.

Parents will receive accounts and statements for all charges that occur during the year for incursions and excursions. Parents unable to pay due to financial hardship are invited to contact the Registrar to arrange a payment plan.

Parents will be advised of the details and amounts of contributions and charges on enrolment.

## **3. OFFICE HOURS**

Office hours are 8.30am – 3.30pm. Please contact the teacher via the office on 9205 5800 or email [bicton.ps@education.wa.edu.au](mailto:bicton.ps@education.wa.edu.au) if you would like to make an appointment.

## **4. CHILDREN ENROLLING AT SCHOOL FOR 2022 (PRE PRIMARY TO YEAR 6)**

If possible children should be enrolled no later

- (a) than two (2) days BEFORE school commences.
- (b) all children commencing school for the first time should:
  - \* present a Birth Certificate
  - \* a Passport (if born outside Australia)
  - \* an Immunisation Record
  - \* any Court Orders
  - \* a utilities bill confirming your place of residence

5. **CHILDREN LEAVING BICTON SCHOOL**

- (a) The school should be informed in writing if possible a week before the child leaves, and the child's belongings collected the day before leaving.
- (b) The school in which the child enrolls sends a Transfer Note to Bicton Primary School whereupon Bicton Primary School forwards the child's records to that school.

7. **PUPIL REQUIREMENTS**

Lists are distributed to children at the end of a year so that children have personal items on the first day of term. Stationery (pads, exercise books, drawing paper), paints and maths equipment are supplied. Parents must provide expendable items such as ballpoint pens, pencils, rubbers, rulers, text materials coloured pencils and felt pens. Please check regularly for any replacements needed as items are consumed.

8. **SCHOOL TIMETABLE**

8.45 am	School commences
10.45 am	Morning Recess
11.05 am	Classes Resume
1.05 pm	Lunch
1.45 pm	Classes Resume
*3.00 pm	Dismissal
<b>2.30pm</b>	<b>Dismissal WEDNESDAYS ONLY</b>

9. **ARRIVAL AT SCHOOL**

Parents are asked to note that there is **no formal supervision** in the school grounds before the teachers arrive officially at 8.30 am. Whilst teachers may arrive at school earlier they need this time to prepare for the day's activities. Please respect their right to work without interruption whilst doing this. Any children who arrive early will be expected to sit quietly on the verandah.

10. **LEAVING SCHOOL GROUNDS**

Unless express permission is given by Administrative Staff, no child is allowed out of the school grounds between the hours of 8.45 am and 3.00 pm.

11. **CHILDREN'S SAFETY**

Please instruct your children to use the manned crosswalks provided:

Canning Highway - Harris Road Corner

Preston Point Road - Harris Road Corner.

**Traffic near the school** - Parents conveying children to and from school should obey the parking restriction signs in Harris Road and Foss Street. Both Harris Road

and Foss Street now have a setting down and picking up bay and these should be used. The designated **Kiss 'n' Drive** bays on Harris Road are only to be used for drop off and pick up and under no circumstances to be used as a waiting zone. **Please obey traffic rules and park on the correct side of the road.** Vehicles should not be driven in the schoolyard on any school day.

**NOTE: in the interests of your child's safety – The staff car park is not to be used for delivering or collecting children from school**

**12. BICYCLES**

For the protection of all children, students are expected to dismount from their bicycles before entering the school grounds and wheel their machines to the racks. Please ensure that your child **ALWAYS** wears their bicycle safety helmets.

**13. ABSENCES**

To comply with the Department of Education regulations we require a notification of all absences.

**Please SMS Student name, date and reason for absence to 0447 952 027.**

Do not use this number for general text messages.

**14. REGULAR ATTENDANCE IS IMPORTANT**

Bicton Primary School monitors and records student attendance daily and regularly reviews attendance data to determine whether a student's attendance is of concern. We also aim to monitor the reasons for student's absence and to work with students, parents and teachers where necessary to improve the attendance of students who are at risk.

Regular attendance is critical for students to achieve learning at school. Missing school adds up.

If your child misses an average of five days a term, they miss out on approximately one year of school by year 9.

If your child misses one day a week of school, they will miss almost two years of school by year 9.

**15. VACATIONS**

Parents of students wishing to go on family vacations during school term should be directed to the Principal to determine reasonable duration for the absence and whether a package of work should be prepared for the student to complete whilst absent. A significant amount of notice would be expected.

**16. LEAVE PASS**

Parents need to inform the school in writing if a child is going to be absent during the day so that a leave pass can be issued. PASSTAB?

**17. IMMUNISATION**

This is carried out at the school by medical officers of the Department of Health. Immunisation forms are issued to pupils and parents wishing their children to be immunised against Diphtheria, Tetanus etc should then complete the form and return it to the school.

**18. INFECTIOUS DISEASES**

To prevent the spread of measles, chicken pox, etc. please return your child to school ONLY **when fully recovered**. By regulation children are excluded from school for set times with some illnesses. Check with the school or obtain a doctor's certificate of fitness to return to school.

Suspected cases of **MEASLES** must be reported to the School. If your child is not immunized against “mumps, measles, rubella” and measles is reported at the school, your child will be excluded from school for approximately 2 weeks.

Detection coupled with immediate treatment is required for school sores (Impetigo), head lice, etc. Remember every child and parent is susceptible.

**19. MEDICAL CONDITIONS**

It is a requirement of the school that you complete a “Form 1 – Student Health Care Summary”, advising if your child has any health care conditions that require a plan to support your child at school. Parents of new students may request a meeting with the School Administrative Staff to discuss any medical conditions such as diabetes, bee sting allergy, asthma, anaphylaxis to peanuts, etc.

It is the parent’s responsibility to ensure their child has an adequate and readily available supply of the necessary medication at school.

From time to time Bicton Primary School has students who have a severe life threatening reaction to peanut products. Bicton Primary School is joining other schools that have children with this reaction in declaring themselves as a “peanut aware environment”. To this extent the canteen will not be selling peanut based items and we would urge parents not to provide students with peanut products in their children’s lunch box.

**20. EMERGENCY**

The school data base keeps records for each child at the school. This needs to be accurate at all times, particularly in case your child becomes ill or has an accident. Please advise us if there is any change of address or telephone contact numbers.

**21. MEDICATION**

If your child requires medication during school hours, a medication consent form is available at the office.

**22. ALLERGY ALERT**

The School has an Allergy Aware Guidelines in place due to severe allergic reactions to high risk food products by some children.

We therefore ask for your assistance by ensuring that children DO NOT BRING nuts, peanut paste, peanut biscuits, chocolate flavoured nut paste or items with nut ingredients.



If you are unsure of any particular product or require further information regarding the allergy aware guidelines please contact the office.

At Bicton we acknowledge food intolerance and attempt to minimise the risk. All care and provision will be made in all school activities to cater for individual needs. We plan activities to be inclusive. Therefore when food is involved consideration must be given for food intolerant students.

Class teachers will leave relief teachers clearly highlighted information alerting them to the needs of food intolerant anaphylactic students in their class.

Provide students with practical learning experiences about making healthy food choices that reinforce classroom lessons and “Traffic Lights” as indicated in the “Traffic Light” guidelines to nutrition.

**23. AMBULANCE COVER**

In an emergency the School will access the ambulance service but will not cover the cost of the ambulance as the Department of Education requires parents to insure against accidents. It is strongly advised that you have some form of ambulance insurance as it can be costly.

**24. FACTIONS**

Students will be given a faction colour on enrolments. Members of the same family belong to the same faction.

***Below is the history behind our faction colours and names.***

***BLUE – Duffield*** – In 1831 John Hole Duffield was granted 500 acres of land which he named ‘Bicton’ after an estate near his home in Devon, England. This land is largely our current suburb of Bicton.

***GOLD – Watson*** – Lynne Watson was a Bicton Primary pupil in the 1960’s who later won a silver medal for swimming in the Mexico Olympic Games 1968 and then 4 gold medals in the Edinburgh Commonwealth Games 1970.

***GREEN – Gasmier*** – Albert McKenzie Gasmier was the Principal at Bicton Primary from 1968 – 1973.

***RED – Wilson*** – Robert Wilson was a teacher for 22 years at Bicton Primary from 1952 – 1974.

**25. TOYS**

Children are asked not to bring expensive toys, electronic games, etc. of any kind to school unless requested by their teacher for classroom activities.

**26. VALUABLES**

Items of costly jewellery, rare objects, stamp collections or coins should not be brought to school. (For projects etc. such items may be brought by arrangement with the teacher). Valuable items present a temptation to other children and if lost or stolen there is little hope of recovery.

**28. BICTON PARENTS & CITIZENS ASSOCIATION**

The Association provides additional facilities for **every** child at this School. We ask you to support our fundraising efforts generously.

The P & C meets at the school and dates are advertised in the term planner and school newsletters.

The P & C is more than just a fund raising body for the School. It is an organisation for parents to join in and take part in social activities as well.

**29. LOST PROPERTY BOX**

Parents **PLEASE CHECK** that all clothing is brought home each day. The sooner the school hears of a lost article, the more chance there is of recovery. Parents may inspect the Lost Property Box, which is in the school office. To assist in recovery use **name tags** on removable clothing e.g. pullovers, socks, hats, etc., and **CLEARLY MARK** child's name on shoes.

**30. BICTON PRIMARY SCHOOL DRESS CODE**

The School Council of Bicton Primary School has established a dress code for all students attending the School. *The full uniform policy is available on the school website.*

**UNIFORM REQUIREMENTS**

At a minimum the students are required to wear the school Blue and Gold Polo T-shirt and the skort, shorts, dress or track pants with the school logo. Students must also wear appropriate footwear as outlined below and a Bucket Hat with their faction colour on the reverse side.

- Blue and Gold polo T-shirt with collar and school logo (Available only from Nell Gray Uniform Concepts)
- Year 6 'Leavers' Polo Shirt' (Only for Year 6 Students)
- Royal blue school jacket with school logo (Available only from Nell Gray Uniform Concepts)
- Royal blue school fleece jacket with school logo (Available only from Nell Gray Uniform Concepts)
- Royal blue school track pants with gold piping and school logo (Available only from Nell Gray Uniform Concepts)
- Royal blue 'skort' (short/skirt) with school logo (Available only from Nell Gray Uniform Concepts)
- Royal blue shorts with gold piping 'micro fibre' with school logo (Available only from Nell Gray Uniform Concepts)
- Royal Blue 'Dance Pants' with school logo (Available only from Nell Gray Uniform Concepts)
- School check dress with gold piping and school logo (Available only from Nell Gray Uniform Concepts)
- Faction T-shirt (Blue, Gold, Red and Green) with collar and school logo to be worn at carnivals and on Faction Friday (Available only from Nell Gray Uniform Concepts)

- Bucket hat with faction colours on the reverse side with school logo (Available only from Nell Gray Uniform Concepts)
- Only Royal blue tights (with feet) to be worn under dresses and skorts
- Royal blue school scarf with school logo (Available only from Nell Gray Uniform Concepts)
- Pre-Primary to Year 6 to wear full school uniform
- Kindergarten students wear the ‘Kindy shirt’ and full school uniform
- Appropriate footwear suitable for vigorous activity
- School leaders wear predominantly white, blue or black footwear for leadership role events and occasions (e.g. assemblies, ANZAC Services and official events)
- No long sleeve shirts are to be worn under polo shirts
- Choir Uniform to consist of black choir shirt, black pants and black shoes

#### **FURTHER DRESS REQUIREMENTS**

- Hats are to be worn all year round. Parents/students should ensure that all students wear Bucket Hats with school logo (as sold by only Nell Gray Uniform Concepts) when outdoors
- Only natural coloured hair is permitted
- Earrings: only sleepers or studs are suitable to wear
- Jewellery, other than earrings, is not permitted at school
- Smart watches (with or without wifi access) are not to be worn to school
- Make up and nail polish are not appropriate at school
- Shoulder length or longer hair must be tied back for health concerns
- Full, half and three quarter leggings are not acceptable school uniform
- Enclosed shoes, such as sneakers/runners, must be worn for Physical Education
- Sandals and open toe shoes must have a back strap and be securely fastened to the foot (E.g no thongs or thong like sandals)
- Body piercing is not permitted (excluding single pierced ears)

#### **31. SUN SMART SCHOOL**

We are a “Sun Smart School” and our Sun Protection Policy is available on the school website.

#### **32. SUMMARY OF APPROPRIATE USE OF ICT**

Students and parents will be given information on the use of computers at school. Both parents and students will be asked to sign the agreement.

#### **33. CRUNCH & SIP CONTAINER**

All students from Kindy – Year 6 are encouraged to participate in ‘Crunch & Sip’. Students are invited to bring in a small individual container with fruit and vegetables in it to eat during the day when they feel hungry. Foods to be consumed for Crunch & Sip are:

**Vegetables:** All fresh vegetables are permitted (e.g. celery, carrot sticks, broccoli bits)

**Fruit:** All fresh fruit (e.g. whole fruits, chopped melon), fruit canned in water, juice or with no added sugar (e.g. peach slices), dried fruit like sultanas or apricots are allowed for

Crunch & Sip but should be limited. **Drinks:** A clean, clear water bottle filled with plain water.

#### SCHOOL WEBSITE

For term planner and information about school operations, student requirements, booklists, enrolment forms etc please go to our school website  
[www.bictonps.wa.edu.au](http://www.bictonps.wa.edu.au)

#### SCHOOL EMAIL

Any general enquiries – not confidential. This email is monitored by all Admin Staff.

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

#### IMPORTANT CONTACTS

Principal

Kerryn Woodhouse Email: [Kerryn.Woodhouse@education.wa.edu.au](mailto:Kerryn.Woodhouse@education.wa.edu.au)

For complaints/issues/Feedback

Deputy Principal

Kara Larsen Email: [Kara.larsen@education.wa.edu.au](mailto:Kara.larsen@education.wa.edu.au)

For K – 2 teaching and learning queries

Deputy Principal

Donna Madden Email: [Donna.madden@education.wa.edu.au](mailto:Donna.madden@education.wa.edu.au)

For 3 – 6 teaching and learning queries