



# 2025 Pre Primary Parent Handbook

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## **WEBSITE**

[bictonps.wa.edu.au](http://bictonps.wa.edu.au)

## **PRE PRIMARY STAFF**

The Pre Primary team is made up of an Early Childhood trained teacher and an Allied Professional for each class.

# Welcome to Bicton Primary School

## OUR VISION

To nurture, inspire and achieve success.

## OUR 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.

## OUR VALUES



## SCHOOL TIMES

Our school times are as follows:

8.45am - school commences

3.00pm - end of school day

2.30pm - Wednesday only end of school day

## WELCOME TO PRE PRIMARY

The Pre-Primary year is your child's first time coming to school five days a week. Pre-Primary is a rewarding and enjoyable time for everyone. We encourage parents to take an active role in our school and classroom, becoming a partner in your child's education.

This year is an important step in your child's growth and development. They will begin to form their own identity as they explore oral language, social/emotional, creative, academic, and physical domains of development within a safe and nurturing environment. It is our wish that, in partnership with families, we will create a strong foundation for their future schooling and promote a life-long interest in learning.

### Early Childhood Vision for 2025

At Bicton Primary School we believe in nurturing the whole child. Our focus is on fostering our students' academic, social/emotional, physical and creative development.

We have a positive, vibrant environment that incorporates a balance of explicit teaching and play based learning, both free and intentional. Using our surroundings, we immerse our students in rich experiences to encourage their own curiosity. Learning through hands-on exploration allows our students to be actively engaged in the learning process.

We recognise each child is an individual. By planning and teaching with differentiation we allow each child to develop and flourish in their own time. Support and guidance are provided within a safe space, allowing each child to grow and create a sense of their own identity.

We strive for our students to have a love of learning and encourage families to be involved in their child's schooling. Building this partnership between school and home promotes a sense of belonging and inclusivity for everyone in the Bicton school community

This is reflected in our everyday practice.

Students are at the centre of all that we do...



## WHAT DOES MY CHILD WEAR ?

We require all children to wear the Bicton Primary School uniform, black/white shoes and a school hat throughout the year. Children should wear suitable enclosed footwear to school that they can easily remove and put back on again. Most suitable are black/white joggers or velcro sandals. No thongs please.

## WHAT DOES MY CHILD BRING?

Each day, your child will need to bring:

- A large bag with an easily identifiable name tag
- A drink bottle filled with water (no juice or cordial please)
- Crunch & Sip - vegetable sticks, fruit
- Morning Tea - fruit, cheese, crackers and healthy nutritious snacks
- Lunch - a nutritious lunch. Please keep food packaging to a minimum for easy access by children
- A hat, available for purchase with uniforms
- A change of clothes (including underwear) to remain in the bag

Please ensure all clothing, hats and containers are clearly labelled with your child's name. Our Pre Primary has a variety of equipment, toys and games for the children to use each day. Children should not bring any toys or personal, precious items to school unless they have been requested for a particular reason. Precious items from home can be accidentally damaged, broken or lost which can be very distressing to the child concerned.

## STATIONERY LIST

If you have not already received a Booklist from the School Office please contact us to receive one. Kindergarten is about shared experiences, therefore, stationery items don't need to be labelled or kept in a pencil case. Please bring all stationery items to school in the box they are packed in or in a bag with your child's name on it. These will be collected at your child's first session.



## PARENT INVOLVEMENT

Parents are encouraged to participate and assist in the Pre Primary in whatever capacity they are able. This provides continuity between home and school and enables us to offer a greater range of experiences. Parent help rosters will be available at the beginning of each term. Your child will love that you are able to be part of the learning experiences in the class. If you have a special skill that you would like to share with the children e.g. storytelling or playing a musical instrument, please inform your child's teacher so a suitable time for you to visit can be arranged.

## DELIVERING AND COLLECTING CHILDREN

All children must be left in the care of a staff member, and under no circumstances should be left to enter the classroom alone.

Parents are encouraged to spend a little time settling their child into Pre Primary each morning. Children will not be released at the end of the day until an authorized adult collects them from the classroom door

Please notify the teacher if someone other than yourself will be collecting your child.

Please note, older siblings are not permitted to collect children from Pre Primary under any circumstances. If you are unavoidably detained, please notify the office on 9205 5800 so that we can reassure your child and make appropriate arrangements. If you need to bring your child after school has started, please sign them in at the office.

You will be given a late slip to give to the teacher. This enables us to keep an accurate record of attendance throughout the day.

## ATTENDANCE

We have a range of options for you to inform us of your child's absence.

- Absentee Messaging – 0447 952 027 Student name, reason and date.
- Via our website - click on the red absentee button on the school website.
- Email us - [bicton.ps@education.wa.edu.au](mailto:bicton.ps@education.wa.edu.au)

## PARENT RESPONSIBILITIES

We ask that all parents:

- Communicate regularly with the teacher on matters concerning their child's development. Make a suitable appointment time to discuss progress or concerns.
  - Adhere to drop off and pickup times.
  - Notify the teacher of any ongoing illness or allergy – the appropriate forms must be completed.
  - Notify the teacher if their child is receiving any therapy from outside professionals or the Child Development Service e.g. Speech Pathology, OT or counselling. Please provide copies of relevant reports.
  - Regularly check the school website and notice boards for messages and reminders of upcoming events.
  - Provide notification to the teacher before or after a child's absence.
  - Accompany your child to and from the classroom.
- Students are not permitted to be dropped off or picked up by older siblings.
- Ensure that teachers and office staff are notified of any changes to telephone numbers, addresses or emergency contacts.
  - Allow your child to be responsible for carrying their own school bag and unpacking their belongings for the sessions.

## ILLNESS AND ACCIDENTS

To help curb the spread of infection to other children and staff, please keep your child at home if they are unwell. A child who is feeling unwell can become easily distressed, as well as finding it difficult to concentrate. Please keep your child at home if they are suffering from any of the following conditions:

- Head lice
- Diarrhea
- Fever
- Weeping sores
- Vomiting
- Ear/eye discharge
- Any signs of other infectious disease e.g. chicken pox, influenza, measles, ringworm, school sores or whooping cough.

If a child becomes ill during a session, a parent/ guardian will be contacted to collect the child. For this reason, it is essential that home and emergency contact numbers are kept up to date.

## HEALTH ISSUES AND INFECTIOUS DISEASES

Chicken Pox and Measles - Exclude from school. Re-admit 7 days from appearance of spots or pimples only if well and then preferably on a medical certificate.

Mumps - As for measles but exclude for 14 days.

Ringworm - Exclude from school. Re-admit only on medical certificate indicating that the child is no longer likely to convey infection.

Rubella - Exclude from school. Re-admit 7 days from the subsidence of symptoms [sore throat and rash], only if well, preferably on medical certificate.

Scarlet Fever - Exclude from school, Re-admit 10 days from appearance of symptoms and only on medical certificate.

Scabies - Intensely itchy rash - exclude from school until cured.

Head Lice/Nits (Pediculosis) – Parents will be advised if their class has an outbreak.

School Sores (Impetigo) - Exclude from school while medical treatment is being undertaken.



## MEDICATION

If your child is taking medication and you wish to request staff to administer it, please note the following:

- Medication must be provided in the original packaging. A pharmacy label must be on the medication, clearly stating the child's name, dosage and time to administer.
- All relevant forms must have been completed at the school office before any medication will be administered.
- All medication must be correctly labelled and handed to the staff, not left in the child's school bag.

## HEALTH CARE PLANS

Where appropriate the school will work with you to develop an appropriate Health Care Plan for any medical conditions your child may have. You and the Deputy Principal will need to first develop a proposed plan for the school to review so that if an emergency arises directions can be easily followed. Once you have returned the plan to the school we will:

- Review the plan to ensure the school is able to provide the necessary support;
- Arrange staff training if required to support your child;
- Ensure plans are implemented, monitored and reviewed annually;
- Manage the confidentiality of your child's health care information; and
- Provide appropriate storage for medication and health equipment.

## HEALTH CARE FORMS

Forms are available for common conditions. For other conditions, the generic health care form or a plan provided by a medical practitioner can be used. The following are available:

- Severe allergy/anaphylaxis
- Minor or moderate allergies
- Diabetes
- Seizure
- Asthma
- Activity of daily living
- Administration of medication

