



# Family Information Handbook

## 2024

Phone: 9523 7000

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Website: [baldivisgardensps.wa.edu.au](http://baldivisgardensps.wa.edu.au)

NURTURE • GROW • THRIVE

## Welcome from the Principal

Welcome to The Garden. I am delighted you have chosen to enrol your child at Baldivis Gardens Primary School. Over the last seven years, we have established an excellent reputation for providing exemplary teaching in a learning environment where students are nurtured and given the opportunity to grow to their potential.

Our focus is on your child growing and making progress in a safe and nurturing environment. My staff provide explicit teaching across all curriculum areas, create an engaging and stimulating learning environment and always prioritise your child's physical, emotional and mental health.

Our teachers are capably led by my two Deputy Principals, Mrs Mel Stewart who oversees our Early Childhood area of our school (Kindergarten to Year 2), and Miss Clare Addison (Years 3 - 6). Mel and Clare work closely with me to provide strong personable leadership in The Garden. We each bring different skills, knowledge and experience to our roles and we are keen to share your child's school journey with you. Please don't hesitate to contact us if we can assist you in any way.

We encourage you to share in your child's learning journey by connecting with the school by participating in class and school events, communicating regularly with your child's teacher, reading our fortnightly newsletter, 'News from The Garden' posted on the Connect app and following us on Facebook.

I am confident your your child will thrive in The Garden and I look forward to my staff and I sharing the responsibility for your child's growth and development.

Kylie Moss  
Principal

## Background

Baldivis Gardens Primary School is an Independent Public School which opened in February 2017. The school offers 'state of the art' facilities including four classroom teaching blocks, four transportable classrooms, an administration block, a library and fully enclosed covered assembly area. The school opened with 219 students and currently has approximately 550 students. Future growth is dependent on the growth of housing development in the Baldivis area. Staff have been merit selected and bring rich and varied experience and knowledge.

## Governance of the School

As an Independent Public School, a School Board is selected comprising of teachers, parents and community members. The School Board meets twice a term and works closely with the Principal to oversee the strategic direction of the school and to ensure the school's Business Plan is being implemented and the school is on track to achieve the targets contained within the Business Plan. The School Board does not manage the day to day running of the school as this is the responsibility of the Principal.

## Our Strategic Direction

The school has recently reviewed and completed a new Business Plan which was released last year. This Business Plan aligns closely with our previous Business Plans to clearly articulate our school's vision statement, our outcomes, and strategies to achieve these outcomes over a three year period (2023 - 2025). The Business Plan also includes targets to be achieved over the three year period.

## School Vision

To nurture students in a safe and supportive learning environment where parents and staff take shared responsibility for student growth and development, resulting in students who thrive and a community that flourishes.

## School Motto

Nurture Grow Thrive

## School Ethos

We are committed to maintaining a positive school environment where students feel safe and supported. In order to do this we follow the 'GROW' ethos which standards for:

- G** - Gain Knowledge
- R** - Respect Everyone
- O** - Own Your Actions
- W** - Work Hard

## Administration Staff

### Principal

Kylie Moss

### Deputy Principals

Mel Stewart Clare Addison

### Manager Corporate Services

Tami Law

### School Officers

Donna Jovanovic & Susan Dyer

### Librarian

Gillian Clifford

### School Psychologist

Sian Reed (Semester 2)

## Teaching Staff

### Kindergarten

Amber Murray

### Kindergarten

Kerry Gibson  
Georgia Cann (F)

### Pre-primary

Kristy Bailey  
Em Bruce (T)

### Pre-primary

Sarah Shaw

### Pre-primary

Mallary Evarettz  
Kerry Nurse (F)

### Year 1

Gabi Ozegovic

### Year 1

Melita Kidd

### Year 1

Hannah Noyens

### Year 2

Caitlin Woodward

### Year 2

Chelsea Whitman

### Year 2

Kate Johnson

### Year 3

Sarah Jenkins

### Year 3

Elaine McKeown

### Year 3

Simone Harmse (M-W)  
Natasa Borkovic (Th-F)

### Year 4

Liam Richardson

### Year 4

Emma Mumme

### Year 4/5

Annelise Taylor

### Year 5

Simon Donnelly

### Year 5/6

Courtnee Johnson

### Year 6

Chloe Durrant (M-Th)  
Chelsea Conley (F)

### Specialists

#### English

#### Physical Education

#### Music

#### German

#### Science

#### Library

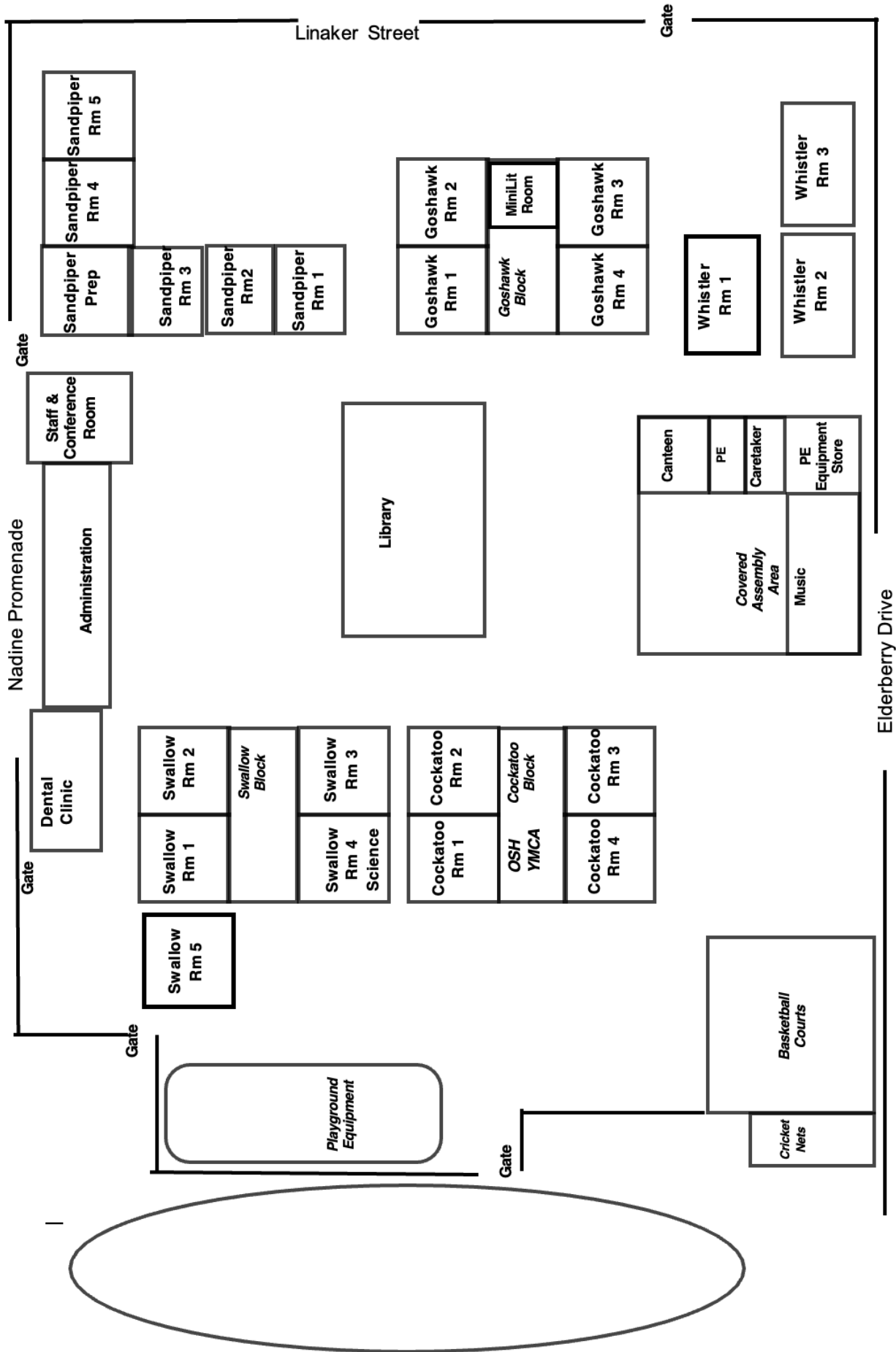
Kym Raphael  
Abby Barnden  
Jane Nicholas (M-Th)  
Kerry Nurse (Th)  
Kat Dobo  
Lisa Merta  
Chloe Thorpe  
Gillian Clifford

### Education Assistants/Special Needs Education Assistants

Kerrie Rainsford  
Rebecca Cheffins  
Tanya Ferguson  
Rebecca Velda  
Laura Nestor (Chaplain)  
Renee Wilson  
Tracey Dole

Helen Croudson  
Rebecca Brooksbank  
Charlene Okely  
Lisa Adams  
Kate Dunne  
Cat Simms  
Jennifer Withnall

Tahlia Newman  
Michelle Bruce  
Coryn Rozvaczy  
Chantelle Bell  
Natalie Doggett  
Charli Lawson  
Jennifer Meecham



## Term Dates 2024

### Term Dates 2024 (for students)

|               |                      |   |                      |
|---------------|----------------------|---|----------------------|
| <b>Term 1</b> | Wednesday 31 January | - | Thursday 28 March    |
| <b>Term 2</b> | Tuesday 16 April     | - | Friday 28 June       |
| <b>Term 3</b> | Tuesday 16 July      | - | Friday 20 September  |
| <b>Term 4</b> | Tuesday 8 October    | - | Thursday 12 December |

### School Development Days (for teachers - students do not attend)

|               |                                       |
|---------------|---------------------------------------|
| <b>Term 1</b> | Monday 29 January, Tuesday 30 January |
| <b>Term 2</b> | Monday 15 April                       |
| <b>Term 3</b> | Monday 15 July                        |
| <b>Term 4</b> | Monday 7 October                      |

### Public Holidays (occurring during school terms)

|                              |                      |
|------------------------------|----------------------|
| <b>Labour Day</b>            | Monday 4 March       |
| <b>Anzac Day</b>             | Thursday 25 of April |
| <b>Western Australia Day</b> | Monday 3 June        |

## School Times

Our school times are as follows:

|          |                                                                                                                                                                       |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8.25 am  | Classroom doors open<br><br>(Children and parents arriving at school prior to 8.25 am are asked to wait in the undercover area. Supervision is provided from 8:15 am) |
| 8.40 am  | School day commences - Morning Session                                                                                                                                |
| 10.40 am | Recess                                                                                                                                                                |
| 11:05 am | Middle Session                                                                                                                                                        |
| 1.05 pm  | Lunch                                                                                                                                                                 |
| 1.40 pm  | Afternoon Session                                                                                                                                                     |
| 2.50 pm  | End of school day                                                                                                                                                     |

## School Information

### New to our school?

Beginning a new school can be a daunting prospect. Some ways to make it easier for your child include:

- drive or walk past the school and engage your child in conversation about the school
- talk to other children in the community about the new school
- organise playdates with children you know are at our school

Contact the administration staff if you have any concerns or any questions you may like answered before school begins.

## Special Needs

It is very important the school receives documents related to a special needs diagnosis. Please ensure the school has a copy of all documentation so we can provide the best support for your child.

Parents who feel their child needs extra consideration in regards to transition are asked to contact the school via phone, or email.

## Health

Please keep your child home if they are unwell. If your child becomes unwell at school, you will be contacted and asked to collect them. If we are unable to contact you we will contact your emergency contacts from your child's enrolment form so please make sure details are kept up to date.

If your child is sick because they are unwell, please let us know on the day by sending an SMS to 0438 963 241 or by calling the school office on 9523 7000.

If your child requires medication at school, please see the front office staff for information and notes. In accordance with the Department of Education policy, parents requiring medication to be administered to their child at school need to complete and sign the necessary medical forms at the front office.

**Asthma/Allergies** - If your child is asthmatic or requires an EpiPen because of severe allergic reactions you must complete the medication forms. Please keep your child's teacher informed and up to date about any medication conditions or conditions requiring medication.

## Medical Conditions

If your child has a medical condition and you have not noted it on your enrolment form, please contact us as soon as possible. It is vital that we have the correct allergy, asthma and anaphylaxis information so we can educate our staff on supporting your child at school. If your child is currently seeing another therapist or professional to support their development, please inform us.

## Uniforms & Dress Code

Our uniforms are supplied by Uniform Concepts and they are located at 4/1 Sunlight Drive in Port Kennedy. You can visit the store, or order online for pick up or delivery. Go to the Uniform Concepts website, and select Baldivis Gardens Primary School. Some uniform samples are in the front office for sizing or at the uniform store in Port Kennedy.

Uniforms are -

- School monogrammed polo shirt (purchased from Uniform Concepts)
- Navy blue bottoms (you may purchase from anywhere)
- School bucket hat - reversible with faction colour on the inside (purchased from Uniform Concepts)
- Shoes that are good for running, climbing and playing. As they may play in sandpits and need to empty their shoes, please ensure they can take them on and off easily. Velcro is preferred for children until they can tie their own shoelaces.
- School jacket or navy jumper
- Waterproof library bag (Navy blue with school logo - Uniform Concepts)

Hair below shoulder length should be tied back and jewellery should consist of only sleepers, studs, watches or medic alert bracelets.

**Please make sure your child's belongings are clearly labelled with their name.**

## Parent Teacher Meetings

Every class teacher will hold a parent meeting in Weeks 3 of Term 1. Block meeting times are from 5-5:45pm on the following days -

**Week 3** Monday - Swallow Block

Tuesday - Cockatoo Block

Wednesday - Sandpiper

Thursday - Goshawk & Whistler Blocks

## Parent Teacher Interviews

Formal parent teacher interviews are scheduled for the end of Term 2 and at the end of Term 4 on request. However, if you need to speak to your child's teacher, please email or phone the school to make an appointment.



## Our Priority Areas and Specialist Programs

Baldivis Gardens Primary School has the following priority areas:

- Literacy
- Numeracy
- Health and Well being

We offer specialist programs in the areas of:

- Science
- Music
- Physical Education
- Languages (German)

## The Teaching of the Languages Curriculum

All public primary schools in the Baldivis Cell have committed to the teaching of the German language. This is due to the professional support available through the well established program at Baldivis Primary School and the commitment of all Baldivis schools to establish a Languages program that has a seamless transition to Baldivis Secondary College. Baldivis Gardens has a clear vision for the teaching of Languages. We want our students to be immersed in the German language and we are committed to ensuring Languages learning is meaningful and integrated across the curriculum. Year 1 to Year 6 students have one hour of Specialist Languages teaching from our German teachers Kat Dobo and Lisa Merta.

Our integrated curriculum scope and sequence called 'From Forest to Garden' that includes Humanities, Science and Languages also supports our Languages program. Our teaching staff have also committed to integrating German into their teaching across the other curriculum areas where possible.

## School Rules

Our school has clearly articulated school rules with clear consequences that are understood by all students. These school rules are explicitly taught at both the class and school level and consistently reinforced. Most behaviour will be managed at the classroom level but at times the classroom teacher will seek the support and involvement of the administration team. Both classroom teachers and the administration team will communicate with parents and carers to support and manage extreme or persistent inappropriate behaviour.

Our three clear rules are:

- 1) Keep hands, feet and objects to yourself
- 2) Wait your turn to speak in class
- 3) Follow teacher directions immediately

Our school has a clearly articulated Behaviour Management Policy and there is a focus on Positive Behaviour Management and restorative practices. Parents are welcome to have a copy of our Behaviour Management Policy on request from the Principal.

Our school will teach and reinforce the Nine Values for Australian Schooling and these will be explicitly taught and promoted at both the class and school level. Follow the link below for more information: [http://www.curriculum.edu.au/values/val\\_national\\_framework\\_nine\\_values,14515.html](http://www.curriculum.edu.au/values/val_national_framework_nine_values,14515.html)

### **Care and Compassion**

Care for self and others

### **Doing Your Best**

Seek to accomplish something worthy and admirable, try hard, pursue excellence

### **Fair Go**

Pursue and protect the common good where all people are treated fairly for a just society

### **Freedom**

Enjoy all the rights and privileges of Australian citizenship free from unnecessary interference or control, and stand up for the rights of others

### **Honesty and Trustworthiness**

Be honest, sincere and seek the truth

### **Integrity**

Act in accordance with principles of moral and ethical conduct, ensure consistency between words and deeds

### **Respect**

Treat others with consideration and regard, respect another person's point of view

### **Responsibility**

Be accountable for one's own actions, resolve differences in constructive, non-violent and peaceful ways, contribute to society and to civic life, take care of the environment

### **Understanding, Tolerance and Inclusion**

Be aware of others and their cultures, accept diversity within a democratic society, being included and including others

## Social Skills Training and Protective Behaviours

Baldivis Gardens Primary School has a focus on Health and Well-Being. Mental health and social and emotional well-being, together with physical health are very important aspects of our Health curriculum. We explicitly teach social/emotional skills and every year students will be taught 'protective behaviours'.

We look forward to parents supporting us as we provide a safe and supportive environment, instilling positive behaviours and equipping our students with the strategies to become confident, resilient young people.

### Attendance

Developing the habit of going to school every day is vital so children do not miss out on important ideas and skills they need for future learning. Did you know:

- missing half a day of school each week equates to one month of missed learning per year
- the attendance habits set by children when they first start school continue throughout their school life
- learning is cumulative - if your children miss a day, it is harder for them to catch up

Parents are asked to inform the school by email, phone or SMS when their child is absent from school. Parents are also asked to notify the school if they are taking their child out of school for a holiday. The Principal does not approve leave for holidays in order to give a clear message to the community that every day at school matters. Parents make the choice to go on holidays in school time after considering carefully the impact on their child's learning and their family situation. The school does not provide work packages for holidays.

**For Absences contact via - Email: [BaldivisGardens.PS@education.wa.edu.au](mailto:BaldivisGardens.PS@education.wa.edu.au)**

**Phone: 08 9523 7000**

**SMS: 0438 963 241 (Child's full name, date of absence, reason for absence.)**

### Attendance Matters



1 or 2 days a week doesn't seem much but...

| If your child misses... | That equals...    | Which is...       | and over 13 years of schooling that's... | which means the best your child might perform is... |
|-------------------------|-------------------|-------------------|------------------------------------------|-----------------------------------------------------|
| 1 day per fortnight     | 20 days per year  | 4 weeks per year  | Nearly 1.5 years                         | Equal to finishing in Year 11                       |
| 1 day per week          | 40 days per year  | 8 weeks per year  | Over 2.5 years                           | Equal to finishing in Year 10                       |
| 2 days per week         | 80 days per year  | 16 weeks per year | Over 5 years                             | Equal to finishing in Year 7                        |
| 3 days per week         | 120 days per year | 24 weeks per year | Nearly 8 years                           | Equal to finishing in Year 4                        |

## Student Details Update

Please ensure your child's student details are up to date on our system. If you have changed your address, email or phone numbers then we need to know. It is very important in an emergency or when your child is sick that we have your correct contact details. Our funding system also relies on accurate student enrolment information being entered to ensure we are resourced correctly.

## Parenting Plans

The School Education Act 1999 requires parents to keep us informed of any parenting plans, Family Court orders or other orders which apply to your children. These are important information for us and are treated in the strictest confidence.

## Factions

Our four faction colours are red, green, blue and gold and each child is allocated a faction after enrolment. Every child is expected to wear a school hat which is reversible and has the child's faction colour on the inside. We do not have faction shirts to avoid additional costs and ensure our students always look smart in their consistent school uniform.

## Children's Property/Belongings

We strongly discourage students from bringing in valuables and toys to school and no responsibility is accepted for loss or damage to students' personal property. If an item is brought in to support the students learning program, teachers may place it in a safe place for the day.

## Mobile Phones

Please avoid sending your child to school with a mobile phone. If you need to send your child to school with a mobile phone they will need to be left at the office for the duration of the school day and picked up at the end of the day. Mobile phones will be locked away during the day. Students are able to use school phones if they need to communicate with you through the day. Smart watches, if worn must have notifications and internet access switched off. They must not be used for videoing or taking photos on the school site as without permission, it is viewed as an invasion of privacy. Messages to students can be taken through the front office.

## Birthdays

Everyone loves to celebrate birthdays but let's keep it simple.

If you wish your child to have a special celebration with their class please send small individual cup cakes or muffins with minimal toppings. Please do not send lollies or other gifts for class members and ensure that cupcakes contain no nuts. Parents of children with specific dietary requirements may send alternative cupcake which can be frozen and thawed as required.

## Assembly Day

Our community assemblies for Year 1 to Year 6 will be held on a Thursday morning commencing at 8.40am, 3-4 times during the term. Assemblies will be on the term planner that will be sent to you each term. If parents cannot attend, another family member or friend may attend in lieu of the parents.

## Communication

We value our relationships with parents and guardians and know that clear communication is vital in supporting students both in the school and at home. Communication needs to be two-way. We communicate with parents through emails, telephone, SMS and the Department of Education's Connect Parent Portal. This portal provides you with access to notices and documents from the classroom and provide a method of communication with the teacher. Our weekly school newsletter, 'News from the Garden', is sent out through Connect every Wednesday. You may request a paper copy of this newsletter from the front office. If you have trouble with Connect please phone the school and we will be happy to help you. Details of your Connect login, how to use the system and how to download the app are available on our website. <https://baldivisgardensps.wa.edu.au/connect-faq>

We also have a school Facebook Page, Baldivis Gardens Primary School. This is a way to share school events and happenings with parents, family and the wider community. If you do not want your child's photo on Facebook you must indicate this on your enrolment form or contact our school office. No student names are published.

Please let us know if you have any concerns at any time. Teachers will be available before and after school and during their classroom planning times for appointments. The leadership team of Kylie Moss, Mel Stewart and Clare Addison are always happy to speak to you or you may email them at:

[Kylie.Moss@education.wa.edu.au](mailto:Kylie.Moss@education.wa.edu.au)

[Melinda.Stewart@education.wa.edu.au](mailto:Melinda.Stewart@education.wa.edu.au)

[Clare.Addison@education.wa.edu.au](mailto:Clare.Addison@education.wa.edu.au)

## P & C

We have a Parents and Citizens Association which organises a number of successful fundraising events for our school. Our P & C is keen to help our school by raising funds for much needed play spaces and playground equipment. However, more support is needed from our parent community. The Annual General Meeting for 2024 will be held at the beginning of Term One so please show your support of our school by attending. Many hands will make light work and your children will benefit greatly from the fundraising efforts of our P & C. You can contact the P and C at [Baldivisgardens.pandc@gmail.com](mailto:Baldivisgardens.pandc@gmail.com)

## Payment of Voluntary Contributions

A Baldivis Gardens Primary School billing statement will be issued to parents at the commencement of the 2024 school year detailing school voluntary contributions for each student. It would be appreciated if these voluntary contributions could be paid by the end of Term 2.

Parents will receive details of the excursion, activity or in-term swimming costs and a permission slip which must be signed and returned to the school with payment. Payment for each excursion/activity must be paid prior to the event.

Payment plans are available please speak to Tamra Law our MCS in the front administration office.

### Payments

Payments can be made to the front office by EFTPOS, QKR or Direct Deposit. However, **QKR** is our preferred method of payment. All payments are to be brought to the FRONT OFFICE. Please note **no payments** are collected by teachers in classrooms.

#### For Direct Deposits

**Account Name** - Baldivis Gardens Primary School

**BSB:** 066040 **Acc No:** 19903864 **Reference** - Child's Name and Purpose.

#### Online payments through QKR!

Preferred payment is using QKR, which is an easy app to use and download on an Apple or Android device. This provides a secure and easy way to pay for school items from your phone at a time and place that suits you.

With Qkr you can:

- pay for school voluntary contributions, incursions and excursions
- see your receipts on the app and get them sent by email if required
- sign permission notes for an incursion or excursion

Permission notes are to be signed electronically through the QKR app. If you require assistance, please see the ladies in the front office. A 'how to' guide can be found on the school website.



**Apple Device App**



**Android Device App**

## Getting to school

All families living close to the school are actively encouraged to walk or ride bikes to school. This will promote healthy lifestyles and avoid dangerous traffic congestion around the school. The school has enclosed bike racks, however all bikes and scooters should be locked and all children should wear a helmet when riding. The school will be promoting walking and riding to school. Parents are encouraged to give their children opportunities to practice riding their bike to school under the supervision of an adult before being allowed to ride to school on their own.

## Healthy Eating and 'Waste Free' Lunch boxes

Healthy food provides the energy and nutrients children need in order to grow, develop and concentrate through a busy school day. To promote healthy eating and sustainable living we promote 'waste free' lunch boxes. Parents are asked to support us by providing lunches and snacks that are healthy and have minimal packaging. Please consider this when buying lunch boxes for school. We promote a 'Crunch & Sip' program. This gives students the opportunity to crunch on a piece of fruit or vegetable and sip water while they are working in their classrooms. Please also be aware that we have students with nut allergies at school. Refrain from sending whole nuts or using nut spreads (peanut paste or nutella) as they can potentially trigger an anaphylactic reaction. We also have children with allergies to eggs so it would be appreciated if you could not send eggs to school in lunch boxes. Products and foods containing eggs are fine but not hard boiled eggs.

## Collecting students during school hours

Authorised persons wishing to collect students during school hours must go to the front office first where they will be issued with a Student Release Form. This release form is then handed to the teacher when picking them up from their classroom. This ensures that appropriate adults are the only ones collecting students from school. Please ensure your nominated authorised persons have photo identification on them.

## After school pick up

Kindergarten and Pre-primary children must be collected from the classroom by parents or a designated adult. Other students from Years 1 - 6 will be released by the classroom teachers on the final siren. Parents of students in Years 1 - 6 make their own arrangements as to where they meet their child. Parents please note: If you bring your car to pick up your child, you must get out of the car to greet your child, as no child is to walk through the car parks unattended after school. This is to ensure your children's safety. There are two car parks available to parents but we do request that parents do not to use the Staff/Dental car park area. Remember that whenever possible please walk to and from school.

The following are recommended exclusion periods for common infectious diseases.

| <b>Disease</b>           | <b>Period of Exclusion</b>                                                                                                        |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| Chicken Pox              | At least 5 days after rash appears and until vesicles have formed crusts                                                          |
| Conjunctivitis           | Until discharge from eyes has ceased                                                                                              |
| Diarrhoea                | Until 24 hours after diarrhoea has ceased                                                                                         |
| Hand, foot and mouth     | Until vesicles have formed crusts that are dry                                                                                    |
| Head lice                | Until after treatment has commenced and live lice removed                                                                         |
| Hepatitis A              | Until 14 days after onset of illness or 7 days after jaundice occurs                                                              |
| Herpes simplex           | Not excluded if they can maintain good hygiene practices                                                                          |
| Impetigo - School Sores  | For 24 hours after antibiotic treatment commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing. |
| Influenza                | Until symptoms resolved                                                                                                           |
| Measles                  | For 4 days after the onset of the rash                                                                                            |
| Mumps                    | 2 days prior, to 5 days after onset of symptoms                                                                                   |
| Ringworm                 | Until person has received anti-fungal treatment for 24 hours                                                                      |
| Rubella (German Measles) | For 4 days after onset of rash                                                                                                    |
| Whooping Cough           | Until 5 days after an appropriate antibiotic treatment or for 21 days from onset of coughing.                                     |
| Worms                    | Until diarrhoea has ceased                                                                                                        |