

BOORAGOON PRIMARY SCHOOL



PARENT HANDBOOK

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SCHOOL INFORMATION

Booragoon Primary School

10 Clements Road, Booragoon WA 6154

Phone: (08) 6274 1800

Email: booragoon.ps@education.wa.edu.au

Website: <http://booragoonps.wa.edu.au>

Principal: Mrs Barbara Horan

Deputy Principals: Mrs Megan Casas
Mr Clayton Godwin

Manager Corporate Services: Mrs Julie Green

School Officer: Mrs Jayne Berry

OFFICE HOURS

Office hours are 8am to 4pm Monday to Friday

SCHOOL HOURS

8.45am	Commence School
10.45am	Morning Recess
11.05am	End of Recess
12.25pm	Lunch
1.00pm	End of Lunch
3.00pm	School Closes

PLEASE NOTE – EARLY CLOSE ON WEDNESDAYS (2.30PM)

Our Duty of Care requires us to ensure the safety of your child before the start of school. We ask that you do not send your child to school before 8.30am. Children arriving before 8.30am must sit outside Room 6 where supervision will be provided from 8.15am to 8.30am. The school cannot accept responsibility for students arriving before 8.15am. As well, children should leave or be picked up promptly after school. Please make sure your child is aware that he or she can come to the office if there is a problem.

An Introduction to Booragoon Primary School

Booragoon Primary School has many attributes that make it a unique, highly regarded West Australian Government School. Children here are happy, and they feel a deep connection to, and pride in their school. We have a number of families with a third generation member attending. Most noticeable in our school is the genuine care and mutual respect between staff and children.

Our school, which caters for Kindergarten to Year 6, is situated in the South Metropolitan suburb of Booragoon, a stone's throw from Garden City Shopping Centre. The school was established in 1967 in a bush setting close to historical Wireless Hill Reserve. In 2017 we celebrated our 50th Anniversary, with numerous events and activities organised by our highly committed school staff, School Board and Parents and Citizens Association.

We have a focus on culture and the arts, with Specialist areas offered including Music, Visual Arts, Drama LOTE and Science. Some sixty students learn a musical instrument through the (SIM) Schools Instrumental Music program and our String Ensemble and choir are outstanding.

Reflecting the fact that we have many high achieving students, our teaching and learning programs are designed to be innovative and challenging. Our 1:1 laptop program has now been in place for ten years and the school is a leader in technology based learning. We provide effective programs and support for the full range of learning abilities. Our teachers and Education Assistants are highly skilled practitioners, understanding and meeting the individual needs of each and every child in their care. Our goal is to provide our students with the skills and knowledge they'll need to live and work successfully in the 21st Century.

Our community is extremely supportive of the school, evidenced by a strong, vibrant P&C and an effective School Board. We have a legion of 'parent helpers' who are happy to be called upon throughout the year to assist us with classroom activities, excursions, carnival days, fund raising events, and the Dads and Kids Camp Out.

WELCOME

A warm welcome is extended to all families attending Booragoon Primary School in 2018. As Principal at Booragoon Primary School I feel very privileged to be leading such an exciting and dynamic school. A quick walk through the school and classrooms attests to the excellent teaching and learning programs on offer in the school and to the positive school tone which exists. Staff, parents and students all work together to ensure that the school environment is supportive of all.

Education is about the total development of the whole child, the whole person. To me this means the total development of each individual to reach their full potential. This takes teamwork and that team is made up of the staff, the parents, the community and most importantly, the students. By all working together to make sound decisions, we can have a teaching and learning environment that will equip the children with the literacy, numeracy, technological, interpersonal and problem solving skills they will need to thrive in the 21st Century.

It is my belief that this cannot be done successfully unless the community and the parents are involved in the decision-making processes that go towards providing a sound education, and parents have a clear and genuine interest in the education of their children. Parents are offered the opportunity to become involved in all aspects of school life, including having access to and helping in the classroom. Clearly, the more involved parents become with classroom programs, the more likely they are to be well informed when they participate in school decision-making. Building a strong school community is an essential ingredient in the development of a school in which effective education is seen as a joint enterprise involving parents and the school.

By showing that we care, and that we are all working together towards the same goal, we can ensure that the children develop the necessary skills for their place in society.

Barbara Horan
Principal

INFORMATION AND PROCEDURES

ABSENCES

In order to meet the requirements of the Education Department, parents are requested to advise their class teacher in writing of the reason for their child's absence on the child's return to school or within three days of the child's first day of absence. All notes are retained for checking by school welfare officer

AFTER SCHOOL PICK UP

Students who have not been collected within the first 15 minutes at the end of the school day will be redirected or escorted to the front office to await arrival of parents/carers. If parents are going to be late to collect students they are asked to telephone 6274 1800 to advise the School Administration. If parents/carers do not arrive within a reasonable time after the siren, emergency contacts are advised.

ACCIDENTS OR ILLNESS

If your child is injured or becomes ill, all care and attention will be given and you will be contacted. Minor injuries or illnesses during the day are attended to at school. In an emergency the school will make every effort to contact you; however, if it is considered necessary the school will seek outside medical assistance which could incur some cost to the parent. Please advise the school of any change of address or telephone number as soon as this occurs.

The school doesn't have the facilities or the staff to mind sick children, so it would be appreciated if sick children were kept home until they are well enough to be at school.

ALLERGIES

There are a number of children at the school who have severe allergies, especially nut allergies, so we encourage parents to consider the safety of these children and avoid sending nut based products to school.

ASSEMBLIES

Assemblies are held fortnightly 8.45am on Friday mornings involving all students from Year 1 to Year 6. Pre Primary joins assemblies in Term Two. All classes from Pre-Primary to Year 6 have an opportunity to conduct and present an item at their class assembly. Class teachers award merit certificates at each assembly. Dates will be advised through Newsletters and Term Planners.

Each month students may be presented with the Aussie of the Month award. The award recognises personal endeavour, achievement and contribution to the community, and reflects some of the values we share, such as a fair go, compassion, respect and inclusion.

BEHAVIOUR MANAGEMENT

In the interest of the school community, it is important that teachers, parents and students work together to ensure high standards of behavior both in and out of class. At Booragoon Primary School we pride ourselves on our students' exceptional behaviour.

The key to maintaining these high standards is respect and care for others. Parents should encourage their children to support these values.

If you have concerns about your child's behaviour please contact your child's teacher. Teachers will contact parent/carers if they have concerns. Good communication is essential to ensure all issues are addressed in a timely manner. The Deputy Principals and/or Principal are involved in behaviour management where appropriate.

BICYCLE USE

All cyclists must wear protective helmets. Students are required to walk bikes/scooters in the school grounds. Parents are asked to ensure that their children are aware of bicycle and road safety practices. Sanctions may be imposed on students who continually use their bikes in an unsafe manner.

School staff accepts no responsibility for the security of students' bicycles. Parents are encouraged to have bikes engraved and provide their children with bicycle locks.

CANTEEN

The Canteen is organised and managed by the P&C Association. The Canteen is open on Wednesdays, Thursdays and Fridays for lunch and recess, and provides a new menu each term with weekly specials. Ordering is ONLINE ONLY using this link <https://quickcliq.com.au/>

If you are able to assist in the canteen please contact Julie Kuchak on 0410 747 383 or email booragooncanteen@gmail.com with the days and times you are available.

CHAPLAIN

We have a School Chaplain appointed to our school two days per week, and she attends on Mondays and Tuesdays. The Chaplain is available to the children, staff and parents of the school to encourage, support and be a listening ear. If you require an appointment please contact the front office.

CONTRIBUTIONS AND CHARGES

The Booragoon Primary School's Board approves the voluntary contributions and maximum budgeted charges for students from Kindergarten to Year Six.

Our preferred option for payment is the Qkr App, though EFTPOS, cash or cheque payments can be paid at the School Office. Please note excursion and incursion payments (cash or cheque) should accompany the student's permission slips to their classroom teacher or be paid at the school office.

DENTAL THERAPY

Children have free dental treatment at the following centre, provided their parents sign a consent form:

Attadale Dental Therapy Centre
Attadale Primary School
47 Wichmann Road
ATTADALE WA 6156
Phone 9330 5876

Children transferring from other schools are entitled to treatment after their parents have contacted the new clinic.

DRESS CODE

The School Board has established a School Dress Code for all students, in consultation with the school community. A wide range of uniform options, including the Kindergarten t-shirts, are available for purchase at Uniform Concepts, 30 Kembla Way, Willetton; phone 9270 4669 or <https://nellgray.com.au> All students are expected to wear the school uniform. Students wear their House shirts on Fridays and athletics carnival days. Long hair must be tied back, (girls and boys) and no jewellery or make up is to be worn.

Headwear

The school hat is to be worn for outdoor activities all year round.

Footwear

Covered shoes or sandals are recommended. Appropriate footwear is to be worn for sporting activities.

ENROLMENT

Booragoon Primary School is a Local Intake School. The School Education Act 1999 guarantees a place for every child in the compulsory years of schooling (Pre Primary to Year 6) in their local school. (See Appendix 1 for map and description of our Local Intake Area). We do accept out-of-area enrolments if space in classes allow.

Parents wishing to enrol their child/ren at Booragoon Primary School are required to supply proof of residence.

A Birth Certificate, an extract of Birth Certificate or a passport must accompany the Application for Enrolment. The school must also have a copy of each student's immunisation records at the time of Application for Enrolment. This is to be in the form of an Immunisation History Statement from Medicare.

Students will be placed in the year of study corresponding to their age group.

Eligibility for Enrolment in Kindergarten in Local Intake Schools

1. Children living in the intake area of the school and who will have a sibling enrolled at the school in 2021.
2. Children who live in the intake area of the school but will not have a sibling at the school in 2021.
3. Children who live outside the intake area of the school and who will have a sibling at the school in 2021.
4. Children who live outside the intake area and who will not have a sibling at the school in 2021.

Note: If there is more than one child in any of the above categories, priority will be given to children living closest to the school, measured in a straight line from place of residence to the school.

Visa Requirements

Students who were born overseas must be naturalised Australians or hold the appropriate visa before applying to enrol at the school. For overseas students who

are in Australia using an entry visa, it is necessary that the office sight the **passport and visa** of the **parent** - primary visa holder – and **student** at the time of Application for Enrolment. Parents are asked to advise the School Administration if the child's visa number changes.

EXCURSIONS

Teachers organise excursions to support student learning programs. Every effort is made to keep costs to a minimum.

Under the Education Department's Excursion Policy a medical/consent form is required to be taken on excursions by the teacher. Students are not permitted to attend excursions without these forms being completed and submitted for each excursion.

HEAD OF HOUSE & SPORTS CAPTAINS

In Term One each year student elections are conducted to identify Head of House and Sports Captains in Year 6. The leaders perform additional responsibilities and are provided with leadership opportunities throughout their final year in primary school.

HOUSES (Factions)

Upon enrolment, students are placed in one of the three Houses: Banksia, Canning or Swan and they remain in this house during their time at Booragoon Primary School. We try to place all family members within the same house.

HEAD LICE

Booragoon Primary School asks that all parents regularly check their child's hair for head lice. If lice are found please treat promptly and inform the class teacher or school administration. Once the child has been treated the child may return to school. If a child is found to have head lice while attending school, the parents will be telephoned and asked to collect the student.

HEALTH

If you suspect your child is unwell, we stress the importance of keeping him/her at home. Infections can spread very quickly at school and children are very susceptible. A child who is sick does not learn effectively.

Please notify us on 6274 1800 of any serious infectious disease your children may contract.

HOMEWORK

As we work towards developing lifelong learners we endeavour to build intrinsic motivation and self-directed learning skills. This philosophy is encouraged at school and at home.

Homework can support higher levels of student achievement by extending the time available for students to consolidate skills and concepts learned at school.

Homework should also be viewed as aiding the development of good study habits.

Homework is a valuable tool in developing school-home relationships and can assist in keeping parents informed about student's learning program and progress. Active participation by parents, particularly in the early years, is a valuable support for student learning.

Homework

- relates directly to the learning and teaching programs appropriate to the needs of the children and will be consistent with the Western Australian Curriculum and class learning programs.
- forms part of the development learning program that is responsive to individual needs, clearly relevant and supported by classroom practice.
- Is not associated with any form of punishment.
- should not rely on an unreasonable level of parental assistance or resources that are not readily available.
- should not impinge family time, or recreational and cultural pursuits relevant to the student's age, development and educational aspirations.
- should be phased in gradually, as students move through the primary years.
- requirements are consistently applied, monitored and assessed and is responsive to individual needs and learning area requirements.

Parents are encouraged to work with their child to decide a time and place, and when and where homework will occur. Regular habits for homework are beneficial.

Key areas of your child's education are literacy and numeracy. The main focus of homework will be in these areas.

Literacy

Students are encouraged to read regularly and to discuss their reading with their parents. In this way they develop oral language skills and listening skills as well as reading skills. Reading also supports the learning of spelling and the expansion of vocabulary.

Numeracy

Students learn Mathematics through studying number and number patterns (tables and basic computation). Parents can help put Mathematics into context by using every day activities (shopping costs, measuring around the home etc) to practice skills.

INFECTIOUS DISEASES INFORMATION

Our guide for communicable and infectious diseases is taken from the WA Department of Health, and the Department of Education and Training Regulations. For your information details relating to some of the more common diseases are listed below:-

Chicken Pox: Exclude from school. Re-admit when fully recovered. Some remaining scabs do not justify continued exclusion. Contacts – any chemotherapy patients should be excluded for their own protection. Otherwise do not exclude.

Hepatitis A: Exclude from school. Re-admit on medical certificate of recovery or after symptoms subside but not before 7 days after onset of jaundice.

Measles: *NOTIFIABLE Exclude from school for at least four days after the onset of the rash. Contacts – do not exclude immunised contacts. Non-immunised contacts should be excluded for 14 days after the first day of appearance of the rash in the

last case identified in the school, unless contact was immunised within 72 hours of first exposure.

Mumps: Exclude from school for at least 9 days after onset of symptoms. Contacts – do not exclude. Recommend immunization if not vaccinated.

Pediculosis (Head Lice): Exclude from school until effective treatment has been instituted and nits removed from hair. Contacts – family contacts will probably be infested and should be treated accordingly. Re-infestation is highly likely to occur if the entire family is not checked and all combs and brushes are not treated. Children with long hair should have their hair tied back at all times.

Ringworm: Exclude until the day after treatment has commenced. Contacts – do not exclude.

Rubella: Exclude from school. Re-admit on recovery or 4 days after onset of rash. Contacts - do not exclude.

Scabies: Exclude from school until effective treatment has been instituted. Family contacts will probably be infested and should be treated accordingly.

Please keep the school provided with up to date information regarding the immunisation status of your child.

INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)

All students will have access to computer technology through our computer network. The network is linked to the internet and all students and their parents/caregivers, will be required to enter into an agreement to ensure the system is used responsibly and within legal guidelines.

The integration of Information and Communication Technology (ICT) into learning programs at Booragoon Primary School extends across all learning areas where potential exists to enhance learning opportunities. Students and teachers have access to a wide range of networked equipment and software to support learning and teaching programs in place. Teachers are committed to ensuring our students become confident, creative and productive users of technology and develop an understanding of the impact of technology on the society in which they live.

INSTRUMENTAL MUSIC PROGRAM

The Department of Education's School of Instrumental Music School Services (IMSS) program provides opportunities for children to be involved in instrumental music. Instruments include the violin, cello, double bass, clarinet, flute, guitar and trumpet. Students are selected through statewide music aptitude testing to participate in the program. They begin the string program in Year Three, with other instruments commencing in later years. Details are available from Mr Clayton Godwin, Deputy Principal. Through this enrichment program, students play in the school's String Ensemble.

IN-TERM SWIMMING

In-term swimming is offered to students in Pre-Primary to Year Six. Students are taught by fully qualified instructors. Further information is provided closer to scheduled swimming lessons.

LATE ARRIVALS

If your child arrives at school after our start time of 8.45am, please report to the office with your child to request a late slip. The late slip is to be handed to their classroom teacher. Students must not go directly to class if they are late.

LEAVING SCHOOL GROUNDS

Children are not permitted to leave the school grounds during school hours.

Parents/Caregivers who wish to collect their child during school hours should:

- Sign their child out at the office and collect a Student Leave Pass.
- Give the Leave Pass to the classroom teacher.

LIBRARY

Our school has a fully automated library. Children have access to the library for weekly sessions and at designated lunch times. Students are encouraged to borrow books on these occasions. If books are lost, parents are asked to pay for the cost of a replacement book.

LOST PROPERTY

Lost property is located in the Undercover Area. Small items are generally handed in at the front office. Parents are requested to clearly label all items of clothing and school items with their child's name.

LOTE (Language Other Than English)

All students in Years Three to Six are involved in the Japanese LOTE program. LOTE is a compulsory subject.

MEDICATION

Parents who require the administration of medication to their children during school hours (including asthma preventatives or relievers) are asked to provide the medication to the School Officer and to complete the necessary health care authorisation form, available at reception. Teachers cannot administer medication to students.

The school requests that prescription medication is supplied to the school in pharmacy labelled bottles.

MEETING WITH YOUR CHILD'S TEACHER

What should you do if you are concerned about your child?

- Make an appointment to speak with the teacher

Before the meeting, be clear about the issue that concerns you.

- Prepare for your meeting by thinking about and perhaps writing down what your concerns are.

Think about what you would like to see happen.

- Prepare for the meeting by thinking about what you would like to see happen to improve the situation.

At the meeting, express your concerns and discuss options.

- Be clear about your reason for being there and the expected outcomes.
- Make sure you understand and are satisfied with what is decided at the meeting.
- Agree on a strategy to be kept informed about what is happening at school.

Support the teacher and the plan of action decided upon.

- Keep in touch with your child's teacher.
- Support and help with the negotiated plan of action.

Monitor the situation

- If, after a reasonable period of time, things don't improve, obtain additional support. Do this in consultation with your child's teacher.

Arrange to speak to the Deputy Principal or Principal.

- Make an appointment to see one of the Administration Team. Explain your concerns and the actions you have taken.
- Focus on finding a way of addressing your child's needs.
- Focus on reaching an agreed plan of action.

MOBILE PHONES

It is Education Department policy to ban the use of mobile phones for all students from the time they arrive at school to the end of the school day. This extends to the use of smart watches which need to be on aeroplane mode during this period. The policy aims to reduce distractions in class and improve student engagement.

Students cannot have a mobile phone in their possession. This means if your child brings a mobile phone to school, it will be stored in the classroom until the end of the school day. Exceptions apply in the case that a student has approval from the Principal to use a phone to monitor health conditions, or where teachers give students permission to use mobile phones for a specific purpose.

If your child needs to contact you, they can do so through the school administration. Likewise, if you need to get a message to your child, you can call the school and your message will be passed on.

MONEY, TOYS AND VALUABLES

Bringing toys and valuable items to school is actively discouraged as security cannot be guaranteed. Privately owned sporting equipment should not be brought to school for general use as this could result in damage or loss.

Children bringing money to school for a specific purpose must hand it to the class teacher at the start of the day. Children who find money are asked to take it to the office and children who have lost money should advise the School Officer.

NEWSLETTERS

Fortnightly school newsletters are available from the school website (www.booragoonps.wa.edu.au). An email advising that it has been posted on the website is sent out on Thursdays of even weeks.

OUT OF SCHOOL HOURS (OSH) CLUB

The school has an out-of-hours before and after school facility operating through OSH Club to assist parents requiring child care out of school hours at a nominal fee. Please enquire through the front office if you require further information.

PARENT HELPERS

Parent assistance in the classroom and with school activities is always very welcome. It gives parents the opportunity to take an active part in class activities and to contribute to the learning program. If you wish to assist in the class, please contact your classroom teacher, the Deputy Principals or watch for notes in the school newsletter asking for assistance with special school events.

PARENT/TEACHER INTERVIEWS

Parents are encouraged to visit the school to discuss with the class teacher or administration any concerns they may have regarding their child. To best facilitate these discussions please arrange an appointment prior to the meeting.

PARENT & CITIZEN'S ASSOCIATION

Booragoon PS has a proactive and vibrant Parents and Citizen's Association (P&C). The P&C has a very valuable role to play in supporting the school and providing additional resources and facilities. The P&C manages the canteen, school banking, our Booragoon Organising Dads (BODs) group, the kitchen garden, the Ashton Scholastic Book Fair and the second hand uniform shop. They organise many fund raising events throughout the year. All parents are invited to attend the regular P&C meetings which are held on the last Monday of each month, at 7.00pm in the staffroom. The email address is booragoonpandc@gmail.com

PARKING

At morning drop-off and afternoon pick-up times the area around the school is extremely congested with cars, bicycles and children on foot. To minimize the danger, all parents are asked to keep the main exit points from the school clear, follow school and Council parking signs and exercise caution when leaving the vicinity of the school. Parents are not permitted to park in the Disabled Car Bays without a current ACROD sticker. The two main parent carparks are situated along The Ramble and Clements Road. The staff car park at the front of the school on Clements Road is reserved for Staff only. Families are asked not to walk through the carpark gate and access road for safety reasons.

**PARENTS ARE REMINDED THAT THE SPEED LIMIT
AROUND ALL SCHOOLS IS 40km/h.**

PEAC (Primary Extension and Challenge Program)

Students are tested in Year 4 for inclusion in the Primary Extension and Challenge program in Years 5 and 6. PEAC offers extension programs for children whose IQ falls in the top 2% of the student population.

PHYSICAL EDUCATION AND SPORT

All students must participate in Physical Education and Sport unless excused with a note from parents/carers or medical certificate. Students will be exposed to a variety of team sports and encouraged to become involved in school interschool competitions. When Sport is timetabled students are expected to wear their House shirts and appropriate footwear, not sandals or thongs. To ensure that girls are not restricted for physical activities, parents should consider providing girls with shorts or sports pants.

PLAYGROUND SUPERVISION

Playground supervision rosters are in place for all recess and lunch breaks and staff members are constantly carrying out playground supervision during these times. From 8.15am to 8.30am children are supervised by the Administration team. Students are not permitted to use sports equipment or play on the play equipment before and after school as there is no supervision by staff.

REPORTING TO PARENTS

Assessment is a regular practice in the classroom to enhance student learning, improve teaching practices and report progress to parents. A summative formal school report is provided at the end of each semester. Individual parent meetings are organized in Term One, and in Week three Term Three the school designates a School Development Day to carry out interviews to give parents the opportunity to discuss their child's Semester One report. Parent/teacher interviews are also available upon request. Arrangements can be made by contacting the classroom teacher directly, or through *Connect*.

On Entry Testing occurs at the beginning of Pre Primary. All students in Years Three and Five are tested in NAPLAN (National Assessment Program in Literacy and Numeracy). An individual NAPLAN summary report is issued to parents in Term Three.

SCHOLASTIC BOOK CLUB

A monthly Book Club is organised by the P&C as a means of promoting reading. Prior to ordering each month, students receive a brochure of available books and an order form. Students are always advised of the closing date for orders. Participation is optional. Please send payment in an envelope to deposit in the box at the office. Profit from the Book Club is used to enhance our library collection and class reading collection.

SCHOOL BANKING

School banking is available every Friday from 8.15am to 9.00am, in the Library walkway.

SCHOOL BOARD

The School Board is constituted according to the Education Act (1999) and consists of elected parent representatives, community representatives, staff members and the school Principal. The Board meets once or twice per term. The functions of the Board are:

- Setting the strategic direction of the school
- Endorsing the school budget
- Endorsing the school charges and contributions
- Consulting in setting Behaviour Management Policy and School Dress Code.
- Monitoring the performance of the school and the requirements of the DPA, (Delivery and Performance Agreement).
- Contributing to the School Report.
- Monitoring the progress of the Independent Public School Business Plan.

SCHOOL NURSE

The school is assigned a Community Health Nurse and she is available to discuss any health concerns by completing a signed referral form available at the school office.

SCHOOL PSYCHOLOGIST

The school is allocated the services of a School Psychologist one day each week. The psychologist is responsible for supporting the school in catering effectively for any cognitive, emotional, cultural, social or behavioural needs that impact on student learning and well-being. This support is provided to the school staff through collaborative case conferences and consultation. The School Psychologist does not provide private consultations to parents, or work with individual students.

To find a private psychologist you can go to your family doctor and ask for a referral to a private psychologist and with this referral you will be able to access the Medicare rebate under the Better Health Care initiative. You can also go to the Australian Psychological Society website at www.psychology.org.au and look under 'Find a Psychologist' to locate a suitable psychologist.

SPECIAL NEEDS STUDENTS

Parents of students with special needs are asked to contact the school to discuss their needs when the Application for Enrolment has been approved to ensure that the most appropriate program is in place to meet the student's needs.

SPORTING EVENTS

Each year our school is involved in the House Swimming Carnival, Interschool Swimming Carnival, House Cross Country, Interschool Cross Country, House Athletics Carnival and Interschool Athletics Carnival and interschool fixtures in football, netball and soccer. Parents are encouraged to support the teams and events and are invited to become involved in training and preparing the teams.

STAFF MEETINGS

Staff meetings are held each Wednesday afternoon immediately after school (early close at 2.30pm). Parents are asked to pick up their children and leave the school promptly to allow meetings to commence on time. At these meetings staff work collaboratively on strategic planning, and developing teaching and learning programs.

STUDENT INFORMATION UPDATES

During the course of a student's stay at Booragoon Primary School changes may occur to the information originally recorded on Admission/enrolment Forms. It is important that you advise the school as soon as possible of any changes of address, telephone number, emergency contacts or medical details. There have been a number of instances in the past when urgent contact to parents could not be made due to incorrect or outdated information on school records. Your continual co-operation will help to ensure that your child's welfare receives the highest priority, especially in times of emergency.

STUDENTS REQUIREMENTS (Personal Use Items Lists)

Government funds provide most resources required by children in Government schools. However, parents are asked to provide some personal items of stationery and books. Towards the end of each year, class requirement lists are distributed with a schedule of charges and contributions. The school arranges for a company to offer a service for those who choose to have their orders made up and delivered to the school. However, you are under no obligation to use this supplier. If you do however, a percentage of sales are donated back to the school for purchase of resources to be used by all children.

TRANSFERRING TO ANOTHER SCHOOL

When children are about to leave our school or transfer to another school, parents are asked to contact the office or advise the class teacher at least a week beforehand, where possible. This will provide adequate time to enable the staff to ensure that all records have been completed and checked prior to the child's departure.

UNIFORM SHOP

We have a Secondhand Uniform Shop which is run by a parent volunteer. Please email booragoonshop@gmail.com for details. Please note purchases are cash only.

VISITORS TO THE SCHOOL

For the safety of our students, staff and resources, visitors to the school outside of normal student pick up and drop off times, are asked to report to the School Administration before moving through the school. All visitors to the school must wear a badge to show they are on official school business.

APPENDIX A

LOCAL INTAKE AREA

Local intake area can be viewed at

https://www.booragoonps.wa.edu.au/wp-content/uploads/2014/04/5053_INTAKE_MAP01.jpg

The following defines the local-intake area of this Booragoon Primary School:

From the intersection of Leach Highway and North Lake Road, north along North Lake Road to Canning Highway, east and northeast along Canning Highway to Hickey Street south along Hickey Street and its southern extension to Davy Street, east and southeast along Davy Street to Marmion Street, southwest along Marmion Street to Marcus Avenue, south along Marcus Avenue to Leach Highway, and west along Leach Highway to the intersection with North Lake Road. The boundary parts of North Lake Road (east side), Canning Highway (south side), Davy Street (south side), Marmion Street (north side), Marcus Avenue (west side), and Leach Highway (north side) are included in the area for the Booragoon Primary School. Hickey Street (both sides) is included in the area for the Ardross Primary School and is excluded from the local-intake area of Booragoon Primary School.

The following defines an optional area between Booragoon Primary School and Ardross Primary School:

From the junction of Riseley Street and Leach Highway, north along Riseley Street to Marmion Street, west along Marmion Street to Marcus Avenue, south along Marcus Avenue to Leach Highway, and east along Leach Highway to Riseley Street. The boundary parts of Riseley Street (west side), Marmion Street (south side), Marcus Avenue (east side) and Leach Highway (north side) are included in this optional area.

