

2027

PARENT HANDBOOK

SCHOOL INFORMATION

Booragoon Primary School

10 Clements Road, BooragoonWA 6154

Phone:	(08) 6274 1800
Email:	booragoon.ps@education.wa.edu.au
Website:	www.booragoonps.wa.edu.au
Principal:	Mr Craig Ashby
Deputy Principals:	Mrs Sharne Elsbury & Miss Kellie Foote
Manager Corporate Services:	Mrs Julie Green
School Officers:	Miss Jayne Berry & Mrs Meagan Hanson
Office Hours:	8am to 4pm - Monday to Friday

SCHOOL HOURS	
8:45am	School Commences
10:45am	Recess
11:05am	End of Recess
12:25pm	Lunch
1:00pm	End of Lunch
3:00pm	End of School Day (2:30pm - Wednesdays)
PLEASE NOTE – EARLY CLOSE ON WEDNESDAYS (2.30PM)	

AN INTRODUCTION TO BOORAGOON PRIMARY SCHOOL

Booragoon Primary School is a highly regarded Western Australian public school with a strong sense of community, tradition and belonging. Our students are happy, engaged learners who take great pride in their school. Many families have a long-standing connection with Booragoon Primary School, with some now welcoming a third generation of children through our gates. One of the hallmarks of our school is the genuine care, respect and positive relationships shared between staff, students and families.

Located in the south metropolitan suburb of Booragoon, just moments from Garden City Shopping Centre and adjacent to the historic Wireless Hill Reserve, our school has been serving the local community since 1967. In 2017, we proudly celebrated our 50th anniversary, recognising five decades of educational excellence and community partnership.

Catering for students from Kindergarten to Year 6, we offer a rich and diverse curriculum designed to inspire curiosity, creativity and achievement. We have a strong focus on culture and the arts, with specialist programs in Music, Visual Arts, Drama, Languages, Physical Education and Science. Our Instrumental Music School Services (IMSS) program provides opportunities for approximately seventy students to learn a musical instrument, while our highly regarded String Ensemble and choirs regularly showcase outstanding talent.

Our teaching and learning programs are innovative, engaging and appropriately challenging, reflecting the high aspirations we hold for every student. As a long-standing leader in digital learning, our BYO iPad program has supported the integration of technology into classrooms, preparing students for the demands of an increasingly digital world.

At Booragoon Primary School, we are committed to meeting the needs of every learner. Our skilled teachers and education assistants work collaboratively to provide high-quality teaching, targeted support and meaningful opportunities for success across the full range of learning abilities. We strive to equip students with the knowledge, skills and confidence they need to thrive in the 21st century.

Our vibrant school community is one of our greatest strengths. An active and supportive P&C Association, an engaged School Board and a dedicated group of parent volunteers contribute significantly to school life. Throughout the year, families generously assist with classroom activities, excursions, carnivals, fundraising events and community traditions such as the Dads and Kids Camp Out, helping to create the welcoming and connected culture for which Booragoon Primary School is known.

PRINCIPAL'S WELCOME

Dear Parents and Carers,

Welcome to Booragoon PrimarySchool - a vibrant, inclusive learning community where every child is known, valued, and inspired to achieve their personal best.

At Booragoon, we are proud of our strong commitment to fostering a nurturing and respectful environment, underpinned by our core values of Respect, Integrity, Connection, and Inclusivity. These valuesguide our teachingand learning programs,our relationships, and the way we engage with our wider school community.

We believe that education is about more than academic achievement, it's about cultivating a lifelong love of learning. Our goal is to empower students to become curious, creative, and confident learners who embrace challenges and grow through exploration and inquiry.

Our school is not just a place of learning; it is a community built on partnerships. We value the active involvement of parents and carers and recognise the important role families play in supporting student success. Together,we create a safe and supportive environment where children feel confident to explore, grow, and thrive.

We are committed to delivering high-quality education that meets the needs of every learner. Through innovative teaching practices, a focus on wellbeing, and a culture of continuous improvement, we aim to equip our students with the skills and mindset needed to flourish in an ever-changing world.

We look forward to working in partnership with you and thank you for being part of the Booragoon Primary School community.

Craig Ashby
PRINCIPAL

INFORMATION & PROCEDURES

ATTENDANCE

To meet Department of Education attendance requirements, parents and carers are asked to provide a reason for their child's absence in writing within three days of the absence commencing, or upon their child's return to school. This information can be provided directly to the class teacher and helps the school maintain accurate attendance records and ensure the wellbeing of all students. Please see our Attendance Policy available on our school website for more information.

AFTER SCHOOL PICK UP

To help ensure the safety of all students, any child not collected within 15 minutes of the dismissal bell will be directed or escorted to the front office to wait for their parent or carer. If you know you will be delayed, please contact the school on 6274 1800 to advise the administration team. If a student remains uncollected for an extended period and we have not been able to reach a parent or carer, the school may contact the student's emergency contacts to ensure their safe collection.

ACCIDENTS OR ILLNESS

If your child becomes unwell or is injured while at school, they will receive appropriate care and attention, and we will contact you as required. Minor illnesses and injuries are managed at school; however, in the event of a serious illness or emergency, every effort will be made to contact a parent or carer. If urgent medical treatment is considered necessary and a parent or carer cannot be reached, the school may seek external medical assistance, with any associated costs being the responsibility of the family.

To assist us in responding promptly in an emergency, please ensure the school is notified immediately of any changes to your contact details, including your address, telephone numbers and emergency contacts.

As the school is not equipped to care for children who are unwell for extended periods, we ask that sick children remain at home until they are well enough to fully participate in school activities.

ALLERGIES

Booragoon Primary School is a nut-aware school. We have students with severe allergies, including life-threatening nut allergies. To help us provide a safe environment for all children, we ask families to avoid sending foods containing nuts or nut products to school. We appreciate your support and understanding in helping to reduce the risk of accidental exposure and ensure the wellbeing of all students.

ASSEMBLIES

Assemblies are held throughout the year and provide an opportunity to celebrate student achievement, share learning and strengthen our school community. Students from Years 1–6 attend assemblies, with Pre-primary students joining from Term 2.

Each class from Pre-primary to Year 6 has the opportunity to host an assembly and showcase their learning through a class presentation. Merit Certificates are awarded to recognise student achievement and effort.

Parents and carers are warmly invited to attend assemblies. Please refer to the school's Term Planner for assembly dates and times, as these may vary throughout the year. Updates will also be communicated through the school newsletter and other school communication channels.

INFORMATION & PROCEDURES

BEHAVIOUR & WELLBEING

At Booragoon Primary School, we are committed to creating a safe, inclusive and supportive learning environment where every student can thrive. Our approach to behaviour is guided by our school values, behaviour expectations and a restorative practice philosophy, which focuses on building positive relationships, developing personal responsibility and focusing on learning from our mistakes when challenges arise.

We believe that students learn best when they feel respected, connected and valued. Staff work collaboratively with students to explicitly teach and reinforce positive behaviours, recognise success and support students to make constructive choices. When behavioural concerns occur, the focus is on understanding what happened, addressing the impact on others, rebuilding relationships and supporting students to make better choices in the future.

Maintaining a positive school culture is a shared responsibility. We encourage students, staff and families to work together to uphold our school values of respect, responsibility and care for others. Parents and carers play an important role in reinforcing these expectations and supporting their child's social and emotional development.

If you have concerns about your child's behaviour or wellbeing, please contact your child's teacher. Likewise, teachers will communicate with parents and carers when concerns arise. Open and respectful communication between home and school is essential in ensuring that issues are addressed promptly and that students receive the support they need to be successful learners and positive members of our school community.

The Deputy Principals and Principal work closely with staff, students and families to support behaviour management processes where appropriate, in line with the Booragoon Primary School Behaviour Policy.

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 accept no responsibility for the securityof 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 Thursdays and Fridays. The Chaplain is available to the children, staff and parents of the school to encourage, support and be a listening ear. If you require further information or would like to put in a request for your child to see the chaplain, please contact the front office.

INFORMATION & PROCEDURES

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. EFTPOS payments can also be made at the school'sfront office. Excursion and incursion permission slips are to be handed in to the classroom teacher. Please note we do not accept cash payments.

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

At Booragoon Primary School, we take pride in our school community and the positive sense of belonging that our school uniform helps to create. Our School Dress Code has been established by the School Board in consultation with the school community, and all students are expected to wear the approved school uniform, including our school colours of royal blue and gold. Students may wear their House shirts on Fridays, during Physical Education classes and on sports carnival days. All students wear their uniform with pride, fostering a strong sense of belonging, inclusivity and equality within our school community.

To maintain safety, long hair below the shoulders should be tied back. Jewellery and make-up are not permitted at school. This includes items such as necklaces, rings and dangling or hoop earrings. Studs or sleeper earrings are permitted. As part of our No Hat, No Play policy, sun smart hats must be worn for all outdoor activities throughout the year. Covered shoes or sandals are recommended and appropriate footwear should be worn for sporting activities. Leggings or bike shorts may be worn as an undergarment but not as a solo item. If worn, they should be underneath skirts, skorts, shorts or dresses. All students are expected to wear the school uniform.

For further information please see our BPS Dress Code Policy located on our school website.

A wide range of uniform options are available for purchase at Uniform Concepts, 30 Kembla Way, Willetton; phone 9270 4669 or https://uniformconcepts.au/

INFORMATION & PROCEDURES

DRESS CODE

BPS Polo Shirt	Royal blue with school logo or royal blue shirt without logo.	
Shorts	Royal blue	
Sports Skirts or skort	Royal blue	
Dress	Royal blue check with gold trim.	
Jacket	Royal blue with zip & logo or royal blue jacket without logo.	
Track Pants	Royal Blue	
House Shirts	Waugal - Red/Gold, Djewy - Green/Orange Maarli - Royal Blue/Black	
Kindy Shirts	Purple, Blue or Red	
Sun Smart Hat	Royal Blue with or without logo	

Royal blue/black leggings or bike shorts may be worn as an undergarment **but not** ***as a solo item. If worn, they should be underneath skirts, skorts, shorts or dresses.***

INFORMATION & PROCEDURES

ENROLMENT

Booragoon Primary School is a designated local intake school within the Western Australian public school system. Under the School Education Act 1999, children who reside within the school's local intake area are entitled to enrol at the school from Kindergarten to Year 6. Details of the Booragoon Primary School local intake area can be found in Appendix 1.

Applications for enrolment from families residing outside the local intake area may be considered where places are available. Acceptance of out-of-area enrolments is subject to the Department of Education's enrolment policy and local school procedures, including available accommodation and resources.

As part of the enrolment process, parents and carers are required to provide proof of their residential address, along with any other documentation required by the Department of Education. Families are encouraged to notify the school promptly of any changes to their address or enrolment details to ensure records remain current and accurate.

A Birth Certificate, an extract of Birth Certificate or a passport must accompany the Application for Enrolment. The school must alsohave 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 2026.
2. Children who live in the intake area of the school but will not have a sibling at the school in 2026.
3. Children who live outside the intake area of the school and who will have a sibling at the school in 2026.
4. Children who live outside the intake area and who will not have a sibling at the school in 2026.

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.

Enrolment 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 studentswho 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 and follow the recommended contribution and charges as set by the school and endorsed by the School Board each year.

Under the Education Department's Excursion Policy, a medical/consent form is requiredto 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, TECHNOLOGY CREW & MUSIC CAPTAINS

In Term Four each year, studen telections are conducted to identify Year 6 Head of House, Sports Captains, Technology Crew and Music Captains in the following year. The leaders perform additional responsibilities and are provided with leadership opportunities throughout their final year in primary school.

INFORMATION & PROCEDURES

HOUSES (FACTIONS)

Upon enrolment, each student is assigned to one of Booragoon Primary School's three houses: Djewy, Waugal or Maarli. Students remain in their allocated house throughout their time at the school, fostering a strong sense of belonging, connection and school spirit.

Siblings are placed in the same house to support family connections and participation in house events and competitions. The house system provides opportunities for students to develop teamwork, leadership and pride while contributing to the positive culture of our school community.







HEAD LICE

In accordance with Western Australian health guidelines, students with head lice do not need to be excluded from school if treatment has commenced. Families are asked to notify the class teacher or school administration if their child has head lice so that appropriate monitoring can occur and other families can be encouraged to check their children.

The school follows the Western Australian Department of Health and Department of Education guidelines regarding infectious diseases and exclusion periods. If a student is diagnosed with a communicable disease, parents and carers should notify the school as soon as possible. Information about exclusion periods and return-to-school requirements can be found through the Department of Health or by contacting the school.

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 nfectious disease your children may contract.

HOMEWORK

At Booragoon Primary School, we aim to develop confident, independent and lifelong learners. We encourage students to take responsibility for their learning and to build positive habits that support learning both at school and at home.

Homework may be provided to complement classroom learning by offering opportunities for students to practise, reinforce and extend skills and concepts taught at school which is optional. It can support the development of organisation, responsibility and independent learning skills.

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

INFORMATION & PROCEDURES

INFECTIOUS DISEASES

Booragoon Primary School follows the exclusion guidelines and requirements outlined by the Western Australian Department of Health and the Department of Education. To help prevent the spread of infectious diseases, students may be required to remain at home for specified periods. Information about some common infectious diseases is provided below.

Chicken Pox

Students should remain at home until fully recovered. The presence of some remaining scabs does not require continued exclusion. Students undergoing chemotherapy should avoid contact for their own protection.

Hepatitis A

Students must remain at home until a medical certificate of recovery is provided, or until symptoms have resolved and at least seven days have passed since the onset of jaundice.

Measles (Notifiable Disease)

Students must be excluded from school for at least four days after the appearance of the rash.

Mumps

Students must remain at home for at least nine days after the onset of symptoms. Exclusion of contacts is not required; however, immunisation is recommended for those who are not vaccinated.

Head Lice (Pediculosis)

Students may return to school once effective treatment has commenced. Families are encouraged to check and treat all household members, as head lice can spread easily within families. Long hair should be tied back where possible to help reduce transmission.

Ringworm

Students should remain at home until the day after treatment has commenced.

Rubella (German Measles)

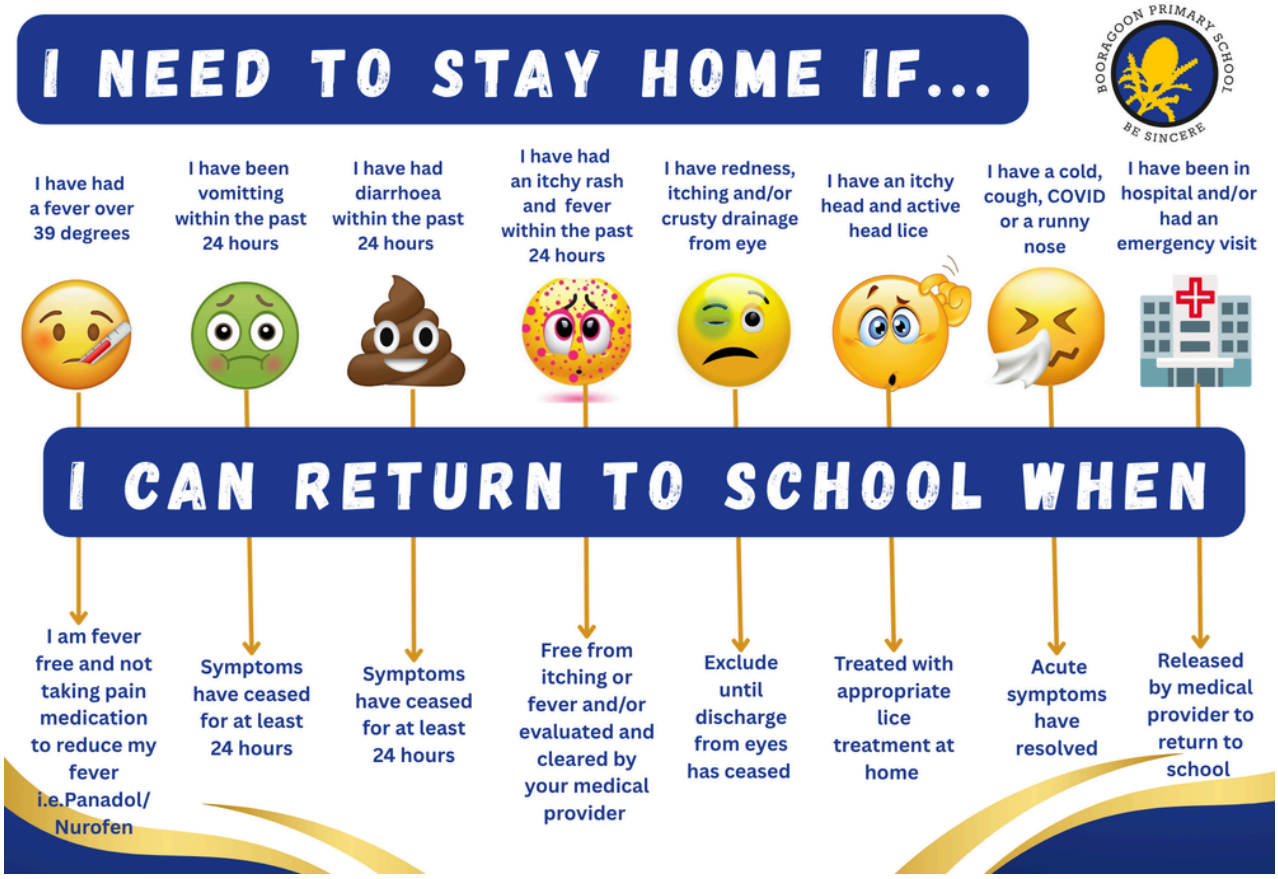
Students must remain at home until fully recovered or for at least four days after the onset of the rash. Exclusion of contacts is not required.

Scabies

Students should remain at home until effective treatment has commenced. Family members should also be checked and treated if necessary.

Parents and carers are asked to keep the school informed of any infectious diseases affecting their child and to ensure their child's immunisation records remain up to date. For the most current advice on exclusion periods and infectious diseases, please refer to the Western Australian Department of Health guidelines.

INFORMATION & PROCEDURES



DIGITAL TECHNOLOGIES & ICT

At Booragoon Primary School, technology is an integral part of teaching and learning. ICT is embedded across all learning areas to enhance student engagement, creativity, collaboration and critical thinking.

Students have access to a range of digital technologies, online learning platforms and applications that support curriculum delivery. Teachers purposefully integrate technology into learning experiences to help students develop the knowledge, skills and digital citizenship required to thrive in an increasingly connected world.

Booragoon Primary School operates a 1:1 iPad Program from Year 3 to Year 6, with students using their devices as a tool to support learning both at school and, where appropriate, at home. The program provides opportunities for students to create, communicate, collaborate and access learning in meaningful ways.

All students and their parents/carers are required to agree to the school's expectations for responsible and safe use of technology, including adherence to internet safety, privacy and digital citizenship guidelines.

Further information about the iPad Program including our parent handbook, device requirements and acceptable use expectations can be found on the Booragoon Primary School website.

INFORMATION & PROCEDURES

INSTRUMENTAL MUSIC PROGRAM

Booragoon Primary School participates in the Department of Education's Instrumental Music School Services (IMSS) program, which provides selected students with the opportunity to receive instrumental music tuition during the school day.

Students are identified through statewide music aptitude testing and may be offered tuition in instruments such as violin, viola, cello, double bass, flute, clarinet, trombone and trumpet. String students typically commence the program in Year 3, with opportunities for other instruments available in later years.

Students participating in the IMSS program are encouraged to further develop their skills through involvement in the school's music ensembles, including the Booragoon Primary School String Ensemble and other performance opportunities throughout the year.

Further information about the IMSS program is available from the school administration or reach out to our Music Teacher, Mrs Talynt Newton-Webb.

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 to sign in. 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 without permission. Parents/Caregivers who wish to collect their child during school hours should:

- Attend the front office to sign their child out at the office and collect a Student Leave Pass.
- Give the Leave Pass to the classroom teacher when collecting their child.

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. After school borrowing is available for families, refer to the Term Planner for details. If books are lost or damaged, parents are invited to provide a replacement. Parents and carers are always welcome to volunteer in the Library.

LOST PROPERTY

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

INFORMATION & PROCEDURES

LANGUAGES

All students in Years Three to Six are involved in the Japanese Languages program. Languages 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.

MAKING COMMUNICATION WITH YOUR CHILD'S CLASS TEACHER

Addressing concerns

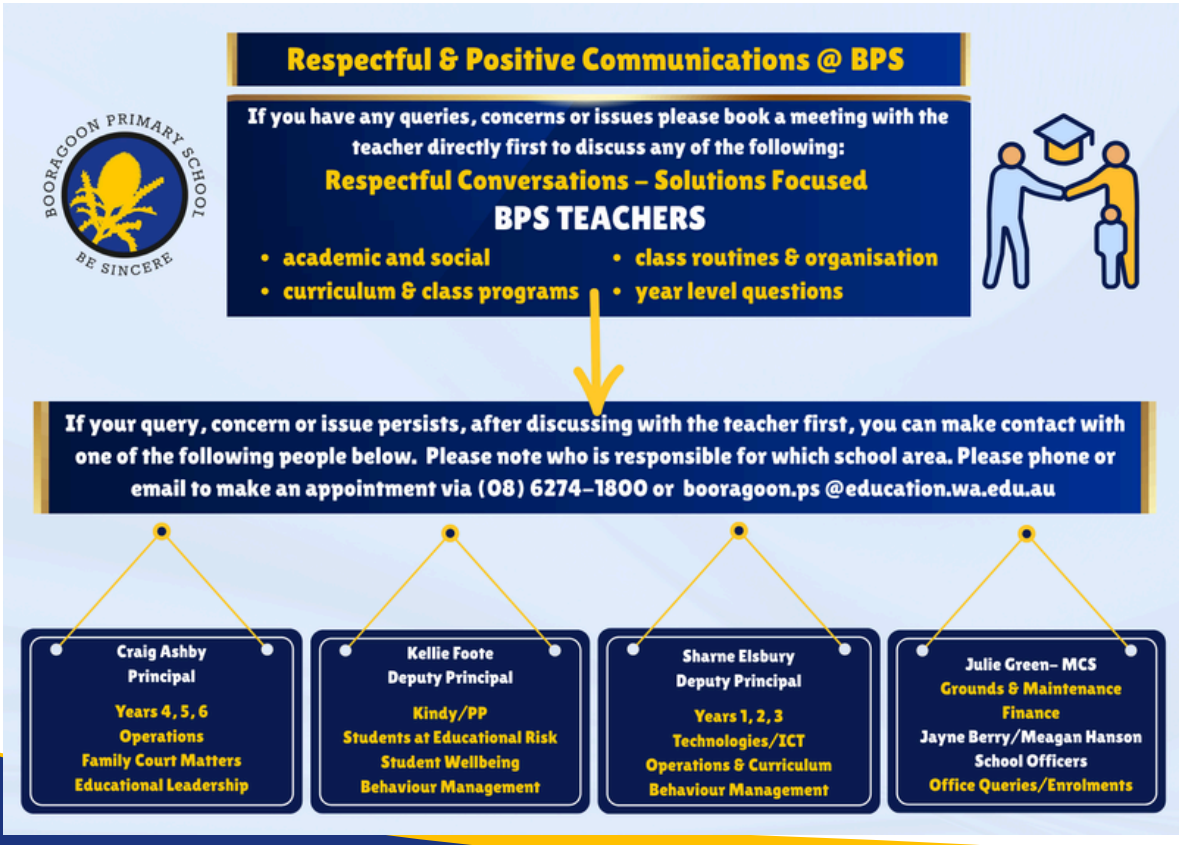
If you have concerns about your child, arrange an appointment with the teacher. Clearly identify the issue and consider the outcomes you would like to achievebefore the meeting. Communicate your concerns directly and discuss possible strategies for improvement. Clarify expected outcomes, ensure mutual understanding and agree on a process for ongoing communication.

Following the meeting

Support the agreed plan of action and maintain regularcontact with the teacher to monitor progress. If concerns persist and the situation does not improve within a reasonable timeframe, seek further support in consultation with the teacher.

Escalating the matter

Should the issue remain unresolved, arrange a meeting with the Deputy Principal or Principal. Outline your concerns and previous actions taken and work collaboratively to establish a plan that meets your child's needs.



INFORMATION & PROCEDURES

MOBILE PHONES & SMART WATCHES

The Department of Education Mobile Phone policy bans the use of mobile phones and smart watches from the time students arrive at school to the end of the school day. Smart watches need to be on aeroplane mode during the school day. The policy aims to reduce distractions in class and improve student engagement.

Students cannot have a mobile phone in their possession. If your child brings a mobile phone to school, it will be collected and 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, please call the school and your message will be passed on.

MONEY, TOYS AND VALUABLES

Bringing toys and valuableitems to school is activelydiscouraged 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 specificpurpose 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

The school newsletter is available from the school website (www.booragoonps.wa.edu.au) in weeks 1, 5 and 9 each term. An email advising that it has been posted on the website is sent via Compass.

OUT OF SCHOOL HOURS CARE – CAMP AUSTRALIA

The school has an Out of School Hours Care program to assist parents requiring childcare out of school hours. Please enquire through the front office if you require further information.

PARENT HELPERS

Parent assistance in the classroom and with schoolactivities 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 are willing to assist in the class, please contact your classroom teacher, or watch for notes in the school newsletter asking for assistance with special school events. All parent helpers are required to complete confidentiality paperwork once a year and this is available via the front office.

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'SASSOCIATION

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, our Booragoon Organising Dads (BODs) group, the kitchen garden, the Scholastic Book Fair/Club 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 7.15pm in the staff room. The email address is booragoonpandc@gmail.com

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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 minimise the danger, all parents are asked to keep the main exit points from the school clear, follow school and Council parking signs and exercisecaution when leavingthe vicinity of the school. Parents are not permitted to park in the Disabled Car Bays without a current ACROD sticker displayed. The two main parent car parks are situatedalong The Rambleand 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 car park gate to access Clements 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 Term 3 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 thesetimes.

To ensure the safety and wellbeing of all students, we ask that children do not arrive at school before 8.30am. Supervision is available from 8.15am to 8.30am, with students required to attend outside the canteen area. Please note that the school does accept responsibility for students who arrive before 8.15am. At the end of the school day, children should leave the school grounds promptly or be collected as soon as possible. We encourage you to remind your child that they can come to the front office at any time if they have a concern or need assistance. Camp Australia (Out of School Hours Care) utilise the undercover area for supervision of students and the basketball quadrangle court from 3:20pm. Students playing in this area after this time will be kindly asked to leave.

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. There is an opportunity for parents to meet with class teachers with two parent interview days planned each year in Term 1 and Term 3.

Parent/teacher interviews are also available upon request. Arrangements can be made by contacting the classroom teacher directly or via their department email.

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) in Term 1. An individual NAPLAN summary report is issued to parents following testing.

INFORMATION & PROCEDURES

SCHOLASTIC BOOK CLUB

A twice termly 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 order online or send the order form (with correct cash payment) in an envelope and place it in the P&C box in the front office. Commission from the Book Club is used to enhance our library collection and class reading collection.

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 strategicdirection of the school
- Endorsing the school budget
- Endorsing the school chargesand contributions
- Consulting in setting Behaviour Management Policy and School Dress Code.
- Monitoring the performance of the school and the requirements of the Statements of Expectations
- Contributing to the School Report
- Monitoring the progressof implementation of the Independent PublicSchool 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 (Tuesdays - even weeks and Thursdays). 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 new 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.

STAFF MEETINGS

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

INFORMATION & PROCEDURES

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 or 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. You're continued cooperation 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 Campion Australia 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 run by a parent volunteer, Jess. The shop opens a couple of times per term – check the Term Planner for dates. Cash and card are accepted. Donations of unwanted uniforms are invited at the office. For more information, contact Jess on 0434 604 725 or visit www.facebook.com/groups/498604574091558.

VISITORS TO THE SCHOOL

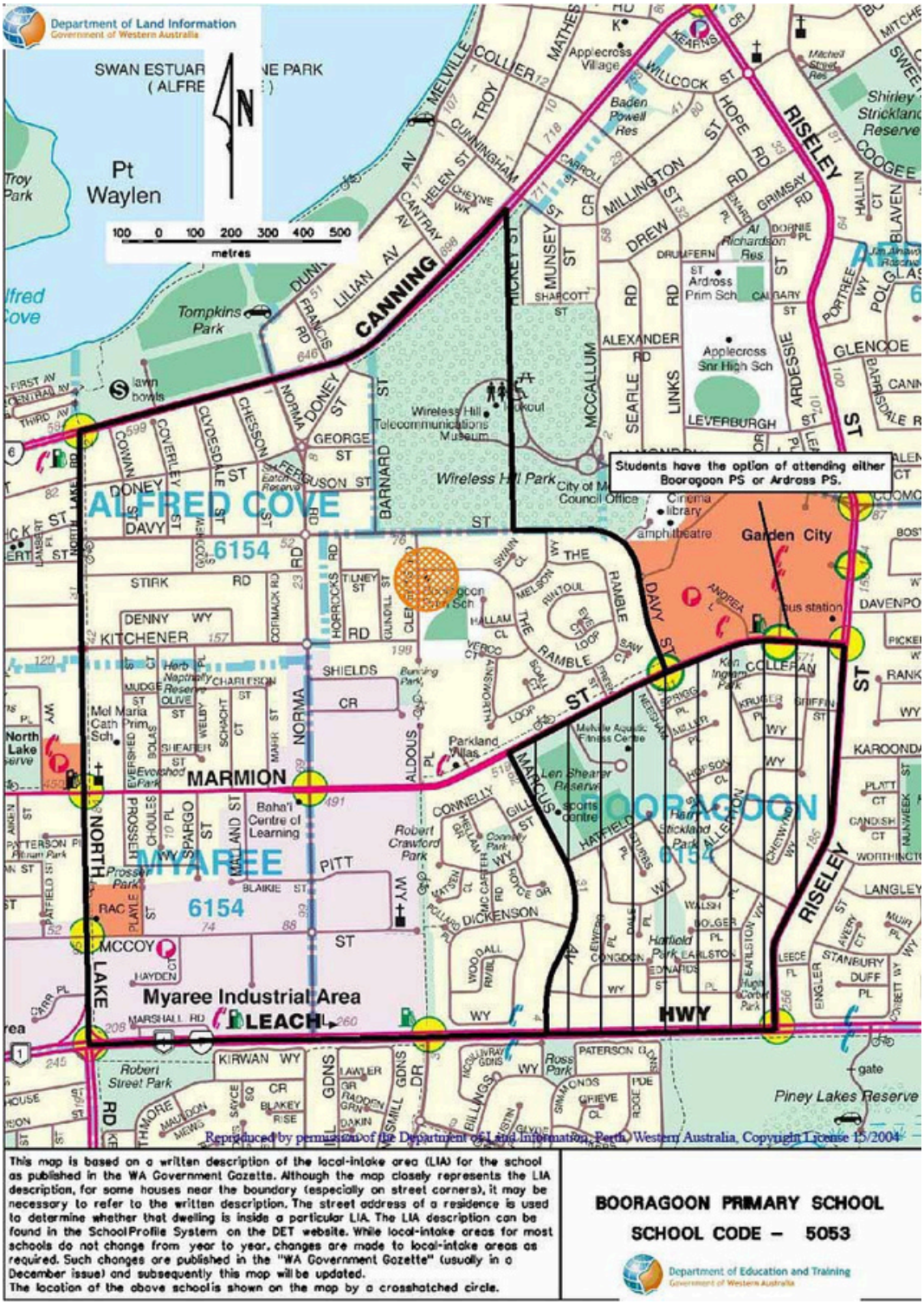
For the safety of our students, staff and resources, visitors to the school outside of normal student pick up and drop off times, must report to the School Administration before moving through the school. All visitors to the school sign in via Compass kiosk. This includes parents or carers dropping off lunches or equipment to their child/ren. Please attend the office before entering the site.

APPENDIX A

LOCAL INTAKE AREA

Booragoon Primary School is a local intake school. This means we have a designated geographical area from which enrolment applications are accepted. Details about our Local Intake Area are shown below.

After provision has been made for local intake students, applications for enrolment for children who reside outside of our school's intake area will be considered if the school has capacity to accommodate them. If you have any questions regarding the local intake area, please contact the school on (08) 6274 1800.



BPS School Map 2026

