

BASSENDEAN PRIMARY SCHOOL

An Independent Public School

School Information 2025



Be Respectful Be Safe Be Kind Be an Achiever



Address

70 West Road, Bassendean WA 6054

Phone

(08) 6216 1400

Email

bassendean.ps@education.wa.edu.au

SMS Absentee Number

0437 614 886

Website

www.bassendeanps.wa.edu.au

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ADMINISTRATIVE STAFF

Principal: Mrs Jacqueline Varris
Deputy Principal: Mrs Sue Bartley
Manager Corporate Services: Mrs Alex Nugent
Corporate Services Officer: Mrs Cardi Bates

SCHOOL INFORMATION

For whole school and classroom news and information, including school newsletters:

CONNECT: www.connect.det.wa.edu.au
using your secure login details .

School Website: www.bassendeanps.wa.edu.au

Facebook: *Bassendean Primary School*

SCHOOL TIMES

Gates & classrooms open for students at 8.30am.

Session 1:	8.45am	-	10.45am
Recess:	10.45am	-	11.10am
Session 2:	11.10am	-	1.10pm
Lunch:	1.10pm	-	1.50pm
Session 3:	1.50pm	-	3.00pm

WELCOME TO BASSENDEAN PRIMARY SCHOOL

Welcome to Bassendean Primary School and thank you for giving us the opportunity of sharing the responsibility of educating your child. Education is a collaborative partnership between staff, students, parents and the community. We look forward to a long and happy association with you as we work together to ensure your child's time at the school is enjoyable and rewarding.

OUR VISION

Bassendean Primary School provides a positive, safe and inclusive environment that enriches every child's opportunity to learn, creating meaningful connections for all students while guiding them to achieve excellence, and to be kind, respectful, and resilient members of the community.

OUR MORAL PURPOSE

Our students and staff are a community of active and reflective learners with high expectations of themselves and one another.

Each child is appropriately challenged to continually improve, experiencing the self-worth that being a successful, empowered individual brings.

As a staff we work collaboratively utilising evidence based best practice that focus on the needs of individuals and groups of children within a caring and stimulating classroom and school community.

SCHOOL EXPECTATIONS:

Our school is a Positive Behaviour Support (PBS) school.

The following are our School Expectations:

BE RESPECTFUL

BE KIND

BE SAFE

BE AN ACHIEVER

Being a Positive Behaviour Support school ensures all members of the school community have the same language to support student choice and behaviour.



2025 - Important Dates

2025 Term Dates - Students Attend

Term 1	Wednesday	5 February	to	Friday	11 April	10 Weeks
Term 2	Tuesday	29 April	to	Friday	4 July	10 Weeks
Term 3	Tuesday	22 July	to	Friday	26 September	10 Weeks
Term 4	Tuesday	14 October	to	Thursday	18 December	10 Weeks

2025 School Development Days - Students DO NOT Attend

Term 1	Monday and Tuesday 3 and 4 January 2025
Term 2	Monday 28 April
Term 3	Monday 21 July
Term 4	Monday 13 October

Throughout the year there are days set aside for the school staff to participate in professional and school development activities. Students do not attend school on these days.

Public Holidays (During School Terms)

Monday	3 March	Labour Day
Monday	2 June	WA Day

Term Dates, Kindy Rosters & School Term Planners

<http://bassendeanps.wa.edu.au/parent-information/term-planners/>

2025 Kindergarten Attendance

Kindergarten students attend school 5 days per fortnight (3 days one week, 2 days the next) and are put into groups that attend on:

- ⇒ **Monday, Tuesday and alternate Wednesday (weeks 1, 3, 5, 7, 9)** OR
- ⇒ **Alternate Wednesday (weeks 2, 4, 6, 8, 10), Thursday, Friday.**

Rosters as pictured below can be found on the schools website:

<http://bassendeanps.wa.edu.au/parent-information/term-planners/>

BASSEDEAN PRIMARY SCHOOL 2025 TERM 1					
WEEK 1	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	3 February	4 February	5 February	6 February	7 February
	School Development Day	School Development Day	Students First Day TERM 1		
WEEK 2	10 February	11 February	12 February	13 February	14 February
WEEK 3	17 February	18 February	19 February	20 February	21 February
WEEK 4	24 February	25 February	26 February	27 February	28 February
WEEK 5	3 March	4 March	5 March	6 March	7 March
	PUBLIC HOLIDAY (Labour Day)				
WEEK 6	10 March	11 March	12 March	13 March	14 March
	NAPLAN Online Test Window				
WEEK 7	17 March	18 March	19 March	20 March	21 March
	NAPLAN Online Test Window				
WEEK 8	24 March	25 March	26 March	27 March	28 March
	Spring Break				
WEEK 9	31 March	1 April	2 April	3 April	4 April
WEEK 10	7 April	8 April	9 April	10 April	11 April
	Last Day of School				

BASSEDEAN PRIMARY SCHOOL 2025 TERM 2					
WEEK 1	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	28 April	29 April	30 April	1 May	2 May
	School Development Day	Students First Day TERM 2			2025 ENROLMENTS OPEN
WEEK 2	5 May	6 May	7 May	8 May	9 May
WEEK 3	12 May	13 May	14 May	15 May	16 May
WEEK 4	19 May	20 May	21 May	22 May	23 May
WEEK 5	26 May	27 May	28 May	29 May	30 May
	PP - Y1-6 Swimming Lessons				
WEEK 6	2 June	3 June	4 June	5 June	6 June
	PUBLIC HOLIDAY (WA Day)				
	PP - Y1-6 Swimming Lessons				
WEEK 7	9 June	10 June	11 June	12 June	13 June
WEEK 8	16 June	17 June	18 June	19 June	20 June
WEEK 9	23 June	24 June	25 June	26 June	27 June
WEEK 10	30 June	1 July	2 July	3 July	4 July
	Last Day of School Term 2				

BASSEDEAN PRIMARY SCHOOL 2025 TERM 3					
WEEK 1	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	27 July	28 July	29 July	30 July	1 August
	School Development Day	Students First Day TERM 3			
WEEK 2	28 July	29 July	30 July	31 July	1 August
WEEK 3	4 August	5 August	6 August	7 August	8 August
WEEK 4	11 August	12 August	13 August	14 August	15 August
WEEK 5	18 August	19 August	20 August	21 August	22 August
WEEK 6	25 August	26 August	27 August	28 August	29 August
WEEK 7	1 September	2 September	3 September	4 September	5 September
WEEK 8	8 September	9 September	10 September	11 September	12 September
WEEK 9	15 September	16 September	17 September	18 September	19 September
WEEK 10	22 September	23 September	24 September	25 September	26 September
	Last Day of School Term 3				

BASSEDEAN PRIMARY SCHOOL 2025 TERM 4					
WEEK 1	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	13 October	14 October	15 October	16 October	17 October
	School Development Day	Students First Day TERM 4			
WEEK 2	20 October	21 October	22 October	23 October	24 October
WEEK 3	27 October	28 October	29 October	30 October	31 October
WEEK 4	3 November	4 November	5 November	6 November	7 November
WEEK 5	10 November	11 November	12 November	13 November	14 November
WEEK 6	17 November	18 November	19 November	20 November	21 November
WEEK 7	24 November	25 November	26 November	27 November	28 November
WEEK 8	1 December	2 December	3 December	4 December	5 December
WEEK 9	8 December	9 December	10 December	11 December	12 December
WEEK 10	15 December	16 December	17 December	18 December	19 December
	Last Day of School Term 4				

☐ Monday, Tuesday alternate Wednesday (weeks 1, 3, 5, 7, 9)
☐ Alternate Wednesday (weeks 2, 4, 6, 8, 10), Thursday, Friday

☐ KINDY Attendance - Monday, Tuesday alternate Wednesday (weeks 1, 3, 5, 7, 9)
☐ KINDY Attendance - Alternate Wednesday (weeks 2, 4, 6, 8, 10), Thursday, Friday

☐ Monday, Tuesday alternate Wednesday (weeks 1, 3, 5, 7, 9)
☐ Alternate Wednesday (weeks 2, 4, 6, 8, 10), Thursday, Friday

☐ Monday, Tuesday, alternate Wednesday (weeks 1, 3, 5, 7, 9)
☐ Alternate Wednesday (weeks 2, 4, 6, 8, 10), Thursday, Friday



ABSENCES FROM SCHOOL

It is compulsory for school aged children to attend school every day.

If your child is unable to attend school due to illness or an appointment, please notify your child's teacher and the staff in the office. Written notice of absences can be emailed to: bassendean.ps@education.wa.edu.au

The Principal can not authorise nor approve absences for family holidays during the school term. If your child will miss school for a prolong period, we do request advanced notification so teachers can discuss options with you for your child's learning for the duration of the school absence.

- **Absentee SMS Number** (Text Messaging) - Send a text message to the school to advise of your child's absence on **0437 614 886**.
- **Automated Text Message** - If a student is marked as *absent* by their teacher then an automated text message is sent at 9.30am acknowledging the absence. Please respond to this text with your child's name and the reason for their absence.

ACCIDENT INSURANCE

Schools do not carry an insurance policy against accidents, nor do they have ambulance cover. While there are staff on duty during recess and lunch breaks, on occasions accidents do occur.

ACTION PLANS

Medical Action Plans completed by your child's General Practitioner or Specialist Doctor (as pictured below) for students affected by asthma, allergies, anaphylaxis or any other medical condition that may require an emergency response during the school day, must be provided to the school.

Parents/guardians must also provide the required asthma puffer, adrenaline auto-injector, antihistamines or any other medications to the school and are asked to replenish supplies or replace the items before the expiry date.

ascia
www.allergy.org.au

ACTION PLAN FOR Anaphylaxis

For use with adrenaline (epinephrine) injections

Name: _____ Date of birth: _____

Photo: _____

Confirmed allergies: _____

Family/emergency contact (name): _____
Mobile Ph: _____
Work Ph: _____
Mobile Ph: _____

Plan prepared by doctor or nurse practitioner (signature): _____
The treating doctor or nurse practitioner certifies that this plan is to be given according to the plan, as consented to by the parent or guardian.

Where this plan does not require review, it is valid until the next review.

Signed: _____ Date: _____

Refer to the device label for instructions on how to give an adrenaline (epinephrine) injection.

Instructions are also on the ASCIA website: www.allergy.org.au/children

Adrenaline injections are prescribed as follows:
• 150 mg for children 15-20kg
• 300 mg for children over 20kg and adults

© ASCIA 2013. This plan was developed as a template and should be adapted to suit the needs of the individual child.

SIGNS OF MILD TO MODERATE ALLERGIC REACTION

- Swelling of lips, face, eyes
- Hives or welts
- Tringling mouth
- Abdominal pain, vomiting - these are signs of anaphylaxis for insect allergy

ACTION FOR MILD TO MODERATE ALLERGIC REACTION

- For insect allergy: tick out stinging if visible. Do not remove ticks.
- For tick allergy: seek medical help or freeze tick and let it drop off.
- Stay with person, call for help and locate adrenaline injector.
- Give antihistamine (if prescribed).
- Phone family/emergency contact.

Mild to moderate allergic reactions (such as hives or swelling) may not always occur before anaphylaxis.

WATCH FOR ANY ONE OF THE FOLLOWING SIGNS OF ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

- Difficulty or noisy breathing
- Swelling of tongue
- Swelling or tightness in throat
- Persistent dizziness or collapse
- Wheezing or persistent cough
- Pale and floppy (young children)

ACTION FOR ANAPHYLAXIS

- LAY PERSON FLAT. Do not allow them to stand or walk. If unconscious or pregnant, place in recovery position - on left side if pregnant, as shown below.
- Give adrenaline injector.
- Further adrenaline may be given if no response after 5 minutes.
- Transfer person to hospital for at least 4 hours of observation IF IN DOUBT GIVE ADRENALINE INJECTOR.
- Commence CPR at any time if person is unresponsive and not breathing normally.

ALWAYS GIVE ADRENALINE INJECTOR FIRST and then asthma inhaler/puffer if someone with known asthma and allergy to food, insects or medication has SIGNS OF ALLERGY (difficulty breathing, wheezing, persistent cough or hoarse voice) even if there are no skin symptoms.

Note: If adrenaline is available, repeat it. Give a further adrenaline injector if you have one. Continue to follow this action plan for the person with the allergic reaction.

ascia
www.allergy.org.au

ACTION PLAN FOR Allergic Reactions

Name: _____ Date of birth: _____

Photo: _____

Confirmed allergies: _____

Family/emergency contact (name): _____
Mobile Ph: _____
Work Ph: _____
Mobile Ph: _____

Plan prepared by: _____
Doctor: _____
Nurse: _____
Date: _____

Note: The ASCIA Action Plan for Allergic Reactions is for people with mild to moderate allergies, who need to avoid certain allergens.

MILD TO MODERATE ALLERGIC REACTION

- Swelling of lips, face, eyes
- Hives or welts
- Tringling mouth
- Abdominal pain, vomiting (these are signs of a severe allergic reaction to insects)

ACTION

- For insect allergy: tick out stinging if visible. Do not remove ticks.
- Stay with person and call for help.
- Give medications (if prescribed).
- Phone family/emergency contact.

Mild to moderate allergic reactions may or may not precede anaphylaxis.

WATCH FOR ANY ONE OF THE FOLLOWING SIGNS OF ANAPHYLAXIS

- Difficulty or noisy breathing
- Swelling of tongue
- Swelling or tightness in throat
- Difficulty talking and/or hoarse voice
- Wheezing or persistent cough
- Persistent dizziness or collapse
- Pale and floppy (young children)

ACTION

- Lay person flat. Do not allow them to stand or walk. If breathing is difficult allow them to sit.
- Phone ambulance - 000 (AU), 111 (NZ), 112 (mobile)
- Phone family/emergency contact.
- Commence CPR if there are no signs of life.

Additional information: _____

Note: This is a medical document that can only be completed and signed by the patient's treating medical doctor and cannot be altered without their permission.

© ASCIA 2013. This plan was developed as a template and should be adapted to suit the needs of the individual child.

ASTHMA ACTION PLAN

Take this ASTHMA ACTION PLAN with you when you visit your doctor

NAME: _____ DOCTOR'S CONTACT DETAILS: _____ EMERGENCY CONTACT DETAILS: _____

DATE: _____ BEST ASTHMA CHECK-UP DATE: _____

WHEN WELL Asthma under control (cannot see your doctor) **ALWAYS CARRY YOUR BLUEBELL WITH YOU**

Keep taking prevention: _____

Take: _____ puffs/huffs _____ times every day

Other instructions: _____

WHEN NOT WELL Asthma getting worse (seeing your doctor, but not yet a crisis) **ALWAYS CARRY YOUR BLUEBELL WITH YOU**

Keep taking prevention: _____

Take: _____ puffs/huffs _____ times every day

Other instructions: _____

IF SYMPTOMS GET WORSE Severe asthma (not yet a crisis) (seeing your doctor, but not yet a crisis) **ALWAYS CARRY YOUR BLUEBELL WITH YOU**

Keep taking prevention: _____

Take: _____ puffs/huffs _____ times every day

Other instructions: _____

DANGER SIGNS Severe asthma (not yet a crisis) (seeing your doctor, but not yet a crisis) **ALWAYS CARRY YOUR BLUEBELL WITH YOU**

DIAL 000 FOR AMBULANCE

Call an ambulance immediately if you have any of the following symptoms. Keep taking preventer as often as needed.

© National Asthma Council Australia 2013. nationalasthma.org.au

ALLERGIES AND ANAPHYLAXIS

An allergy occurs when your immune system reacts to substances (allergens) in the environment that are harmless for most people, such as food proteins, pollen, dust mites, insect stings and bites. Allergic reactions can range from being mild to severe (anaphylaxis) and are potentially life-threatening.

Anaphylaxis is most commonly caused by food allergies. The amount of an allergen needed to trigger a reaction is variable, in some cases even trace amounts of the allergen can cause a significant reaction.

Any food can cause an allergic reaction, however the following nine foods cause 90% of allergic reactions in Australia:

- Peanuts and tree nuts (for example hazelnuts, cashews and almonds)
- eggs
- cow's milk
- wheat
- soybean
- fish
- shellfish
- sesame.

Allergy Aware School



(Source: www.healthywa.wa.gov.au/Articles/A_E/Anaphylaxis)

Other causes of anaphylaxis include: medications, anaesthesia, latex (products made from latex include rubber bands, balloons, shoe soles and gloves), insect bites and stings (particularly bee stings).

The sensitivity of a child with a severe allergy, that may cause anaphylaxis, is such that they can have a reaction from just touching another child's hands or sharing equipment with others who have handled or eaten the food they are allergic to.

More information can be found at: www.healthywa.wa.gov.au/Articles/A_E/Anaphylaxis

Managing your child's anaphylaxis at school

Bassendean Primary School aims to provide a supportive and safe environment for all students and one in which students at risk of allergies and anaphylaxis can feel safe. As part of providing a safe environment for all children, we are a **Allergy Aware, Nut Aware** school.

We request your cooperation in providing a safe environment for those with food allergies by not sending nuts or products containing nuts to school with your child. Products may include: nutella, peanut butter, muesli bars and biscuits containing nuts.

Please wipe your child's hands and face with a damp cloth and ensure teeth are cleaned if products containing nuts are eaten before school. Please check with your child's class teacher prior to sending food, like cupcakes, to share with other children to celebrate a birthday or special occasion. Parents of children with food allergies are asked to bring a small number of cupcakes which can be stored in the freezer so their child is catered for in the event of special occasions.

ALLERGY AND ANAPHYLAXIS MEDICATION

Parents/guardians are asked to provide the required medication (eg: adrenaline auto-injector or antihistamines) to the school that their child may require due to allergy or anaphylaxis. Supply of these items must be replenished when required or replaced before the expiry date.

All medication provided for a student is placed in an individual pouch that is clearly labelled with their name and their photograph and contains the medication supplied for them and the relevant action plan or instructions provided.



Examples of antihistamine for children

EpiPen® Jr EpiPen®



Adrenaline auto-injector

ANNUAL CONSENT FORMS

At **Bassendean Primary School** we aim to offer our students a wide range of learning opportunities wherever possible. The *Annual Consent Forms* allows students participation / use / access to several aspects of the school program. This information is required to be updated on an annual basis.

The *Annual Consent Forms* for each student must be completed digitally via a QR code that is sent out at the beginning of each school year and includes:

- General consent and information form
- CONNECT Form
- Computer Technologies Online Services Account
- Third Party Services

APPOINTMENTS

Parents are encouraged to make appointments with class teachers for meetings at mutually convenient times when required. If required, a meeting involving the Principal can be made. Teachers, the Deputy Principal or the Principal, will request an appointment to meet when attendance, progress or behaviour issues need to be investigated or discussed.

ASSEMBLIES

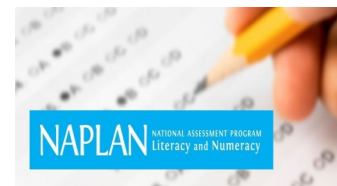
Assemblies are conducted on Thursday mornings in weeks 3, 6 and 9 of each term commencing at 8.50am and are attended by all students from Pre-Primary to Year 6. Parents, friends and family are invited to attend. Merit Certificates, school announcements and class performances are presented at assemblies. Each class from Pre-Primary to Year 6 will perform at an assembly throughout the year. Notification of your child's class performing at an assembly will be made to parents by class teachers. Kindergarten students do not attend assemblies.

Parents are requested to ensure non-school age children are closely supervised throughout the assembly as near-by playground equipment is strictly out of bounds during assemblies.

ASSESSMENT AND TESTING

Communication regarding evaluation of student performance is conducted on a regular basis to provide parents with feedback about their child's progress. Students in Pre-Primary undergo *On-Entry Assessment* in Term 1.

Year 3 and 5 students participate in NAPLAN in literacy and numeracy in Term 1.



ASTHMA

Asthma is a disease of the airways in the lungs that affects about 1 in 9 children in Australia. For those children that have asthma, parents/guardians are asked to please provide any required asthma relievers and spacer for the administration of the medication, that may need to be taken during the school day and an action plan for their child. More information can be found at: www.healthywa.wa.gov.au/Health-conditions/Asthma



Example of a Spacer



Example of Asthma Reliever (Ventolin)



Asthma Action Plan

B

BEHAVIOUR MANAGEMENT

The schools *Behaviour Management in Schools (BMIS) Guidelines* have been designed to foster and develop positive interactions between students, staff, parents and the wider community. There are consequences for students who choose to behave inappropriately. Parents are always welcome to discuss this issue with administration staff. If your concern is about a classroom issue, please talk to your child's teacher in the first instance.

BICYCLES & SCOOTERS

Parents should ensure children know and obey all cycle safety rules before they are allowed to ride to and from school unsupervised.



If your child rides a bicycle or scooter to school:

- A helmet and lock are mandatory
- Bikes and scooters must *not be ridden* on school grounds.
- Bikes and scooters must be locked up at the bike and scooter racks on the Whitfield St side of the school.



No responsibility is assumed for damage to or theft of bicycles or scooters while they are on the school grounds.

BOOKCLUB

Book Club provides families with an affordable and convenient way to bring the best in children's literature into their homes. Each issue contains curated, age-appropriate titles that have been carefully selected and levelled by a dedicated team of professional booklovers.

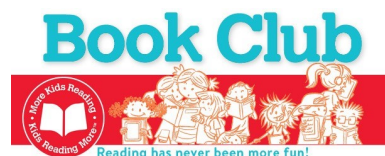
Parents are given the opportunity to expand their child's home library through *Scholastic Book Club* on a regular basis throughout the year. Brochures are sent home with students showing the books available and their price. Scholastic Book Club is run by the P&C, coordinated by a parent volunteer. Ordering and payment for Scholastic Book Club orders is done online through the Scholastic LOOP system.

Download the *Scholastic Book Club Loop app* from your app store or go to www.scholastic.com.au/loop and follow the prompts.

More *Scholastic Book Club* information:

[About Scholastic Book Club](#)

[Parents Guide](#)





COMMUNICATION

At Bassendean Primary, we are focused on building positive relationships between home and school, enabling open and accessible communication. Early in the school year, you will be invited to attend a classroom information session to hear about the specifics of the learning programs in your child's class, class processes and intended outcomes.



- **CONNECT** - Bassendean Primary School uses *Connect* to communicate with the school community. *Connect* is a Department of Education online program used in schools as a communication tool for teachers, students, parents and Department staff. It is used as a communication channel for classroom and whole school information and is the avenue used by Bassendean Primary School to distribute student reports, newsletters and event information.

Information posted on *Connect* can be accessed via the 'Connect Now App' or through a web browser at www.connect.det.wa.edu.au

Access to *Connect* is via a secure unique ID code (P number) and password that is issued, via email upon commencement at Bassendean Primary School.



Connect Now App:

[Click here to download from Apple App Store](#)

[Click here to download from Google Play](#)

Information and a [Connect Step by Step Guide](#) can be found on the [school's website](#).

- **FACEBOOK** - Parents/carers of current students are invited to join the private *Bassendean Primary School* Facebook group. Those requesting to join the group will be asked a membership question - *What is your Bassendean Primary School students name?* Answers are reviewed before applications are approved.



CONCERNS, COMPLAINTS AND COMPLIMENTS

The relationship between the home and school plays a very important part in a child's education and two-way communication is a critical factor in this partnership.

Parents are encouraged to contact the school to discuss any questions, concerns, complaints, suggestions or compliments on 6216 1400 or via email: bassendean.ps@education.wa.edu.au

What can you do if you have a concern?

- Identify the issue or one area of concern.
- Is the issue a concern, a query or a complaint?
- Make an appointment to talk to your child's teacher in the first instance.
- Make an appointment with the Deputy Principal or Principal if the concern is not resolved through your meeting with your child's teacher. This can be arranged through the office staff.
- If your concern is about the conduct of a staff member, please discuss the matter with the Principal.

CONTRIBUTIONS AND CHARGES

The Voluntary Contribution requested at Bassendean Primary School for 2025 is \$60 per child. Payments can be made through Campion when ordering *Personal Items List* items for 2025 or directly into the school's bank account when the 2025 school year starts. The school's bank details are:

Bassendean Primary School

BSB: 066100 Account Number: 009 006 01

Contributions collected in 2025 will supplement the cost of materials and resources used by students in educational programs including literacy, mathematics, information technology, physical education, library, science and the arts.

There is a charge for extra optional components which are part of the educational program and which contributions do not cover, for example swimming lessons, incursions and excursions and some classroom activities. Students will only incur a cost when they are involved in an activity. Parents will be notified of each activity and asked to make a payment for each activity as it occurs. You do not need to pay money upfront for activities such as swimming lessons or incursion and excursions.

Please refer to the [Contribution and Charges Schedule 2025](#) for more information, or the [schools' website](#). Payments for incursions and excursions are required online into the schools bank account.

CUSTODY ARRANGEMENTS

While court orders are between parents, the Principal must be kept informed of custody arrangements. Copies of court orders must be lodged at the office and up-dated when changes are made.



DOGS

Dogs are NOT allowed on school grounds at any time.

Please do not tie your dog to the fence and leave it during morning drop-off or afternoon pick up as this could cause a dangerous or unfortunate situation.

The Bassendean Ranger will be advised of any dogs on school grounds.



EARLY COLLECTION OF STUDENTS

Students are not permitted to leave the school grounds during the school day without a parent or guardian. Parents collecting their children during the school day, at any time before 3.00pm, are required to sign their child out in the office (West Road entrance) using *Passtab* on the iPad.

Upon your arrival to sign out your child early, the classroom will be called to request a student comes to the office to meet you.

EARLY CHILDHOOD EDUCATION (ECE)

Early childhood (Kindergarten to Year 2) programs assist in the development of competent, confident and creative learners who grow to become responsible citizens. make sense of the world around them.

♦ ECE COMMUNICATION

Parent meetings and discussions with your child's teacher are welcome and encouraged. It is important to discuss any concerns you have regarding your child with their teacher as soon as they arise so they can work with you to address them. The school will also inform you of achievements and difficulties that your child is experiencing and special interests or friendships they may develop. Meetings to discuss your child's progress can be arranged by contacting your child's teacher.

♦ ECE CELEBRATIONS

We love to celebrate birthdays. If you would like to provide individual cupcakes for your child and the other students in the class to celebrate your child's birthday you are welcome to do so. Please advise staff of any religious beliefs or intolerances/allergies regarding celebrations or food. Parents of children with food allergies or anaphylaxis are asked to bring a small number of alternative treats or cupcakes which can be stored in the freezer so their child is catered for.

♦ ECE FOOD (Morning Tea and Lunch)

Morning Tea - Your child will need to bring a piece of fruit or vegetable (that can be eaten raw), whole or cut up in a labelled container, to school each day they attend. Children eat their own fruit or vegies together before going out to recess to play.

Lunch - The daily packed lunch should be nutritious and include a variety of healthy snacks. Please do not include food containing nuts.

♦ ECE LEARNING PROGRAMS AND REPORTS

We provide a balanced early childhood curriculum based on the *Early Years Learning Framework* (EYLF), the Western Australian Curriculum, guided by the National Quality Standards. The learning areas of English, Mathematics, Science, HASS, Health & Physical Education, STEM and The Arts are not always taught as stand alone subjects but are integrated learning opportunities, experiences and activities.

MultiLit is the Literacy Program for students in Kindergarten to Year 2 students. The kindergarten program, *PreLit*, is an early literacy program with a strong focus on the development of oral language skills that lays a sound foundation for children to learn to read prior to commencing the *InitialLit* reading program in Pre-Primary.

A formal report is available via *CONNECT* each semester (end of term two and four) to show each child's progress and development across the social, emotional, physical and cognitive domains of learning.

♦ ECE KINDERGARTEN PROGRAM

A child's time in Kindergarten establishes the foundation for their school adjustment and academic learning. Our program helps a child to grow physically, socially, emotionally and mentally by participation in group and individual experiences.

Kindergarten students attend school 5 days per fortnight (3 days one week, 2 days the next) and are put into groups that attend on: **Monday, Tuesday and alternate Wednesday OR alternate Wednesday, Thursday, Friday.** The Kindy attendance term schedules can be found here: [2025 Kindy Attendance](#)

♦ ECE PRE-PRIMARY PROGRAM

In this program children will gain control over large and small muscles, learn to cooperate with others, develop their understandings about the world around them, use their imagination and creative ability and learn to respect for the rights of others. The academic program has an emphasis on the development of early literacy and numeracy skills.



◆ ECE PARENT ROSTER

We welcome your assistance in our classrooms. This is a terrific way to experience the learning program with your child, while helping out with a few of the daily tasks. If you have any special abilities or talents, please share them with us as they will make for an even more enriching experience for the students. We look forward to you being involved in your child's education as much as you can.



◆ ECE PLAY EQUIPMENT

The playground and any equipment is out of bounds before and after school, and during assemblies. The playground is designed for school age children. In the interest of the safety of all children, please do not allow young children to play on the equipment unsupervised.



◆ ECE PERSONAL ITEMS

Please ensure that all personal items including clothing are **clearly marked with your child's name**. Your child will need the following items for school.

- **Clothing and Footwear** - Children should be dressed in school uniform which may be purchased at the [uniform shop](#), alternatively, suitable clothes in the school colours of royal blue and navy blue may be purchased from local retailers. Please dress your child in clothes that unfasten quickly and easily. While at Kindy, your child will be involved in daily physical programs and in lots of creative and potentially messy activities therefore uniforms are ideal clothing. Children are required to attend school wearing appropriate footwear (covered slip on or velcro shoes are preferred). We will take shoes off during the day if it suits the learning activity. If your child has any specific needs, please let your child's teacher know.
- **Hat** - Every child needs a **sun safe hat**. Broad brimmed or bucket-style hats that protect the child's face, ears and back of the neck are required for play in the sun.
- **Spare Clothes** - children are expected to attend to their own **toileting** needs. However, we do understand that at times there may be accidents and we treat this area of development with sensitivity and positive encouragement. Spare clothes should be kept in the school bag in case of an emergency situation. Please mark these clothes with your child's name.
- **Drink bottle** - Each student requires a labelled/named re-usable plastic drink bottle each day. Drink bottles used throughout the day are stored in the classroom and will be sent home each day to be washed and refilled. Drink bottles must only contain water, juice and sweetened drinks are not appropriate at school.
- **School Bag** - All children require a school bag, such as a backpack which can carry a lunchbox, drink bottle, jumper and spare clothes to and from home. Please ensure the backpack is labelled with your child's name clearly on the front. Backpacks are available for purchase from the uniform shop.
- **Personal Item List** - A personal items list (booklist) is issued for each year group from Kindergarten to Year 6. Click on the link to view the [K-6 Personal Items Lists](#).
- **Library Bag** - Children visit the school library each week. A library bag is required for storage and safe keeping of the book. We suggest a draw string or velcro style bag.



EMERGENCY PROCEDURES

For the safety of students, staff and the school community, the school has set emergency evacuation procedures in place and documents outlining these procedures are available throughout the school in the case of an emergency. 'Mock' evacuations take place throughout the school year.

ENROLMENT PROCEDURES

To apply to enrol a child at Bassendean Primary School a parent or legal guardian must submit an [Application for Enrolment form](#) for consideration by the Principal as well the follow supporting documents:

- Copy of the **Child's birth certificate**
- **AIR (Australian Immunisation Record) Statement (dated not more than 2 months old)**
(refer to *Immunisations* for more information on obtaining your child's AIR statement)
- **Evidence of proof of address** (rental agreement/shire rates/bank statement)
- **Details of any disability or medical condition** (if applicable)
- **Family Court Orders** (if applicable)

Applications are required for Kindergarten and Pre-Primary or if moving schools.

Bassendean Primary School is a school without a local intake area. The only criteria for prioritising enrolments is proximity to the school.

It is vital the school is advised promptly of any changes to enrolment details by contacting the school office on 6216 1400, this includes changes to your address, telephone numbers and emergency contacts. More information regarding *Enrolments* can be found on the school's website: www.bassendeanps.wa.edu.au

EXCURSIONS AND INCURSIONS

Excursions (off school site) and incursions (on school site) may take place throughout the school year. Excursions and incursions are held for individual classrooms, sporting activities and events, whole school events or particular year groups. Children are not permitted to leave the school grounds for an excursion without the written consent of a parent or legal guardian.

The school will provide details of the excursion or incursion, it's link to the curriculum, the cost of the activity and a consent form to enable parents to make an informed decision regarding their child's participation. Any associated cost for an excursion or incursion must be paid prior to the event for a student to attend.



FACEBOOK

Parents/carers of current students are invited to join the *Bassendean Primary School* Facebook group and follow us for school news and information.

When requesting to join the group will be asked a membership question - *What is your Bassendean Primary School students name?* Answers are reviewed before applications are approved.



FACTIONS

Upon enrolment, students are allocated to one of three factions. Faction competitions are held during the year to reinforce positive conduct, team spirit and healthy sporting competitiveness.

Blue: Helena

Gold: Swan

Red: Bennett



GATES

Gates to the school open in the morning at 8.30am for students and are locked daily at about 9.00am after the morning bell sounds for the safety of our students. They are unlocked in the afternoon at approximately 2.45pm. During the school day, access to the school is through the office on West Road only.

GRADUATION – YEAR 6

The Year 6 Graduation event is held in December each year. Year 6 students, family members, special guests and staff are invited to attend. Certificates and special awards are presented as we celebrate the achievement of our Year 6 students.

Traditionally the Year 6 students present the school with a gift to acknowledge their contribution during their time at the school and also to create the important memories that go with completing their primary school education. Fundraising events are undertaken to raise money for the gift throughout the school year.



HATS

The school is a registered *Cancer Council Sun Smart School* and has a **NO HAT, NO PLAY** in the sun policy. Hats must be worn for all outdoor activities throughout the year. This includes recess and lunch times, during physical education (both class and specialist programs) and on all school excursions.

Students will be confined to a covered area if a **sun safe hat** (*wide-brimmed or bucket style hat*) is not worn. Caps are not suitable as they do not provide adequate sun protection. Navy blue hats are available to purchase from the [Uniform Shop](#). **Please ensure your child's hat is clearly labelled with their name.**

HEAD LICE

Head lice are tiny insect parasites that live on your head and feed on your scalp. They reproduce by laying their eggs (nits) on your hair shaft. More information can be found at www.healthywa.wa.gov.au/Articles/F_I/Head-lice

Head lice can be treated effectively following the hair conditioner treatment recommended by the Health Dept of WA. Treatment guidelines can be found at www.healthywa.wa.gov.au/Articles/S_T/Treating-head-lice



Please notify your child's teacher if your child has head lice so other students in the class can be checked and treated if necessary.

HOMEWORK

While formal written homework is not compulsory, activities such as regular reading is encouraged throughout schooling. Homework potentially provides insights about some aspects of school learning. Homework can also be useful to practice skills such as reading, math facts and spelling.



IMMUNISATION RECORDS

All enrolment applications require a recent copy (dated no more than 2 months old) of your child's Australian Immunisation Register (AIR) history statement. For more information on how to obtain your child's Australian Immunisation history statement go to the [schools website](#) or [Services Australia](#).

The Department of Health will follow up any statements that are 'not up to date'.

Children commencing Kindergarten must be vaccinated.

INTERNET

Every classroom has access to the internet. Before any child may access the internet an *Internet Access Contract* must be signed by a parent or legal guardian and the student. Annual consent forms are sent home with students at the beginning of each school year.

INFECTIOUS DISEASES

Please note the following details, especially with reference to exclusion periods from school:

Chicken Pox

Transmissions - Airborne or droplet infection; direct or indirect contact with fluid from a vesicle of an infected person.

Incubation Period - 10 to 21 days.

Infectious Period - From 2 days before rash appears to 5 days after, when vesicles have formed crusts.

Exclusion - Exclude for at least 5 days after vesicles (rash) appear and until vesicles have formed crusts.

Treatment - Antiviral treatment available.

Contact - Immunosuppressed children should visit their doctor.

Conjunctivitis

Transmission - Direct or indirect contact with secretions from infected eyes.

Incubation Period - 24 to 72 hours.

Infectious Period - While eye discharge is present.

Exclusions - Exclude until discharge from eyes has ceased.

Treatment - As recommended by a doctor.

Contact - Not excluded.

COVID-19

Symptoms - COVID-19 can cause a range of symptoms, which can be mild, moderate or severe. Get tested if you have any of the following, no matter how mild:

- Fever (≥ 37.5 C) or a recent history of fever (night sweats/chills), without a known source.
- Acute respiratory symptoms (including cough, shortness of breath, sore throat, runny nose).
- Acute loss of smell or taste.

Transmissions - Airborne or droplet infection.

Exclusion - There is no mandatory COVID-19 isolation. Students are strongly encouraged to stay home if unwell.

Prevention - Practise good personal hygiene (wash hands often with soap and water, or use hand sanitiser and cover coughs and sneezes with a tissue or use your elbow).

For more COVID-19 information go to:

www.healthywa.wa.gov.au/Articles/A_E/Coronavirus

Glandular Fever

Transmission - Direct contact with infectious nose or throat secretions (eg: saliva).

Incubation period - 4 to 6 weeks.

Infectious Period - Months

Exclusion - Not excluded

Treatment - Varies according to symptoms

Contact - Not excluded

Prevention - Good hygiene practices eg: hand washing to avoid salivary contamination from infected individuals.

Hand, Foot and Mouth Disease

Transmission - Airborne or droplet

Incubation Period - 3 to 7 days

Infectious Period - As long as there is fluid in the vesicles. Faeces remain infectious for several weeks.

Exclusions - Exclude until vesicles have formed crusts that are dry.

Treatment - Varies according to symptoms

Impetigo – School Sores

Transmission - Direct contact with skin lesions.

Incubation period - Usually 4 to 10 days.

Infectious Period - As long as there is discharge from untreated lesions.

Exclusion - for 24hrs after antibiotic treatment has commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing. Young children unable to comply with good hygiene practices should be excluded until the sores are dry.

Contact - Not excluded.

Measles

Transmission - Airborne or droplet

Incubation Period - 8 to 14 days (usually 10 days).

Infectious Period - 24 hours prior to onset of symptoms (eg: runny nose, cough) until 4 days after onset of rash.

Exclusion - Exclusion for 4 days after onset of the rash.

Contacts - Do not exclude vaccinated or previously infected contacts. Unimmunised/non-immune contacts should be excluded until 14 days after the onset of the rash in the last case occurring at the school. If unimmunised contacts are vaccinated with MMR vaccine within 72 hours of their first contact with the first case they may return to school following vaccination.

Ringworm (Tinea)

Transmission - Skin-to-skin contact with an infected person, infected animals or contaminated articles

Incubation Period - Varies with the site of infection.

Infectious Period - As long as lesions are present

Exclusion - Exclude until student has received anti-fungal treatment for 24 hours.

Contacts - Not excluded.

Rubella (German Measles)

Transmission - Airborne or droplet; direct contact with contaminated nose or throat secretions of an infected person.

Incubation Period - 14 to 21 days. Usually 17 days.

Infectious Period - From 7 days before to at least 4 days after the onset of rash.

Exclusion - Exclude for 4 days after onset of rash.

Contacts - Do not exclude.

Immunisation - Required for kindy enrolment.

Whooping Cough (Pertussis)

Transmission - Airborne or droplet; direct contact with contaminated nose or throat secretions.

Incubation Period - about 7 to 10 days.

Infectious Period - From onset of runny nose to 3 weeks (21 days) after onset of cough.

Exclusion - Exclude until 5 days after an appropriate antibiotic treatment, or for 21 days from the onset of coughing.

Treatment - Antibiotics as recommended by doctor.

Contacts - Contact management will be coordinated by public health staff.

Immunisation - Required for kindy enrolment.

Source -

Department of Health - www.health.wa.gov.au
Communicable disease guidelines (updated 2017).

www.healthywa.wa.gov.au/Articles/A_E/Coronavirus

More Information -

[Australia Immunisation Register \(AIR\)](#)

[National Immunisation Program](#)



LANGUAGE OTHER THAN ENGLISH (LOTE)

Bahasa Indonesian is taught to Year 3 - 6 students. The program targets the Indonesian language (listening, speaking, reading, viewing and writing) and culture.

LATE ARRIVALS

The morning bell goes at 8.45am. A student is considered late if they are not in their classroom when the bell sounds. Please ensure your child comes to school on time. If your child is late, they must come through the office so that their arrival can be recorded.

LEAVING SCHOOL GROUNDS AND EARLY COLLECTION OF STUDENTS

Once students have arrived at school for the day, they are not permitted to leave before 3.00pm without a parent/guardian. Parents collecting their children early during the school day, at any time before 3.00pm, are required to sign them out in the office on the iPad using *Passtab*.

LIBRARY

All students visit the school library each week with their class so students have the opportunity to borrow books. All students require a library bag for transportation of library books to and from school. Please encourage your child to return their books promptly each week. Books will NOT be loaned without a library bag. The school will request parents to pay for any books that are lost or damaged so that we can purchase replacement books.

LOST PROPERTY

An enormous quantity of clothing, lunch bags, containers and water bottles are lost and unclaimed each year. To assist with the return of items to their owners it is strongly advised that all children's property and clothing should be clearly labelled. Lost property is located near the Uniform Shop (main school building). At the end of each term all unclaimed items of clothing will be donated to the Uniform Shop or local charitable organisations.

LUNCH TIME

There is a supervised 15 minute lunch eating time for all students. We ask parents to provide their children with healthy choices for lunch. Highly processed foods and food with high salt, sugar and fat are not recommended for school lunches. Please also ensure you supply plain water for your child in a clearly named plastic drink bottle. Water bottles used throughout the day are stored in the classroom.



MEDICATION

The school requires full written instructions from a parent/guardian in order to administer medication in accordance with Department of Education policy. A [Form 3 - Administration of Medication](#) must be completed. Printed forms are available from the office.

For long term/ongoing medication to be dispensed at school it must be labelled with the student's name, the name of the medication and the prescribed dosage. Medications that have been prescribed for another person, are not clearly labelled or are out-of-date will not be administered. Further information can be obtained from the Department of Education and Training – [Student Health Care Policy](#) or call the school on 6216 1400.

The school does not have a supply, nor are we able to administer medication (ie: Panadol or antihistamines) that have not been provided by a parent/guardian for a student.

Changes to your child's health and medical conditions, and their emergency contacts can be up-dated with office staff when changes are made.

MEDICAL EMERGENCIES

Every effort will be made to contact parents if a medical emergency arises. In the case of an emergency, students will be treated by staff and if deemed necessary, an ambulance will be called.

MESSAGES

If you need to communicate a message to your child's teacher this can be done with a short note, via an email to the school (bassendean.ps@education.wa.edu.au), an email to the teacher directly or by phoning the school on 6216 1400. Alternatively you could speak to the teacher directly before or after school.

MOBILE PHONES

As per the Department of Education *Student Mobile Phones in Public Schools Policy*:

- Students are not permitted to have a mobile phone in their possession during the school day
- Students must store their mobile phone using an appropriate approach or location determined by the school.

Student mobile phones and electronic devices must be switched off and left at the office each morning.

Students can collect them at the end of the school day.



NEWSLETTERS

Whole School and Phys Ed newsletters are issued regularly throughout the school year.

Notification of a new newsletter is made via *Connect*. All newsletters are available on the school's website: <http://bassendeanps.wa.edu.au/parent-information/newsletters/>



NO SMOKING

Smoking is prohibited on school grounds at all times.



PARENT INVOLVEMENT

There is a strong sense of community at Bassendean Primary School and parents are encouraged to support classroom activities, assemblies, sports carnivals, parent - teacher meetings, whole school learning events, incursions, excursions and busy bees when they occur throughout the year.

- **Parent Volunteers** - Parents may be involved in class activities, excursions, incursions and sporting events. Classroom teachers will communicate with parents when help is required for school activities. Please speak to your child's teacher if you are able to volunteer some time. Parents do not require a Working With Children check to volunteer at the school their child attends, however all parents who volunteer must complete a *Parent and child volunteer declaration form* (annually). Parents attending an overnight camp do require a Working With Children check, as do Grandparents or Aunts and Uncles volunteering at the school. Go to [Working With Children](#) for more information.
- **Parents and Citizens Association (P&C)** - The Bassendean Primary School P&C is a group of parents who fundraise throughout the school year and provide additional services for the school community through the [canteen](#), [uniform shop](#) and [Scholastic Book Club](#). The P&C also raises funds to support school programs and experiences. Meetings are held each term. All parents are invited and encouraged to attend and get involved. Membership is \$1 annually.
- **School Board** - The School Board is an important decision making body that includes the Principal, school staff and parents who support the strategic direction of the school.

The function of the School Board is to:

- Establish and review objectives, develop the *School Business Plan* and general policy directions;
- Promote the school in the community;
- Determine the school dress code;
- Approve charges, contributions and advertising.

More information regarding the School Board can be found on the school's website at www.bassendeanps.wa.edu.au/our-school/school-board/

PARKING

Vehicles are NOT permitted within the school grounds or the staff car park with the exception of those requiring ACROD parking or for deliveries. The ACROD parking bay is in the staff carpark off West Road.

Street parking, on West Road and Whitfield Street is available for parent parking. There is a *drop off zone* on West Road to the north of the monitored school crossing for short term drop off and pick ups, where the driver must remain in the vehicle. Parents are requested not to use the staff car park or the driveway into the staff car park as a drop off and pick up point for students.

PAYMENTS

Payment for voluntary contributions, incursions, excursions or classroom activities should be paid via online payment into the schools bank account -

Account name: **Bassendean Primary School**

BSB: **066 100** / Account Number: **009 006 01**



PEAC (PRIMARY EXTENSION & ACADEMIC CHALLENGE)

EYE (Early Years Extension) - North Metro Education Region PEAC provides needs-based support for students in Years 1-3, through the Early Years Extension (EYE) Program. For more EYE information go to: <https://www.northmetropeac.wa.edu.au/program/eye/>

PEAC (Primary Extension and Challenge) - All students in Year 4 sit the PEAC test in Term 3. Test results are used to identify eligible students for PEAC courses. PEAC Courses are held off site by specialist teachers and incur a fee, payable prior to commencement of the course. Transport to and from PEAC is the responsibility of parents. Parents will be notified in writing if their child is invited to participate in PEAC. For more information go to: <https://www.education.wa.edu.au/primary-program> or <https://www.northmetropeac.wa.edu.au/>

PERFORMING ARTS PROGRAM - School of Instrumental Music

Selected Year 5 and 6 students are provided the opportunity to learn classical guitar through the *School of Instrumental Music*. Students are selected for this program through testing in Year 4. Parents will be notified in writing if their child is invited to participate. For more information go to: <https://www.education.wa.edu.au/instrumental-music>

PERSONAL ITEMS LIST

[Personal Items Lists](#) (Booklists) are issued in Term 4 each year for the following school year. We endeavour to keep the cost of the required personal items to a minimum. The items on the lists are essential for day-to-day classroom learning and we ask that all children are provided with all items for the commencement of the school year. Items such as pencils and pens may need to be replaced as required during the year. **Please ensure all items are clearly labelled with your child's name.**

PUNCTUALITY

School starts promptly at 8.45am each day. A student is considered late if they arrive at school any time after the bell at 8.45am.

The gates to the school and classroom doors open to students at 8.30am. Students should not arrive at school prior to 8.30am. Gates to the school are locked during the school day. Students arriving to school late (arriving any time after the 8.45am bell), must enter the school via the office on West Road.



READING RESOURCES

We continually expand our home reading resources to ensure children are exposed to a wide selection of reading materials. Parents are asked to ensure home reading books are cared for and returned to school each day. The school will request that parents pay for any books that are lost or damaged.

REPORTING TO PARENTS

Parents are advised of the teaching program and their child's progress in a number of ways throughout the year including:

- Class Information Sessions – conducted by teachers early in the school year.
- Case Conference – conducted throughout the year with parents of children identified as at educational risk.
- Parent -Teacher Meetings - conducted by the request of parents or teachers at any time during the year.
- Student Reports - available in Terms 2 and 4 electronically via *Connect*. Student reports can be printed on request. Please contact the office on 6216 1400 if you would like your child's report printed.



SCHOOL CROSSING

A monitored school crossing is located on West Road. The crossing guard is in attendance on school days: MORNING - 8.15am to 9.00am and AFTERNOON - 2.45pm to 3.30pm

SECURITY

Parents and community members are asked to report any suspicious activity at the school to the *School Watch* hotline on 1800 177 777 or to WA Police on 13 14 44.



SCHOOL ZONES

Please be aware of the 40km per hour speed limit on the streets surrounding the school on school days between 7.30am-9.00am and 2.30pm-4.00pm.

SPORT

Sport and physical education is part of the school program and as such all children are expected to participate. The school is supported by a Physical Education Specialist. All students from Pre-Primary to Year 6 attend a physical education lesson each week. Senior sport for students in year 3 - 6 is held on Fridays.



Bassendean Primary School participates in a range of interschool sporting events throughout the year with other primary schools in our area.

STAFF MEETINGS

These are held regularly through out the school year. During these sessions, staff engage in professional learning and school planning and development.

STUDENT RECORDS

The school maintains a *Student Record File* for each student enrolled at the school. The files contain enrolment information, consent forms, documentation related to a student's learning needs and special education programs and any medical or specialist information provided to the school. The file serves as a cumulative record of your child's schooling. Should your child leave Bassendean Primary School, their student file will be forwarded upon enrolment and attendance at their new school.

SUPPORT SERVICES

Bassendean Primary School places a high priority on academic and pastoral care. To assist with this, additional services are available through the school. Your classroom teacher will discuss concerns with you before any referrals are made. Any referrals made are case managed by the Deputy Principal and Student Services Team.

- **School Psychologist** - The School Psychologist works at the school one day per week. Students may be referred to the School Psychologist as part of case management overseen by the Deputy Principal and the Student Services Team. Referrals made by staff require informed parental consent before any intervention or testing program conducted by the School Psychologist can commence.
- **School Chaplain** - The School Chaplain is available two days a week. The role of the School Chaplain is to enhance the school's capacity to support student social, emotional and mental health and wellbeing. The School Chaplain does not take religious lessons or discuss faith. Referral to the Chaplain may involve individual or small group discussions and activities.
- **School Nurse** - The school nurse visits the school on a regular basis. The school nurse program offers all children a free health check the year that they start school to help them start their school journey healthy, safe and happy.

Once attending, the school will send home a *School Entry Health Assessment form* together with more information about the health check. The envelope will look like this:



Government of Western Australia
Child and Adolescent Health Service
WA Country Health Service

Information for the School Entry Health Assessment (free check)

Child's name: _____
School: _____

A REMINDER
Is your child up to date with immunisation?
Boosters are due at 4 years

The School Entry Health Assessment (SEHA) form asks about your child's health and development to provide more information to the school nurse who will be doing the health check. You can also add extra information about your child, if you want.

Please make sure you fill in this form and then return it to the school as soon as you can. It is very important that you sign the form, so the school nurse has your consent to do the assessment.

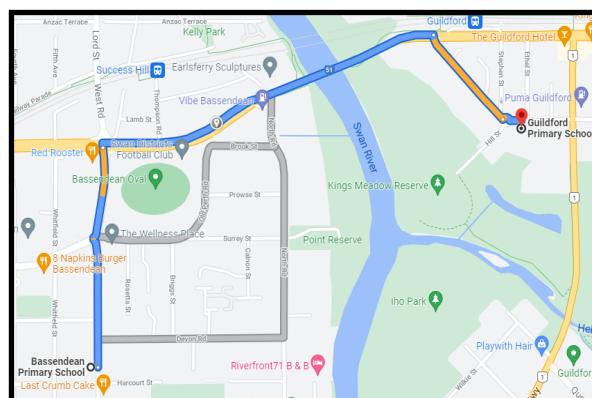
More information regarding the *School Entry Health Assessment* can be found [HERE](#)

- **School Dental Service** - The School Dental Service provides a free dental service for school children, commencing the year the child starts Pre-Primary, and continuing through until the end of Year 11. Children are recalled periodically for examination and any necessary treatment.

More information regarding the **School Dental Service** can be found [HERE](#).

The students enrolled at Bassendean Primary School are serviced by:

Guildford Dental Therapy Unit
Guildford Primary School
125 Helena St, Guildford 6055
Phone: (08) 9279 5869
Email: GuildfordDTC@health.wa.gov.au



T

TRANSFERRING TO ANOTHER SCHOOL

Parents of children changing schools are asked to advise the office as soon as possible so that records can be collected and library books, reading books and other material can be returned.

U

UNIFORMS

The school colours are royal and navy blue with yellow trim. Uniform items are available to purchased through the *P&C Uniform Shop*. The Uniform Shop is run by P&C parent volunteers and stock a variety of sizes of school uniform items including sun safe hats and back packs. All students are strongly encouraged to wear the school uniform.

UNIFORM SHOP



The Uniform Shop is open ONE morning per week: **Tuesday 8.35 - 9.00am**

Orders can be placed in person, via email or via the online Uniform Shop.

Order Forms are available on the schools website or from the school office. Orders placed online or via email will be delivered to your child's classroom or left at the office for collection upon receipt of payment.



Order Form: <http://bassendeanps.wa.edu.au/p-c-association/uniforms/>

Email: uniforms@bassendeanpandc.org.au

Online Store: <https://bassendeanpandc.square.site/shop/3>

UNWELL STUDENTS

Parents are asked to keep children who are unwell at home, a few days to recuperate at home will reduce the transmission of illnesses at school. If a student becomes sick or is injured during the school day, parents or a guardian will be contacted. Every effort is made to provide first aid and make students as comfortable as possible if necessary, until a parent or guardian arrives.

Please notify the school on 6216 1400 or via the SMS Absentee line (0437 614 886) if your child is unwell and is not attending school so their absence can be recorded.

V

VALUABLES

Children are discouraged from bringing their own toys, games and sport equipment to school as they could be damaged, misplaced or stolen. It is recommended that children only bring this type of item to school under special circumstances and with prior arrangements made with the class teacher.

The school does not accept responsibility for personal items if they are brought to school.

W

WEBSITE

The Bassendean Primary School website is www.bassendeanps.wa.edu.au. The website contains school information, news and events, term planners, newsletters, P&C information, forms, contact details and enrolment information for new and prospective students and families.



WORKING WITH CHILDREN CHECK

The [Working with Children Check](#) (WWC Check) is a compulsory screening strategy in Western Australia for people engaged in paid or unpaid child related work. All staff at Bassendean Primary School hold current *Working With Children* checks.

The WWC Check aims to protect children by:

- **detering** people from applying to work with children where they have a relevant charge or conviction on their criminal record that indicates they may harm a child;
- **detecting** new charges and convictions of those people who hold a current WWC Card and preventing them from continuing to engage in child-related work where their criminal record and behaviour indicates they may harm a child; and
- **protecting** children by creating awareness that child safety is a whole of community responsibility.

The WWC Check applications are received and assessed by the *Working with Children Screening Unit* at the Department of Communities. They consider a person's criminal record to see if they have any previous charges or convictions that indicate they may be a risk of harm to a child for someone in child related work.

The WWC Check is transferable across all work, whether paid or unpaid. This means if a person already has a WWC Check through volunteer work, they will not have to reapply for a new check when they start working in a paid capacity until their current WWC card expires.

The WWC Check is valid for three years. It is a live check, so it can be cancelled if a person has a relevant change in their criminal history before the card expires.

Negative Notice - If a WWC cardholder or applicant is issued with a Negative Notice, they will be prohibited from engaging in any child-related work. A negative notice remains current until cancelled under the WWC Act.

Parents do not require a *Working With Children Check* when volunteering at their child's school unless they are involved in an overnight excursion, at which time they are required to obtain a *Working With Children Check*.

From 1 July 2023, any parent or child (under 18yrs old) volunteering at the school must complete a *Parent and child volunteer declaration form*. Volunteers must declare if they have a current Negative Notice or Interim Negative Notice. If they do, volunteering is not permitted.

Volunteers other than parents (eg: grandparents, Aunts & Uncles) must obtain a *Working With Children Check* to volunteer their time at the school. Application forms are available from Australia Post outlets.

A *Working With Children* application currently costs \$11.00 - for volunteers, unpaid people, students on unpaid placement and for a replacement card.

Needs a WWC Check	Does not need a WWC Check
Anyone, including parents volunteering on overnight camps.	Parents volunteering at a school where their child is enrolled.
Volunteers whose duties of work involve, or are likely to involve, contact with a child.	Visitors to schools that are not working eg. people picking up children after school.
Grandparents, Aunts & Uncles volunteering in schools - unless they, at law, have responsibility for the long term care, welfare and development, or the day-to-day care, welfare and development of the child.	Volunteers or students on unpaid placement who are under the age of 18 years.