



Butler Primary School

ABN 19 614 617 030

Tollesbury Ave, Butler Western Australia 6036
PO Box 339 Quinns Rocks Western Australia 6030
Telephone: 9562 1804 Facsimile: 9562 0388
www.butlerps.wa.edu.au

PARENT INFORMATION 2019





Contact Details

**Butler Primary School
Tollesbury Avenue
Butler WA 6036**

Ph: 9562 1804

Fax: 9562 0388

Email: Butler.PS@education.wa.edu.au

Website: www.butlerps.wa.edu.au

Administrative Staff

Principal Mrs Julie Woodhouse

**Deputy Principals Mrs Lesley Bryan
Mrs Cecilia Smith
Miss Racheal Tighe**

Manager Corporate Services Ms Shelley Carter

Welcome to Butler Primary School

At Butler Primary School we strongly believe that the link between values education and student wellbeing is powerful. We endeavour to embed our core values across the curriculum as a means to enhance students' self-esteem, optimism and commitment to personal fulfilment.

Our school's values consist of the following:

- **Responsibility**
- **Respect**
- **Integrity**
- **Aspire**
- **Community**

A key focus across our school community (students, staff and parents) is we 'walk and talk' the same language relating to our school values and the expectations that go with consistent demonstration of these values. There is a general expectation that all members of our school community are responsible for demonstrating each of the values which should underpin everything we do.

As an Independent Public School, Butler Primary is shaping the future of our children with a focus on innovation, creativity and critical thinking to enhance and build on students STEM (Science, Technology, Engineering and Mathematics) competencies. Our ultimate aim is to give each student the best education to equip them with the skills to adapt and flourish within a constantly changing world.

School Terms 2019 for Students

The dates for the 2019 school terms are as follows:

Term 1: 4th February - 12th April

Term 2: 29th April - 5th July

Term 3: 22nd July – 27th September

Term 4: 14th October - 19th December

School Development Days 2019

Term 1: Thursday 31st January and Friday 1st February

Term 2: Friday 31st May

Term 3: Monday 19th August

Term 4: Monday 14th October

Attendance & Punctuality

School Day	Times
School Commences	8:35am
Recess	10:20am – 10:40am
Lunch	12:20pm – 1:00pm
School Finishes	2:45pm

Children should only be at school 15 minutes before the morning siren at 8:35am.

Students who arrive at school before 8:20am must go to the undercover area. Students arriving late to school after the siren must enter the school through the front office to collect a late note to give to their classroom teacher.

For safety reasons, it is expected that **Pre-Primary** children will be brought to their classroom by an **ADULT** each morning and picked up by an **ADULT** at the end of the day.

Please note, it is compulsory for students to attend primary school from Pre-Primary to Year 6.

Absences

As per Department of Education policy, it is the parent's responsibility to notify the school of the reason for your child's absence/s within three days of the absence. Failure to do this will mean that the absence will be marked as "unacceptable reason" affecting your child's education and attendance record.

Absentee Messaging Service

Due to the ease of this service, the sending of a text message to Butler Primary School to notify us of your child/ren's absence has been embraced by many families. Please send absentee messages through to 0419 091 075 with all of the following details so that we can correctly update student records:

- Full name of your child/children
- Reason for absence
- Date of absence

Absences can also be phoned through to the office on 9562 1804.

For more information on the School's expectations for attendance please refer to the Attendance Operational Guidelines available on our website.

Collecting Students During School Hours

For security reasons if you need to collect your child from class during school hours, you are required to go to the Front Office **BEFORE** going to the classroom. You are required to sign into the school as a visitor and sign out once you have collected your child. A visitor's slip will be provided by the Front Office which must be handed to the teacher before your child will be released.

Procedures for Visiting Butler Primary School

- Visitors and non-education employees must sign in at the office and wear a **VISITOR'S BADGE** whilst in the school.
- If you wish to have a formal interview with the teacher, you can make an appointment with them directly or through the office. We don't encourage more than a "Hello" in the morning as this is a vital preparation and supervision time for teachers to ensure the well-being of your child.
- If you are going to be helping us as a Parent Helper or in some other capacity on-site, we are required by law to have you sign a Confidential Declaration form. This is a simple task and needs only to be done once.

Homework

Homework helps students by complementing and reinforcing classroom learning, fostering good lifelong learning and study habits, and providing an opportunity for students to be responsible for their own learning.

We encourage all students to read a variety of media and encourage parents to promote the love of reading. The school, through the financial support of the P&C Association, has immersed students in a number of excellent and exciting programs that can be completed at home eg ABC Reading Eggs.

For more information on the school's expectations for homework please refer to the Homework Operational Guidelines available on our website.

Reporting

Throughout the year parents/caregivers will receive two formal reports on their child's progress. The Department of Education report will be issued at the end of each semester and will be sent via email. Parents will also receive results of the NAPLAN testing program in Years 3 and 5. It is hoped that all parents will keep in regular contact with their child's teacher to monitor their child's progress.

Positive Behaviour

It is a fundamental belief at Butler Primary that all students and staff should be able to work in a safe and friendly environment. Our students have helped us to decide on some simple school rules and behaviours that are acceptable to our community. Teachers operate positive classroom environments using a school-wide reward system and a behaviour management process that encourages children to modify their own behaviours before being referred to the administration. If a child commits a serious breach of discipline, parents will be involved at the earliest possible stage and an end result may be a suspension. This is a last resort and will only be used when a student exhibits unsatisfactory or dangerous behaviour. The permanent exclusion of a child will only occur after all avenues and strategies have been exhausted and after the District Exclusion Panel has examined the case and issued its recommendation.

For more information please refer to the Positive Behaviour Operational Guidelines available on our website.

Updating Personal Details

Please notify the front office if you change any of your contact details. It is vital we have your current details, along with current details for your emergency contacts, in case we need to contact you.

School Dress Code and Uniform

All students are expected to wear the school uniform. Our school Dress Code and Uniform Operational Guidelines have been endorsed by the Butler Primary School Board.

School uniforms show a child's pride in their school and show a willingness to be a part of a united team working towards shared goals and beliefs.

Parents are able to purchase the school uniform from Lowes Clothing Store in Ocean Keys Shopping Centre.

Hats

The school has a 'no hat – no play' policy. **Students are expected to wear the navy wide brimmed or bucket fabric hat.**

Dental Services

Butler Primary School is serviced by the Dental Therapy Unit, which is on site at East Butler Primary School. Children receive check-ups periodically and parents can contact the Unit should the need arise. East Butler Dental Clinic can be contacted on 9562 4938.

Allergy Awareness

Butler PS is an Allergy Aware school. While this indicates that every effort is made to reduce the risks associated with allergies, it cannot be guaranteed that the School is 'free' of any particular product.

Child Safety

For the safety of everyone, children are not permitted to ride their bikes or scooters on the school grounds and will incur an infringement notice if this rule is broken. If they receive 3 notices within a term they will not be permitted to bring their bike or scooter to school for one week.

Wearing helmets when riding bicycles, rollerblades or scooters is required. Please support us in keeping our children safe.

School Security

No children are permitted on school grounds after hours unless on official business such as parent organised sporting activities, church services and privately run martial arts classes.

We ask all families to watch over our school after hours and report any unlawful trespassers. We need to work together to keep our school free from vandalism and burglaries. Please ensure that your children stay away from the school after hours and on the weekends. To report any suspicious behaviour please contact School Security on 9264 4771.

School Parking

Parent parking:

Parent parking is available in several areas around the school.

Please do not park in the service area behind the canteen before or after school.

Parents are advised that the paved section in the middle of Camborne Parkway is a median strip and, as such, is not available for parking. Please do not park on grass verges

around the school. Rangers regularly patrol these areas and will issue tickets to vehicles parked illegally in these areas.

Staff parking:

The **staff car park** is off the street on the western side of Tollesbury Ave and is not available to parents.

ACROD Bays:

ACROD bays are available in all 2 off-street car parks and can only be used by vehicles displaying the appropriate sticker. Parent, ACROD and Staff Parking is signposted.

Parking Alternatives:

1. We encourage parents to set an example for their children by walking to and from school and leaving the car behind. Leading a healthy lifestyle is an important part of our school culture.
2. Neighbours may seek to form their own roster in which they share the duties of escorting their children to and from school.
3. Parents can also organise their own car rosters.

Newsletter and School App

Newsletters are emailed twice per term and are also available via the school website. Parents are encouraged to supply their email address to the school to ensure subscription to the newsletter. The School App provides alerts to new messages sent by the school assisting families to stay up to date. The App also acts as a portal to easily access relevant school information for families. Details on how to download the App can be found of the website.

Assemblies

Assemblies will be held on most Thursday mornings between 8:35 and 9:20 and will rotate between Early and Middle childhood classes. Please refer to the Term Planner in the side panel of the newsletter for the schedule of assemblies in each term.

Mobile Telephones

All mobile telephones are to be handed into the classroom teacher immediately when a child arrives on school property. They can be picked up at the end of the school day. The school takes no responsibility for damage or loss.

Playground Equipment

For safety reasons **all** playground equipment **is not to be used by any child before or after school**. Please supervise younger children, when escorting a Pre-Primary or Kindergarten child to and from class, to ensure that they also do not climb on the equipment.

No liability will be accepted for children who injure themselves when using the playground equipment before or after school.

Parent Voluntary Contributions

The School Board has endorsed an amount of \$40 voluntary contributions for all K-Year 6 students.

Voluntary contributions can be made as part-payments if you wish.

BSB: 066 040

Account: 19904285

Ref child's name and code VC

P&C Association / School Board

We are keen to encourage as many people as possible to have direct input into their school. We also urge parents to become part of the P&C Association and School Board.

The School Board comprises of community and staff members. Community members can be nominated by parents and represent the parent's view in policy making and decisions on issues that arise within the school.

School Canteen

Orders can be placed online at www.quickcliq.com.au

Online ordering closes at 9:00am. Orders placed after this time will not be processed for that day. Late orders can be placed by calling QuickCliq direct on 1300 11 66 37.

Please note: All snack items on the menu will only be available at the canteen window at recess. The canteen will be closed at lunch time and supply only pre-ordered lunches.

Money

If you are sending money to the school please ensure:

- It is placed in a sealed envelope or sandwich bag.
- It is marked clearly with your child's name and the reason for the money is written on the front of the envelope.
- The amount of money in the envelope is correct as we are unable to provide change.

Money may also be paid by Direct Deposit, details are as follows.

BSB: 066040 Account: 19904285. Please reference your child's name and a description of the item with the payment e.g. John Smith Swimming.

Infectious Diseases

Chicken Pox

Exclude the child from school. The child may return 7 days after the onset of the disease or on presentation of a medical certificate

Conjunctivitis

Exclude the child from school until treated and the discharge has ceased.

Gastro Enteritis

It is suggested that children stay at home for the first 24 hours.

Head Lice

If Head Lice are found parents need to commence treatment as soon as possible. Please check the whole family.

Impetigo (School Sores)

Child can be admitted to school once treatment has commenced. Weeping sores must be covered at all times.

Measles

Incubation period is from 7 to 21 days but usually 10 to 14. The infectious period is 5 days before and 5 days after the rash appears. Return to school 7 days after the rash appears or with a medical certificate.

Mumps

Exclude for at least 9 days after symptoms appear.

Ringworm

Exclude until the day after treatment commences.

Rubella (German Measles)

Exclude from school until full recovery or 4 days after the onset of the rash.

Please report incidents of Rubella to the school office.

Parvo Virus (Slapped Cheek)

Exclude from school until medically cleared (3 – 4 days).

YMCA Before and After School Care

Parents have the opportunity to enrol their child in before school care between 7:00am and 8:30am and after school between 2:45pm and 6pm. There is a fee involved and it is paid to the YMCA.

The school provides the venue and the YMCA organises activities and supervision and is responsible for all day to day running of the program. During the school holidays the hours will be extended to assist working parents. YMCA can be reached on 9227 4111 or 0403 347 952.

