



Butler Primary School

ABN 19 614 617 030

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PARENT INFORMATION 2017



Contact Details



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Butler 6036**

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Administrative Staff

Principal

Mrs Julie Woodhouse

Deputy Principals

**Mrs Deb Hamblin
Mrs Lesley Bryan
Mrs Cecilia Smith
Mrs Beth Hutchinson**

Manager Corporate Services

Ms Shelley Carter

Welcome to Butler Primary School

Butler Primary School is an Independent Public School, located in the suburb of Butler. Our community is generally characterised by young families looking to capitalise on the lifestyle opportunities the suburb offers, namely fantastic parks and facilities, proximity to the coast and new houses with reasonable affordability. Public housing is dispersed throughout the suburb consistent with State Government planning policy. Our school continues to be sought after as a “school of choice”, with a consistent number of out of catchment requests.

Butler Primary School caters for a diverse student population with a large number of migrants from the U.K, N.Z, African nations and Asia. It is recognised as a caring and supportive environment for students and staff. The school environment is very welcoming and relationships with parents are positive and mutually respectful.

Butler Primary School educators are strongly committed to making progress in both academic and non-academic student achievement. Literacy and Numeracy remain priority areas of focus. The school provides a range of specialist programs that enhance student potential and opportunities are provided for students to showcase their learning and achievement in the community. Health Education, including student mental health and wellbeing, is strength of our school.

Attendance & Punctuality

Bell Times	Sessions	Length
8:35	Administration	5 mins
8:40 – 9:30	Lesson 1	50 mins
9:30 – 10:20	Lesson 2	50 mins
10:20 – 10:40	Recess	(20 mins)
10:40 – 11:30	Lesson 3	50 mins
11:30 – 12:20	Lesson 4	50 Mins
12:20 – 1:00	Lunch	(40 mins)
1:00 – 1:50	Lesson 4	50 mins
1:50 – 2:40	Lesson 5	50 mins
2:40 – 2:45	Pack and Stack	5 mins

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

School Terms 2017 for Students

The dates for the 2017 school terms are as follows

Term 1: 1st February—7th April

Term 2: 24th April—30th June

Term 3: 17th July—22nd September

Term 4: 9th October—14th December

School Development Days 2017

30th January

31st January

7th March

21st August

9th October

Absences

Please provide a note to the classroom teacher if your child is absent from school. Alternatively, you may phone the school to leave a message for the teacher. Whilst it is not compulsory for a child to be enrolled in **Kindy**, once they are enrolled it is an expectation that they will attend school and a written note is required to explain any absence. Our system generates absence letters for any that have not been received by teachers, so please don't be offended if you receive one of these from the school. An SMS text message is sent to parents notifying them of unexplained absences each day.

School Ethos

We provide Butler students with a comprehensive and relevant education that effectively equips them with the skills to succeed in the modern, evolving world. Through our programs, we promote a love of learning and the desire to achieve one's full potential. The following ideals underpin our work.

- We provide a safe and inclusive environment for all students.
- We use diverse teaching strategies to engage, challenge and facilitate student centred learning in order to meet the needs of individual students.
- We have high academic expectations of our students, with a particular focus on achievement in Maths and Literacy.
- We encourage students to question, investigate and continually reflect upon their

learning.

- We enhance academic achievement and promote the development of the 'whole child' through the provision of Co-operative Learning, Values, Arts, Sport and ICT programs.
- We emphasise pastoral care and the social and emotional well being of each student through our proactive and positive approach to behaviour management.
- We build strong relationships with parents and the local community, in addition to collaborating with outside agencies and other educational specialists to provide the best education for our students.

The Learning Environment

At Butler Primary we believe that children learn best when they are in a safe, supportive and familiar environment. We emphasise pastoral care and the social and emotional well being of each student through our proactive and positive approach to behaviour management and values education. Values are a strong, integrated component of our curriculum at Butler Primary. We strive to create learning environments that are free of discrimination, abuse and exploitation.

Students have the advantage of receiving specialist instruction in Science, Visual Arts, Music and Physical Education. We are reflective and responsive practitioners, who select appropriate and diverse teaching strategies to engage, challenge and facilitate student-centred learning. We have high academic expectations, particularly in Numeracy and Literacy, and encourage students to question, investigate and continually reflect upon their learning.

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.

Reporting

Throughout the year parents of students will receive two formal reports on their child's progress. The Department of Education report will be issued in July and December. Parents will also receive results of the NAPLAN testing program in Years 3 & 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.

Bullying

Our School Our Future

At Butler Primary School, bullying is not tolerated. At our school we have anti-bullying programs and resources in place such as

- PATHS Program
- School-wide Values Programs
- A school chaplain
- Protective Behaviours

Bullying, or making others feel uncomfortable, is something that will continue to be targeted at Butler Primary. The school will run programs that emphasise the need to treat all people with respect, and we provide our students with strategies to deal with bullying and encourage them to make their teachers aware of the problem. Staff have had great success in eradicating bullying in the past and are committed to providing a safe and caring environment for your child. Surveys of children and parents indicate that bullying is not a problem within this school, but we must all work to ensure that we are providing our children with the correct values and behaviours.

Updating Personal Details

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

Student Services

In most cases, your child's classroom teacher will be able to help with day to day issues. If you believe your child needs the assistance of a nurse, chaplain, school psychologist or outside agency you should discuss this with the classroom teacher who will initiate any further action.

The Principal and Deputy Principals are available to meet with pupils or parents throughout the day. If parents make an appointment to talk to a member of the administrative team, it will ensure that they are available to talk and not involved in other projects. Children who require assistance may approach the office or any staff member at any time.

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 Please telephone 9562 4938.

Allergy Awareness

Butler PS has implemented an Allergy Aware Policy to ensure that students, staff and parents are familiar with some common serious allergies and how to manage an allergic reaction. While this policy 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.

Staff and parents/guardians need to be aware that it is not possible to achieve a completely allergen-free environment in an environment that is open to the general community.

Staff should not have a false sense of security that an allergen has been eliminated from the environment. Instead, Butler PS recognises the need to adopt a range of procedures and risk minimisation strategies to reduce the risk of a child having an anaphylactic reaction, including strategies to minimise the presence of the allergen in their immediate environment. Parents are welcome to obtain a copy of the school Anaphylaxis Policy on request or view the policy on the school website.

All staff at Butler Primary School have been trained to be allergy aware. They are skilled in the use of Auto-Adrenaline injectors (Epi-Pens)

Child Safety

Children are not permitted on any playground equipment in the school before the morning siren and at the end of the school day.

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

Children should only be at school 10-15 minutes before the 8.35 morning siren and, at the end of the day, they should leave the school grounds **immediately** following dismissal from class.

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.

School Security 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.

Please also note that the main driveway gate will be closed between 9.00am and 2.30pm for security purposes. Pedestrian access is available through the gate to the side of the main gate. This gate is closed but unlocked.

- 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.

A School Parking Policy is available to parents and will be sent home at the beginning of each year.

School Dress Code

School Uniforms

Butler Primary encourages the wearing of the school uniform which has been designed by parents. Our school uniform has been endorsed by the Butler 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. We do not support the wearing of sports shirts or jumpers, thongs or shoes with high heels, singlets and tops with slogans or offensive language. The wearing of make-up and jewellery is not permitted, except for a watch and small pair of studs or sleepers for pierced ears. There is a total ban on all denim for all government schools in WA.

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

Hats

The school supports a year round 'no hat – no play' policy. Children are required to wear a hat that provides shade to the face on all occasions when they are outside class. Children who do not have a hat will be directed to sit or play in a shaded area. Visors do not protect the top of the head and are not considered hats. **Students are expected to wear the navy wide brimmed or bucket fabric hat.**

Communication

Visiting the School

Butler Primary encourages parents to visit their school as often as they wish. To ensure the safety of all children in our changing society, we do need to make the following rules for all visitors, including parents.

- Parents arriving at the school to pick up a child early **must sign in at the office.**
- 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.

WasteWise Initiative

At Butler PS our students take part in the Wastewise Initiative. A whole-school approach is the key to lasting success as it involves all members of the school community working together to change waste management behaviour. Therefore, we have introduced some waste minimisation strategies, such as battery and paper recycling. Parents are requested, where possible/convenient, to provide recess and lunch food that uses less packaging (eg plastic reusable containers, reusable drink bottles, purchase snacks in bulk and place into containers) We realise this is not always convenient; however, any reduction in daily waste at our school will help the environment.

Newsletters

As a Wastewise school, Butler PS aims to reduce the use of paper in order to conserve our natural resources. Newsletters are emailed fortnightly and will also be available on the school website. Parents are encouraged to use this. A paper copy is also available from the front office. Items of a community based nature may be included in the newsletter if there is room and will need to be emailed to the school by **Monday lunchtime** prior to publication.

Assemblies

Assemblies will be held on most Thursday mornings between 8:35 and 9:20 and will rotate between Junior and Senior classes. A timetable for assemblies will be published in a newsletter at the start of each term.

Mobile Telephones

Mobiles are an unnecessary distraction to learning. All mobile telephones are to be handed into the classroom teacher immediately 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.

Parents and the School

Parent Voluntary Contributions

Parents of children at Butler Primary who choose to pay the voluntary contribution are allowing their school to purchase extra teaching and learning resources that are not covered by the government's annual grant to the school. These items may include extra Phys. Ed and play equipment, maths resources specific to certain needs and additional exciting and relevant reading and language materials.

The government has set a maximum limit of \$60 per primary school student, but your School Council believes that a contribution of **\$40 a child** is a fair contribution for what has been recognised across the West Coast Education District as a high quality education.

These contributions may be made at the School Office at any stage throughout the year, paid with the booklist or via direct deposit.

BSB 016 338

Account 110391487

Ref child's name and code VC

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

All monies collected will be directly distributed into Literacy and Numeracy areas and to provide additional assistance in classrooms.

The School Board has decided on the following Policy Proposal for school voluntary contributions for 2017:

- It is proposed that the schedule of contributions for children in Kindergarten, Pre-Primary and Years 1 to 6 will be as follows: \$40.00 per child.
- The contributions will replace Amenity Fees. The only contributions requested in 2017 are those outlined in the schedule of contributions listed below and the activities, which the schedule of contributions does not cover.
- The school will use the proposed contributions in 2017 to provide additional learning experiences, activities and resources for students. All contributions raised will be directed towards student learning through classroom and year level allocations and funding for extra materials used in educational programmes and activities in which students are involved.

- Activities, such as Puppet Theatres, fall under the category of Incursions.
- The proposed School Contributions for 2017 will not cover the following activities:
 - School incursions
 - School excursions
 - Interm swimming lessons
 - Year 6 Graduation
 - School Camp

The cost of these activities is considered as extra cost optional components of educational programmes. The programmes are not compulsory and it is optional for children to attend these activities. Student involvement in incursions and excursions varies from class to class and from year level to year level and is dependent on the value of the activities and the costs of these activities will be as follows for 2017:

- A maximum of 4 incursions at a total cost of \$40.00 per year.
- A maximum of 2 excursions per term per class at a total cost of \$50.00 per year.
- Participation in Interm Swimming Lessons at a maximum cost of \$75.00
- Participation in Graduation Activities for Year 6 students only, at a maximum cost of \$40.00.

Upper Limits of contributions for additional optional activities, which some students may become involved in, are as follows:

- **Instrumental Music** – Years 6 students only. The upper limit cost for a student selected to participate in the programme is \$125.00, which includes hire of an instrument and student resources.
- **Primary Extension and Challenge (PEAC)** – Years 5 to 6 students. The upper limit for a student to participate in a PEAC program is \$85.00 excluding camps, excursions and year long courses.
- **Junior and Senior Choir** – The upper limit for students to participate in the activity is \$20.00, which covers bus fares and choir nomination fees.

Additional charges with upper limits are listed below.

- **Book Club – Kindergarten to 6.** Book Club offers are usually sent home twice per term.
- **Book Week – Kindergarten to Year 6.** Parents have the opportunity during Book Week to purchase a book for their child if they wish. Books range in price from \$8.00 to \$30.00.
- **School Photographs – Kindergarten to Year 6.** Photographic Packs are available for parents who have the option to purchase. Packs have an upper limit of \$45.00.
- **Free Dress Day – Kindergarten to Year 6.** These are held once a term and the gold coin donations are donated to charity or to fund raise for special school events.
- **Interschool Competitions** – Travel and bus costs are all inclusive. \$40 per student.
- **Cooking and Incidental Activities (K-6)** \$20
- **School Camp Year 6** - \$500 per student.

The above numbers of activities and costs have been based on past activities conducted by the school. Possible rises in costs such as transport fees and entrance charges have also been considered. If costs are less than the projected amount, the total cost of the activities will be reduced accordingly. **As in previous years, payments by parents for all incursions/excursions will be collected prior to the event.**

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.

P&C meetings are held in the

school staffroom at 6.30pm weeks 3 & 7 each term in the staffroom.

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. The Board meets once or twice a term.

School Canteen

The canteen focuses on providing healthy foods. If you are able to help please contact the school, on 9562 1804. Volunteer helpers are the critical ingredient in a successful canteen.

Lunch orders can be placed online at **www.canteen4schools.com**

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:016338 Account: 110391487. Please reference your child's name (eg John Smith Swimming) and a description of the with the payment.

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 3pm and 6pm. There is a fee involved and it is paid to the YMCA not the school.

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.

The YMCA can be reached on 9227 4111 or 0403 347 952.



We want Butler Primary to be a place where both you and your child feel comfortable.

If you have any concerns at all please see us straight away so that we can resolve these before they develop into major issues. This is particularly important with matters of academic progress, your child's happiness at school and bullying, so please make early contact with your classroom teacher or the Principal.