



Burrendah
Primary
Independent Public School

Parent Teacher Meeting 2023

Please see 2023 Parent Information Booklet under the Community tab on the school website for detailed information.

School Business Plan

The 2022 – 2024 School Business Plan was finished at the end of 2022 and will be available via the school web site in the next few weeks.

Important information included in the Business Plan include:

- Our Vision: Engaging and inspiring students to thrive as active global citizens
- Focus areas and beliefs – Engage, Endeavour and Excel
- Strategies and milestones for focus areas over the next three years
- Input from School Board, P & C and staff

Reporting to Parents

- All curriculum areas will be covered across the year. Note in some cases different outcomes for certain learning areas will be covered in different semesters. For example, depending on the year level, Digital Technologies and Design and Technologies will be reported in different semesters.
- Semester 1 & 2 reports will available on Connect at the end of Week 9 in Term 2 and at the end of Week 9 in Term 4 for Pre-Primary to Year 6 students.
- Kindergarten reports in Semester 1 are hard copy with Semester 2 being available on Connect.
- Parent Interviews are also held in Week 10 Term 2. The school has an early close of 12 noon on Wednesday 28th June, 2023.

Curriculum

- Year level term planners can be found in Connect.
- Our school web site has a summary of all learning areas taught across the school.
- For more detailed information on year level scope and sequence documents, please refer to our school web page – Curriculum – Western Australian Curriculum Summary and Useful Links – School Curriculum and Standards Authority.

Online Programs – Reading Eggs and Mathletics

- When charges are paid you will have access to these programs.

Talking with My School About Enquires or Concerns

1. Discuss your enquiry or concern with the class teacher.
2. Depending on the circumstances you may make an appointment to speak to the school principal.
3. If your enquiry/concern is unresolved you may contact South Metro Educational Office.
4. The next level for consideration would be to write to the Director General of the Department of Education.
5. Final recourse for unresolved enquiry/concern is an independent review by the State Ombudsman.

For contact details, please refer to our school web site – Policies – Communication – Talking with My school.

School Development Days

Term 1 – Monday 30th & Tuesday 31st January

Term 2 – Monday 24th April (NB ANZAC Day – Public Holiday - Tuesday 25th April)

Term 3 – Monday 17th July

Term 4 - Monday 9th October & Friday 15th December

Students do not attend on these days. Staff attend professional learning. Camp Australia is available all day on these days.

Split Year Level Classes

Please be aware that in WA public schools split class are quite common. Rest assured that even though some classrooms may have two year levels operating at the same time your child will be taught their year level curriculum according to their individual needs. For more information, please view our Class Placement Policy under the Plans & Policies tab on our webpage.

School Timetable & Siren Times

- Students who arrive before 8:15am must be in an organised program eg music.
- Before and After school care is available through Camp Australia.
- From 8:15 till 8:30am students are to wait in the undercover area. They will be dismissed when a handbell rings at 8:30am.
- Parents are able to wait outside the classroom with their child.
- Only Kindergarten students can use their playground prior to the school day with parent supervision.

TIME	SESSION
8:45am – 9:40am	Session One
9:40am-10:35am	Session Two
10:35 – 10:55am	RECESS
10:55 – 11:50am	Session Three
11:50 – 12:45pm	Session Four
12:45 – 1:30pm	LUNCH
1:30 – 2:25pm	Session Five
2:25 – 3:00pm	HOME ROOM

Sun Safe

- Burrendah PS is Sun Smart school .
- The school has **NO HAT NO PLAY IN THE SUN** policy.
- All students are asked to wear a school uniform.
- Please name all hats and clothing.
- All students without hats will be sent to a shaded area during break times.
- Sun safe reversible bucket hats, not caps, are the endorsed school hat.

Students ill at School

- If your child is ill – *they should not be at school.*
- If your child has had a fever, vomiting or diarrhoea in the previous 24 hours please do not send them to school.
- If your child does not attend school please phone Reception or email the class teacher via Connect.

Lice

- Students will be requested to go home if live lice or eggs are detected in your child's hair. They can return to school once the lice have been treated.

Medication

- Staff can administer medication if required only when paperwork has been completed by the parent/guardian. For short term medication requirements, parents/guardians are requested to complete the 'short term authorisation' form available from the classroom teacher.
- For 'medic alert' students completed medical action plans are to be completed in consultation with the parents and the Deputy Principal.
- If your child has any form of asthma please inform the office and provide the necessary puffers. Do not leave asthma medication in school bags for children to administer independently without teacher supervision.

Parent Helpers - Confidential Declaration

- Parents who assist in classrooms or on excursions etc., will be required to complete a declaration form of confidentiality. This process is a legal requirement to help safeguard students.

In-School Activities and Excursions

- Throughout the year, in-school activities and excursions may be arranged to support the long term goals of the school and classroom learning programs.
- Please return all notes and monies within the time frame requested.
- Please speak to the Manager Corporate Services (MCS) if you are having financial difficulties and a plan for payment can be drawn up.
- The wearing of full school uniform is considered essential for students representing the school and going on school outings.

School Communication

- Connect is a learning, support and communications platform developed by the Department of Education WA for staff, students and parents in public schools. **We use Connect as our main communication tool with parents.**
- The school's website (<http://www.burrendahps.wa.edu.au/>) provides value information about the daily operation of the school, plans and policies, curriculum, enrolments and community and classroom events. Please note that the school calendar has links to additional information, such as school excursion notes.
- An online newsletter will be emailed to parents usually each fortnight per term. See the term calendar for dates.
- SMS messages or Connect will also be used to send an alert to parents of urgent matters or coming events.
- Emails to specific groups within the school community are also used to communicate with parents.
- Mobile phone numbers, work contact numbers and email addresses must be kept up to date so we can communicate effectively and also make contact in an emergency.

Online Learning

- Connect is a very important platform to deliver online learning. With this in mind we need to ensure students from Kindergarten - 6 have access to this platform.
- All student will be given logon cards to support them to access Connect and online packages as required.
- The Department of Education Learning Hub will also support online learning from K – Year 6.

Homework Policy

- Our homework policy and guidelines are available on our school website.

Birthday Cakes

- If you wish to send a birthday cake to celebrate your child's birthday please ensure it is kept simple with no nuts and minimal icing. Individual cakes or muffins are best.
- Burrendah Primary School has a Healthy Food Policy which excludes lollies, potato chips and chocolates. Lolly bags cannot be distributed by class teachers.

Assemblies/Open Classrooms

- This year we intend on holding Community and Faction Assemblies throughout the term.
- Usually a Community Assembly will include the presentation of a class item. Pre-primary to Year 6 will attend this assembly.
- Faction Assemblies are mainly for students and are run by the student leaders. Parents/guardians are welcome to attend.
- In addition to Community and Faction Assemblies, we will also hold special assemblies for events such as Harmony Day, ANZAC Day and NAIDOC.
- In 2023, we intend on continuing Open Classrooms which were very popular in 2022. These usually take place on a Friday morning for approximately 30 minutes and provide parents/guardians an opportunity to share their child's learning journey. See the calendar for the schedule.

Parent Class Representatives

- The school would like every class to have a parent representative to be the contact person if the class teacher or school administration needs a volunteer for excursions or special events. Please speak to me today if you are willing to be our class representative.
- Please refer to the Roles & Responsibilities of Parent Class Representatives on the school website under the Community tab for more information.