

BUNBURY BAPTIST COLLEGE, Dalyellup

PRIMARY SCHOOL INFORMATION BOOKLET

2020

PRIMARY SCHOOL INFORMATION

Welcome to Bunbury Baptist College, a co-educational independent school facility opening in 2019. The College endeavours to provide quality academic programs within a Christian ethos, for children in Kindergarten to Year 7 with the intention of continuing through to Year 12 by 2024.

Once Primary students complete Year 6, they progress to the Secondary School, situated on the same site. The Secondary School will cater for Years 7 to 12.

The College is associated with the Baptist Family Churches of Western Australia, a community of over 100 churches and we will be the 14th Baptist school opened.

The College offers:

- A safe, caring, positive and respectful environment;
- High quality professional teaching staff that have a deep commitment to excellence in education and the Christian faith;
- Innovative academic and pastoral care programs;
- A firm, fair and supportive behaviour management system;
- Neat, practical and attractive school uniforms;
- Regular and clear communication about school procedures, policies, events and academic results;
- Opportunities for parents to be involved in the life of the school;
- A professional and experienced school board, dedicated to the establishment and growth of schools with a strong Christian ethos and excellence in education.

AIM

The aim of the College is to foster a spirit of:

- *Care*
- *Co-operation*
- *Commitment to learning and*
- *Service*

Students will be encouraged to develop:

- *A passion for learning;*
- *Initiative, self-esteem and personal discipline;*
- *Positive community participation;*
- *Hearts for service and social responsibility;*
- *An awareness of God.*

Within this framework we seek to be a community which ensures students have the best opportunities to achieve their full academic, emotional, physical and social potential.



The College Motto:

Faith Justice Integrity

*“He has told you, O man, what is good;
and what does the Lord require of you
but to do justice, and to love kindness,
and to walk humbly with your God?”
Micah 6:8*

THE CHRISTIAN ENVIRONMENT

The College is staffed by committed Christians and is founded on Christian principles. Students participate in a Christian Education lesson each week as well as daily class devotions. Bunbury Baptist College has an open enrolment policy.

PASTORAL CARE

A strong Pastoral Care programme operates throughout the College to foster the nurturing and care of students. A school chaplain is employed at the school and is utilised to speak with students and parents if required. Parents are welcome to contact our Chaplain via the College Office.

COLLEGE ADMINISTRATION

The Office opens in Term 1, two weeks prior to the children commencing. The Principal and Office Staff are in attendance during normal College hours for payment of fees, new enrolments and general enquiries.

THE HOUSE SYSTEM

| | |
|---------|--------|
| CARROL | Red |
| MURRAY | Blue |
| WOODS | Green |
| SADLIER | Purple |

House competition is encouraged for a variety of activities throughout the College.

House Competition promotes sportsmanship, enjoyment, team spirit, co-operation and endeavour.

CURRICULUM

The Curriculum followed by Bunbury Baptist College Primary School is based on **The Western Australian K – 10 Syllabus** and covers the following Learning Areas:

- **The Arts**
- **English**
- **Geography**
- **Health and Physical Education**
- **History**
- **Languages**
- **Mathematics**
- **Society and Environment**
- **Science**
- **Technology and Enterprise**
- **ACE (Applied Christian Education)**

Learning in the Primary School is often integrated within these Learning Areas.

PRIMARY SCHOOL

Junior Primary K-3

The Junior Primary component of the Primary School is committed to the development of the whole child (physical, academic, emotional and social) and we will provide a variety of programs which focus on the individual needs of each young learner.

The Early Years Learning Framework is implemented from Kindergarten to Year 2.

Upper Primary 4-6

The Year 4-6 programme aims to provide a caring, secure and stimulating learning environment, to develop self-confidence in each student, with tolerance of and concern for others.

The program will be a balanced curriculum, which aims to challenge each child according to his or her ability.

ASSESSMENT AND COMMUNICATION

- Close communication between school and home will be an important feature of Bunbury Baptist College;
- School issued Student Diaries will be used to communicate behaviour, learning celebrations and other important information. The diaries are to be viewed daily and signed by parents;
- School Newsletters will be issued twice a term;
- Learning will be assessed in various ways, from teacher observation to formal testing;
- Assessing of student's progress is continuous. Standardised testing is carried out throughout the year to supplement the teacher's judgement of the student's progress;
- Portfolios, Skills files and workbooks will be used to reflect student progress;
- An informal report will be provided at the end of Term 1 and a formal report at the end of Terms 2 and 4;
- Formal and informal parent Interviews will be held regularly throughout the year at the request of either parent or teacher; and
- Open Days and Assemblies will be special times for parents to enjoy.



STUDENT DAILY REQUIREMENTS

- A healthy packed lunch, including a piece of fruit or snack for recess. Bunbury Baptist College endeavours to be an Allergy Aware school therefore please refrain from packing foods containing nuts or peanut oil;
- A water bottle (clearly labelled);
- A College Hat (clearly labelled);
- A College bag (Clearly labelled); and
- Sunscreen – please apply sunscreen to your child prior to arriving at school.

BOOKLIST

Parents are requested to provide all items on the booklist.

Please ensure all items are clearly labelled with your child's name.

It would be appreciated if parents would cover all books for the beginning of the school year.

Children need a College Library Bag to protect school library books as they are transported.

HOURS OF INSTRUCTION

| | |
|--------------------------------|---------------------|
| School Commences: | 8:30 am |
| Primary School Morning Recess: | 10:55 am - 11:15 am |
| Primary School Lunch: | 12:45 pm - 1:15 pm |
| School Concludes: | 3:00 pm |

While teachers are not required to be on the College premises before 8:00am, many do arrive early in order to prepare and plan. We request that children not arrive at school prior to 8:00am.

As school concludes at 3:00pm children should be collected promptly. On occasions when parents are unable to collect children promptly after school, we ask that the Office be informed so that reassurance can be given to children to alleviate any possible distress.

PARENT PARTICIPATION PROGRAMME

Families are asked to donate ten (10) hours of their time, per year, to such activities as library book covering, sporting carnivals and classroom assistance, etc. Register your availability with the class teacher or the administration office.

CONDITIONS OF ENROLMENT

Admission to the College is dependent upon:

- A satisfactory behaviour report from the student's previous school (if any).
- Evidence of academic and social readiness for the year level for which enrolment is sought.
- Completion and submission of all enrolment documentation, including provision of and Immunisation History Statement.
- Students entering the Primary School must be fully immunized or 'up to date' with an approved catch up schedule.



Conditions of enrolment are:

- The prompt payment of fees;
- A commitment by parents and the student to College behaviour, uniform standards and discipline policies;
- Respect for and full participation in the Christian program of the College; and

Terminating Your Child's Enrolment at BBC:

You are required to give the College one term's notice in writing.

FEES

Bunbury Baptist College is a non-profit organisation which exists to provide a Christian, low fee, independent education. Fees are reviewed each year and set as an annual fee after establishing the year's total anticipated operating income and costs.

Primary School fees include excursions, incursions and swimming costs; however, school camps will be an additional cost which will be included in your family invoice.

Fees are vital to the College's operation and it is important that these be paid promptly in the school year so that the College can function on a reliable budget. All children benefit from the purchases made with these funds.

IMMUNISATION REQUIREMENTS

In the interest of children's health and continued wellbeing at school, please ensure that your child has had the mandatory immunisation requirements.

SICKNESS AND ACCIDENT

Should a child become ill or be involved in an accident, parents will be contacted immediately. Please ensure that the College has as a current emergency number. If your child is suffering from an illness, please keep them at home.

UNIFORM POLICY

Bunbury Baptist College has established a uniform code which states that all students who attend the College will be required to wear the College uniform. This contributes to:

- ◆ The fostering and enhancement of the public image of the College;
- ◆ Improving morale, team spirit and pride in the College;
- ◆ Ensuring that students are safely dressed for College activities;
- ◆ Encouraging equity among students, reducing rivalry; and
- ◆ Identifying non-College children on-campus.

All children are required to wear the College uniform in a manner which is a credit to the student and the College.

The wearing of nail polish and makeup is prohibited at Bunbury Baptist College.

All items of the College uniform are available through the College, with the exception of footwear.

SCHOOL BACKPACKS

The Navy College Backpack is compulsory. Backpacks must be kept in good condition and not covered in graffiti. Unsatisfactory backpacks will need to be replaced.

HATS

The broad brim hat is a compulsory part of the uniform for all Primary students all year round. In accordance with our College policy which recognises our duty of care to all children who attend this school, the 'no hat, no play' policy will apply all year. This hat policy also applies to all sporting activities. Children without hats will be required to remain in the shaded, undercover areas of the school.

HAIR STANDARDS

While in College uniform, student hair must appear tidy and well cared for. All hair must be kept short or tied up and out of students' eyes. Hair accessories must be in blue, white or black. No decorative type clips are permitted. There can be no extremes of hair colour. Tints that are a natural colour only may be used. Haircuts must not be shorter than a No.3. Students with inappropriate haircuts, styles or colours may be removed from class and asked to be picked up by parents and cannot return to the College until it has been rectified.

PRIMARY SCHOOL UNIFORM REQUIREMENTS

K to Year 6 Uniform (All year)

The following are to be purchased from the Uniform Store for both Girls and Boys and to be worn throughout the year:

- Sport Polo Shirt;
- Sport Shorts;
- Track Suit (top and bottom);
- Broad Brim Hat;
- White Ankle Socks; and
- Sport Shoes (combination of blue, white and black).

STUDENT MANAGEMENT POLICY

The Charter of Good Will is the central focus of discipline and self-discipline for each student of the College.

Every student and teacher has a right to:

- Learn or teach free from disruption;
- Be treated courteously;
- Be free from any form of discrimination including verbal or physical abuse; and
- Work in a clean, safe and healthy environment.

There are many ways in which students are encouraged in normal College life to be well disciplined. These include:

- Teachers showing genuine interest in each student in their care;
- Praise and encouragement;
- Awards e.g., Certificates, Prizes and Trophies; and
- Acknowledgment to peers in class, at assemblies.

The end result is that students are being trained to be self-disciplined. They are taking responsibility for their own actions in a caring community.

However, if a student is disruptive in a class they need to realise that not only are they disadvantaging themselves but they are disadvantaging everyone else in the class. Every student has the right to the best possible education they can obtain at Bunbury Baptist College.

The system of behaviour management is in three parts at Bunbury Baptist College, one for inside the classroom, another for outside the classroom and the third is an infringement system.

IN CLASS BEHAVIOUR

Any seen or perceived disruptive behaviour is dealt with using a procedure known as "Canter". That is, without a fuss or unnecessary verbal exchange, the teacher writes the name of the disruptive student onto the whiteboard. This is the student's first warning. Further disruption by the same student will result in a tick placed next to their name. This is the second warning. Following further disruption from the same student, there is no need to tick their name again, they are simply sent to the Office.

When a student is sent out, the student is sent to the College office.

A student sent out of any class 8 times in a year is withdrawn by his/her parents or the Principal will permanently exclude them from attending Bunbury Baptist College.

The system in summary:

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|----------------------------|--|
| 1st time | Verbal warning by Principal. |
| 2nd time | Formal letter sent home to parents indicating that the student has been sent out of class on two occasions. An interview is requested. |
| 3rd time | Formal letter sent home to parents indicating that the student has been sent out of class on three occasions. An interview is requested. |
| 4th time | In-school suspension - separate recess / lunch breaks - no contact with students. Parents are notified as soon as possible. An interview is requested. Additionally, the student may be sent to the School Chaplain for a friendly counselling visit. |
| 5th time | In-school suspension - separate recess / lunch breaks - no contact with students. Parents are notified as soon as possible. An interview is requested. |
| 6th time | Out-of-school suspension - total suspension from the College. Parents are notified as soon as possible and asked to collect their child at their earliest convenience. An interview is requested. |
| 7th time | Out of school suspension - total suspension from College. Parents are notified as soon as possible and asked to collect their child at their earliest convenience. An interview is requested. |
| 8th time | Withdrawal or permanent exclusion from College. |



Automatic Send-Outs

INSIDE CLASS

A student may be sent out of class without warning for:

Breach of Safety

- Throwing an object in class;
- Knocking a student off a chair; or
- Not following safety guidelines in practical lessons.

Physical Abuse

- Punching / hitting another student; or
- Punching / hitting a teacher.

Verbal Abuse

- Swearing at another student; or
- Swearing at a teacher.

Misuse of Computers or Other Equipment

- Changing settings of classroom or library computers;
- Accessing or attempting to access inappropriate material via the Internet;
- Attempting to access restricted areas on the College computer network; or
- Intentional misuse of equipment provided in a lesson.

The examples given in each section are not comprehensive but are provided as a guide.

OUTSIDE CLASS

The offending student is sent to the College office.

They remain at the College office to wait for the Principal to see them.

There are only 5 Major Outside Send outs.

Minor Send outs are labelled A to E. There are 25 Minor Send outs. After every 5 of these, they become a Major Send out.

Major Send outs are labelled 1 to 5.

Light offence

Dealt with by the teacher. Minor Send out A to E.

Moderate offence

Student sent to the College office for recording of name and to see the Principal. These could be Minor or Major Send outs.

Severe offence

Sent immediately to the College office to see the Principal. These are Major Send outs.



When a student has been sent to the College office and their name recorded on four occasions for moderate offences, then on the 5th they are suspended for a day.

On the third suspension from the College, the student will be sent to the School Chaplain for a friendly counselling visit.

If a student repeats this suspension procedure five times in one year they will be withdrawn or permanently excluded from the College.

If a student is sent to the College office for five severe offences in one year they will be withdrawn or permanently excluded from the College.

A student could be excluded on the first serious offence in relation to physical abuse (bringing a weapon to school), substance abuse (drugs) and sexual abuse.

Infringement System

Students are permitted to record a total of 24 infringements during one year.

At the 25th infringement the students will be withdrawn from the College.

At **5th** infringement – Letter sent home.

At **10th** infringement – Parents asked to attend an interview.

At **15th** infringement – Student is suspended, parents come for an interview.

At **20th** infringement – Student is suspended, parents come for an interview.

At **25th** infringement - Student is withdrawn from the College.

Infringements are issued for:

- Incorrect uniform;
- Homework not done three times;
- Chewing gum;
- Writing/passing notes in class;
- Late to College or class twice in a week;
- Not bringing appropriate equipment for class lessons 3 times; or
- Hair untied.

The infringement examples are provided as a guide.