Primary Parent Handbook
2015
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Section 1: General Information

Our mission
The Lake Joondalup Baptist College Primary School is a community which seeks to ensure children have the best opportunities to achieve their academic, artistic, cultural, emotional, physical, social and spiritual potential, through the provision of a caring and educationally stimulating environment, within a Christian framework.

College Motto
Our motto, Seek Wisdom, Act Justly, Love Mercy encapsulates our desire to provide a high standard of education and encourage a strong social conscience within a Christian framework.

Our Christian environment
The Primary School is an integral part of Lake Joondalup Baptist College, which is a ministry of the Lake Joondalup Baptist Church.

The School is staffed by committed Christians and is founded on Christian principles which underpin the framework of all programs.

Students entering the College (at Primary or Secondary level) are not required to have a commitment to the Christian faith. However, all students must participate fully in the College’s Christian Education program.

Primary students will engage in a Christian Education lesson each week. These emphasise basic Christian truths and their application to daily life. Each morning, a brief class devotion begins the day, including a Bible reading and prayer. Worship Assemblies are held regularly.

In addition, a strong Pastoral Care program operates throughout the school. The Primary School Chaplain is available to students, parents/guardians and staff.

The Primary School Chaplain conducts an optional Christian oriented group that is open to Primary students.

2015 staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs Emma Anderson</td>
<td>Year 4.1 Teacher</td>
<td><a href="mailto:Emma.Anderson@ljbc.wa.edu.au">Emma.Anderson@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Andrea Battersby</td>
<td>Year 3.1 Teacher</td>
<td><a href="mailto:Andrea.Battersby@ljbc.wa.edu.au">Andrea.Battersby@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Charis Bettinaglio</td>
<td>Year 5.2 Teacher</td>
<td><a href="mailto:Charis.Bettinaglio@ljbc.wa.edu.au">Charis.Bettinaglio@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Miss Heather Bishop</td>
<td>Year 4.3 Teacher</td>
<td><a href="mailto:Heather.Bishop@ljbc.wa.edu.au">Heather.Bishop@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Jacinta Bonner</td>
<td>Music Teacher</td>
<td><a href="mailto:Jacinta.Boner@ljbc.wa.edu.au">Jacinta.Boner@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Julie Campbell</td>
<td>Education Assistant PP2</td>
<td><a href="mailto:Julie.Campbell@ljbc.wa.edu.au">Julie.Campbell@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Karen Carstens</td>
<td>Library Assistant</td>
<td><a href="mailto:Karen.Carstens@ljbc.wa.edu.au">Karen.Carstens@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mr Jeremy Chappell</td>
<td>Head of Primary Students</td>
<td><a href="mailto:Jeremy.Chappell@ljbc.wa.edu.au">Jeremy.Chappell@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mr Stuart Cooke</td>
<td>Year 5.1 Teacher</td>
<td><a href="mailto:Stuart.Cooke@ljbc.wa.edu.au">Stuart.Cooke@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Alison de Jong</td>
<td>Literacy Enhancement Teacher</td>
<td><a href="mailto:Alison.deJong@ljbc.wa.edu.au">Alison.deJong@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Naomi Fitzgerald</td>
<td>Numeracy Enhancement Teacher</td>
<td><a href="mailto:Naomi.Fitzgerald@ljbc.wa.edu.au">Naomi.Fitzgerald@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Ms Adrianne Forte</td>
<td>Education Assistant K2</td>
<td><a href="mailto:Adrianne.Forte@ljbc.wa.edu.au">Adrianne.Forte@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Shelley Forbes</td>
<td>Head of Primary Curriculum</td>
<td><a href="mailto:Shelley.Forbes@ljbc.wa.edu.au">Shelley.Forbes@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Elaine Fredericks</td>
<td>Primary Executive Assistant</td>
<td><a href="mailto:Elaine.Fredericks@ljbc.wa.edu.au">Elaine.Fredericks@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Ms Loren Fricker</td>
<td>Health and Physical Education Teacher</td>
<td><a href="mailto:Loren.Fricker@ljbc.wa.edu.au">Loren.Fricker@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mr Nathan Fricker</td>
<td>Education Assistant Year 4.2</td>
<td><a href="mailto:Nathan.Fricker@ljbc.wa.edu.au">Nathan.Fricker@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Ms Bonnie Gaff</td>
<td>Education Assistant PP2</td>
<td><a href="mailto:Bonnie.Gaff@ljbc.wa.edu.au">Bonnie.Gaff@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mr Michael Gaudin</td>
<td>Year 6.3 Teacher</td>
<td><a href="mailto:Michael.Gaudin@ljbc.wa.edu.au">Michael.Gaudin@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Bridgitte Gloster</td>
<td>Primary Administration Officer</td>
<td><a href="mailto:Bridgitte.Gloster@ljbc.wa.edu.au">Bridgitte.Gloster@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Annette Godfrey</td>
<td>Literacy Enhancement Teacher</td>
<td><a href="mailto:Annette.Godfrey@ljbc.wa.edu.au">Annette.Godfrey@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mr Paul Godfrey</td>
<td>Year 6.2 Teacher</td>
<td><a href="mailto:Paul.Godfrey@ljbc.wa.edu.au">Paul.Godfrey@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Tanya Godwich</td>
<td>Year 6.1 Teacher</td>
<td><a href="mailto:Tanya.Godwich@ljbc.wa.edu.au">Tanya.Godwich@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Ms Peta Hart</td>
<td>Education Assistant Year 6</td>
<td><a href="mailto:Peta.Hart@ljbc.wa.edu.au">Peta.Hart@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Tess Hassell</td>
<td>Art Teacher</td>
<td><a href="mailto:Tess.Hassell@ljbc.wa.edu.au">Tess.Hassell@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Carmen Hawkey</td>
<td>Teacher Librarian</td>
<td><a href="mailto:Carmen.Hawkey@ljbc.wa.edu.au">Carmen.Hawkey@ljbc.wa.edu.au</a></td>
</tr>
</tbody>
</table>
### School facilities

Fifteen classrooms, a Kindergarten, two Pre Primary centres, three shared learning spaces (Art and Music), a library, computer facilities, and an administration centre form the basis of the school buildings. The classrooms are well equipped and have reverse cycle air-conditioning. Interactive whiteboards, short throw projectors, LED touch display monitors and data projectors assist with eLearning and teaching.

The Primary Library provides an excellent facility for both staff and students. The stock of books and other equipment continues to be developed as funding permits. A grassed oval, basketball courts, and a playground provide recreation areas for the children. Children riding to and from school are able to leave their bikes at the western end of the Upper Primary Building. In 2015 the students in Year 4 will occupy the newly built Year 4 building, and by mid-year, the new Sport Centre will be open.

The school also takes advantage of the proximity of the facilities at HBF Arena: swimming pool, ovals, basketball and tennis courts.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms Jodi Hicks</td>
<td>Year 2.2 Teacher</td>
<td><a href="mailto:Jodi.Hicks@ljbc.wa.edu.au">Jodi.Hicks@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Shanti Hildebrandt</td>
<td>Education Assistant 1.2</td>
<td><a href="mailto:Shanti.Hildebrandt@ljbc.wa.edu.au">Shanti.Hildebrandt@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Amanda Hoffensetz</td>
<td>Kindergarten Teacher K1</td>
<td><a href="mailto:Amanda.Hoffensetz@ljbc.wa.edu.au">Amanda.Hoffensetz@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mr David Hummerston</td>
<td>Year 5.3 Teacher</td>
<td><a href="mailto:David.Hummerston@ljbc.wa.edu.au">David.Hummerston@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Ms Bianca Jayawardene</td>
<td>Primary Chaplain</td>
<td><a href="mailto:Bianca.Jayawardene@ljbc.wa.edu.au">Bianca.Jayawardene@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Ms Natalie Karon</td>
<td>Pre Primary Teacher PP2</td>
<td><a href="mailto:Natalie.Karon@ljbc.wa.edu.au">Natalie.Karon@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Michelle Kruger</td>
<td>Year 3.2 Teacher</td>
<td><a href="mailto:Michelle.Kruger@ljbc.wa.edu.au">Michelle.Kruger@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Wendy McCracken</td>
<td>Art Teacher</td>
<td><a href="mailto:Wendy.Mccracken@ljbc.wa.edu.au">Wendy.Mccracken@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Nicole Meiring</td>
<td>Primary Reception</td>
<td><a href="mailto:Nicole.Meiring@ljbc.wa.edu.au">Nicole.Meiring@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Ms Ingrid Murray</td>
<td>Art Education Assistant</td>
<td><a href="mailto:Ingrid.Murray@ljbc.wa.edu.au">Ingrid.Murray@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Ms Tarryn Needham</td>
<td>Pre Primary Teacher PP1</td>
<td><a href="mailto:Tarryn.Needham@ljbc.wa.edu.au">Tarryn.Needham@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Natalie Pearce</td>
<td>Languages Teacher – Japanese</td>
<td><a href="mailto:Natalie.Pearce@ljbc.wa.edu.au">Natalie.Pearce@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Cheri Pestell</td>
<td>ELC teacher</td>
<td><a href="mailto:Cheri.Pestell@ljbc.wa.edu.au">Cheri.Pestell@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Lisa Rogers</td>
<td>Year 2.1 Teacher</td>
<td><a href="mailto:Lisa.Rogers@ljbc.wa.edu.au">Lisa.Rogers@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Christina Roodt</td>
<td>Year 1.1 Teacher</td>
<td><a href="mailto:Christina.Roodt@ljbc.wa.edu.au">Christina.Roodt@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Sarah Romeo</td>
<td>Education Assistant</td>
<td><a href="mailto:Sarah.Romeo@ljbc.wa.edu.au">Sarah.Romeo@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Ms Penny Rose</td>
<td>Kindergarten Teacher K2</td>
<td><a href="mailto:Penny.Rose@ljbc.wa.edu.au">Penny.Rose@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Angelina Ryan</td>
<td>Education Assistant 1.1</td>
<td><a href="mailto:Angelina.Ryan@ljbc.wa.edu.au">Angelina.Ryan@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Hayley Ryan</td>
<td>Year 1.2 Teacher</td>
<td><a href="mailto:Hayley.Ryan@ljbc.wa.edu.au">Hayley.Ryan@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Ms Diane Ryke</td>
<td>Education Assistant Kindy</td>
<td><a href="mailto:Diane.Ryke@ljbc.wa.edu.au">Diane.Ryke@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Ms Kendal Ryke</td>
<td>Education Assistant</td>
<td><a href="mailto:Kendal.Ryke@ljbc.wa.edu.au">Kendal.Ryke@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Elsbeth Sampson</td>
<td>Library Assistant</td>
<td><a href="mailto:Elsbeth.Sampson@ljbc.wa.edu.au">Elsbeth.Sampson@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Sylvi-Sue Schokker</td>
<td>Education Assistant 4.2</td>
<td><a href="mailto:Sylvi.Schokker@ljbc.wa.edu.au">Sylvi.Schokker@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Gillian Smith</td>
<td>Year 3.1 Teacher</td>
<td><a href="mailto:Gillian.Smith@ljbc.wa.edu.au">Gillian.Smith@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mr Paul Sonneman-Smith</td>
<td>Dean of Primary</td>
<td><a href="mailto:Paul.Sonneman-Smith@ljbc.wa.edu.au">Paul.Sonneman-Smith@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Deb Stacey</td>
<td>Education Assistant PP1</td>
<td><a href="mailto:Deborah.Stacey@ljbc.wa.edu.au">Deborah.Stacey@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Charis Stevens</td>
<td>Primary Administration Officer</td>
<td><a href="mailto:Charis.Stevens@ljbc.wa.edu.au">Charis.Stevens@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Lorraine Thompson</td>
<td>Education Assistant Year 2</td>
<td><a href="mailto:Lorraine.Thompson@ljbc.wa.edu.au">Lorraine.Thompson@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mr Michael Thompson</td>
<td>Year 4.2 Teacher</td>
<td><a href="mailto:Michael.Thompson@ljbc.wa.edu.au">Michael.Thompson@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Naomi Thomson</td>
<td>Education Assistant Year 1.2</td>
<td><a href="mailto:Naomi.Thomson@ljbc.wa.edu.au">Naomi.Thomson@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Amber Thornhill</td>
<td>Learning Enhancement Teacher</td>
<td><a href="mailto:Amber.Thornhill@ljbc.wa.edu.au">Amber.Thornhill@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Kaoru Tullock</td>
<td>Languages Teacher – Japanese</td>
<td><a href="mailto:Kaoru.Tullock@ljbc.wa.edu.au">Kaoru.Tullock@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Belinda van der Walt</td>
<td>Education Assistant Year 5</td>
<td><a href="mailto:Belinda.vanderWalt@ljbc.wa.edu.au">Belinda.vanderWalt@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Claire Vermeulen</td>
<td>Education Assistant Year 6</td>
<td><a href="mailto:Claire.Vermeulen@ljbc.wa.edu.au">Claire.Vermeulen@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Ms Sharon Vermeulen</td>
<td>Education Assistant 3.2</td>
<td><a href="mailto:Sharon.Vermeulen@ljbc.wa.edu.au">Sharon.Vermeulen@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Anne Waite</td>
<td>Education Assistant PP1</td>
<td><a href="mailto:Anne.Waite@ljbc.wa.edu.au">Anne.Waite@ljbc.wa.edu.au</a></td>
</tr>
<tr>
<td>Mrs Barbara Worrall</td>
<td>Year 6.2 Teacher</td>
<td><a href="mailto:Barbara.Worrall@ljbc.wa.edu.au">Barbara.Worrall@ljbc.wa.edu.au</a></td>
</tr>
</tbody>
</table>
### Hours of instruction

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.25am</td>
<td>Students enter class to prepare for their day</td>
</tr>
<tr>
<td>8.35am</td>
<td>Start of day activity. Roll taken</td>
</tr>
<tr>
<td>8.45am</td>
<td>Period 1</td>
</tr>
<tr>
<td>9.35am</td>
<td>Period 2</td>
</tr>
<tr>
<td>10.15am</td>
<td>Recess</td>
</tr>
<tr>
<td>10.35am</td>
<td>Return to class</td>
</tr>
<tr>
<td>10.35am</td>
<td>Period 3</td>
</tr>
<tr>
<td>11.25am</td>
<td>Period 4</td>
</tr>
<tr>
<td>12.15pm</td>
<td>Lunchtime</td>
</tr>
<tr>
<td>12.45pm</td>
<td>Return to class to eat. Roll taken. Radio play</td>
</tr>
<tr>
<td>1.00pm</td>
<td>Silent reading</td>
</tr>
<tr>
<td>1.20pm</td>
<td>Period 5</td>
</tr>
<tr>
<td>2.10pm</td>
<td>Period 6</td>
</tr>
<tr>
<td>3pm</td>
<td>Close</td>
</tr>
</tbody>
</table>

### Before school

Children should not arrive at school before 8.10am in the morning. Arrival at 8.25am allows sufficient time for children to enter classrooms and prepare for the day’s activities. **If it is unavoidable to have children arrive before 8.10am, please utilise the Camp Australia before School Care Program.**

A morning program supervised by the House Leaders will start from 8.10am on the Primary oval. Children are encouraged to put their bags away, then either head out to play on the oval, sit outside their classrooms or go to the Library for book exchange and Lexile quizzes. Classrooms are opened at 8.25am.

Children will be supervised outside Primary Reception until 3.30pm. Please advise us if you will be late collecting your children. The Primary School Library is available to students from 3 to 4pm on Tuesday, Wednesday and Thursday and until 3.45pm on Friday.


### Teaching and Learning programs

In 2015, Lake Joondalup Baptist College continues to fully implement Phase 1 of the Australian Curriculum, which involves the subjects of English, Mathematics, Science and History and Geography. During 2015, staff will implement elements of the Phase 2 Australian curriculum. Phases 2 and 3 of the Australian Curriculum, which involve the other Learning Areas, will be implemented in accordance with the national expected schedule, post 2014.

All other subjects adhere to The Curriculum Council’s *Curriculum Framework* and covers the following Learning Areas:

- The Arts – (music, dance, drama, visual arts and media)
- Languages
- Physical Education and Health
- Studies of Society and Environment
- Technology and Enterprise

Incorporated into each phase of the Australian Curriculum are the ‘general capabilities’ which promote:

- Literacy
- Numeracy
- Information and communications technology
- Thinking skills and creativity
- Self-management, teamwork and social competence
- Inter-cultural understanding
- Ethical behavior
Our Pastoral Care and Safety curriculum has a special focus on the general capabilities of self-management, teamwork and social competence, inter-cultural understanding through a sequenced curriculum K-12 embedding PATHS, Kids Matter, protective behaviours and the Health and Physical Education curriculum.

In addition, the Australian Curriculum involves 'cross-curriculum priorities' which promote understandings of:

- Indigenous perspectives
- Sustainability
- Asia

Much learning in the Primary School is contextualised in nature and subject divisions are not always apparent.

The teaching of Languages is undertaken through the incorporation of Studies of Asia across the curriculum. Children have exposure to other cultures especially through the focus language, which is Japanese.

Programs in Languages, Art, Music, Library and Physical Education are also carried out through specialist programs. Private music tuition, at a cost to parents, is also offered during school time in a wide range of musical instruments. Year 3 Strings and Year 5 band programs are also key elements.

**Early Childhood (Kindergarten to Year 2)**

The Early Years Learning Framework (EYLF) with the overarching themes of **Being, Belonging, Becoming**, is the basis of our Kindergarten curriculum. Programs aim to develop each child’s imagination, creativity and skills through a variety of planned activities such as investigations, structured play and set tasks. In Pre Primary to Year 2 the principles of the EYLF and the Australian Curriculum are implemented in a sequenced and developmentally appropriate way. Students are engaged with specialist Art, Music, Physical Education and Languages as well as developing a love for Literature through the Primary Library.

**Middle Primary Years 3 to 4**

The Middle Years team aims to establish a friendly and welcoming environment where all students feel valued and safe. Staff are committed to working towards developing the whole child - physical, academic, emotional and spiritual. Learning programs aim to lay solid foundations for life-long learning through being motivating, dynamic and challenging. Strong emphasis is placed upon literacy and numeracy programs that are sequential and allow children to work at their level of ability, with intervention and support offered where appropriate.

Language studies begin in the early years with a particular emphasis on the Asian culture. An outstanding music program incorporates weekly lessons, choir opportunities and a Year 3 string program. Private music tuition is offered before or after school or at lunch time or by negotiation with the Class teacher and the Dean of Primary. A Visual Arts specialist teacher provides students with a dynamic program to introduce them to a range of art opportunities with a Visual Art Exhibition in Term 3.

All students have weekly Library lessons where they utilise the Primary Library facilities and resources. They can also access the Library individually either before school (8.10am) or after school (3 to 4pm, Tuesday to Thursday and 3 to 3.45pm on Friday) and as well as most lunchtimes.

High quality Physical Education and fitness programs are offered and health awareness is encouraged at each year level. The school is in the first phase of the implementation of a Personal Safety and Wellbeing curriculum.

**Senior Primary Years 5 to 6**

The Senior Primary program aims to provide a happy, secure learning environment and aims to develop in each student self-confidence, with tolerance of, and concern for, others.

The Senior Primary program aims to:

- be a balanced, non-prejudiced curriculum which includes physical, social, academic,
emotional and spiritual development
• challenge each child according to his/her ability
• encourage children to take responsibility for their own behaviour and learning during their transition through the middle years of schooling

In Year 5, students participate in a Band Program providing a hands on musical experience, giving students the opportunity to try new instruments. All students receive free tuition in an instrument that is selected for them for 14 weeks. Instruments include the flute, clarinet, saxophone, trumpet or the trombone. Halfway through their 14 week program, they begin participating in a Concert Band during music class. At the culmination of their program, the students present a small concert for parents, staff and students, demonstrating what they have learnt.

The school aims to provide a caring, supportive environment with the object of encouraging each child to develop to their full potential. This includes early detection of learning difficulties and specialist teachers in Mathematics and English. A strong Talented and Gifted program runs throughout the year covering a range of learning areas. A number of team events are run throughout the year including M.I.N.D.S (formerly Tournament of Minds), Future Problem Solving, the Australian Problem Solving Mathematical Olympiads and Academic All Stars.

The academic program includes a balance of integrated and contextualised learning programs, as well as incorporating specialisation within the academic disciplines. In addition to Literacy and Numeracy these include a quality Visual Art program, and a Music program which includes choirs, performing groups, and singing groups.

The Languages learning area focuses on Japanese in K-6.

Health and Physical Education is a specialist area and includes Physical Education lessons, Health lessons and sport. Inter school sport includes Swimming, Athletics, Cross Country Running and winter sports in Touch Rugby, Australian Rules football, Soccer, Netball and Hockey. A number of different sports are offered to allow children the opportunity to develop skills and participate in a range of sports.

Assessment
Assessing of student progress is continuous. Some standardised testing is carried out throughout the year to supplement the teacher’s judgment of the student's progress.

Each day, students will take home a Communication Book (Years 1 to 2) or Homework Journal (Years 3 to 6) in an effort to maintain strong communication links between home and school.

Student workbooks will be sent home twice a term, at mid-term and again at the end of term. The workbooks may consist of assessments, tests and general work. Parents/guardians are able to view these and sign. The workbooks must be returned to school the following Monday for use in class.

Regular parent contact is encouraged. The school year begins with informal meetings with families and class information evenings to familiarise students and families with the new school year. Parent interviews are held in Week 9 of Term 1 and in Week 9 of Term 3. In Term 1, parents/guardians will be invited to come to school to view their child’s work and to meet with the teacher to discuss goals and progress. A ‘Learning Journey’ is held towards the end of Term 3.

Co-curricular
We offer a wide ranging co-curricular program to complement each student’s academic life and hold a strong belief that these activities are important in their overall holistic development.

All our students are encouraged to be highly committed to their chosen co-curricular activities and are assured that their full involvement will be supported.

We look forward to seeing every student play a full and active part in the co-curricular life of the College. Clubs and co-curricular activities occur before school, after school and during some lunchtimes.
Camps
Where scheduled as part of an educational program, student participation in camps is compulsory. A camp is provided for Year 6 students. Year 4 and 5 students participate in a sleepover.

In-term swimming lessons
In-term swimming lessons will be held during the year. These lessons are a compulsory component of the Physical Education program. Students will only be exempt due to illness and a doctor’s certificate is required to be exempt from associated fees.

Transport
Transperth provides service to Shenton Avenue and Candlewood Boulevard. Rail transport is also an option. Students may ride their bicycles.

Canteen
Students are able to purchase a nutritious lunch each day from the College Canteen. Menus are available at the Primary School Reception or on the College website. When selecting available foods please ensure you access the ‘Primary’ menu at (www.ljbc.wa.edu.au/community/Canteen.html).

Student requirements
Parents and guardians are requested to provide their children with the necessary stationery items that they will require throughout the year. These need to be replaced as they are used so that children always have the necessary equipment to enable them to perform to the best of their ability. Please ensure all items are clearly labelled with your child’s name.

To develop habits of neatness and pride in work, it would be appreciated if parents/guardians would cover all workbooks in which written work is being completed.

Students need a College library bag to protect school library books as they are carried to and from school.

K-2 students require a College ‘Take Home’ bag to transport notes, Home Reading books and Communication/Homework Books.

Book lists
Primary booklists are available on the College website http://www.ljbc.wa.edu.au/learning_at_LJBC/Booklists.html

Term dates for students 2015

eNewsletter dates
eNewsletters will be issued approximately every three weeks each Term. An email will be sent to parents/guardians with a link to the eNewsletter, which is published on the College website.

Newsletters can be accessed on the College website at http://ljbc.schoolzinenewsletters.com/archived.

Enrolment procedure
Generally, there are waiting lists for entry to the College, although vacancies may sometimes be available for immediate entry.

A non-refundable fee per child is paid to register on the waitlist. Kindergarten places are offered approximately 18 months prior to entry. Places are offered first to siblings of current or past students of the College, and then to new families, in order of registration. Religious affiliation is not a factor.

When the College offers an enrolment place to a child entering the College for the first time, a non-refundable Enrolment Fee is required to secure the place. In addition, an Enrolment Bond is payable and will be credited towards the second Semester fees providing the child’s
enrolment remains current. The Enrolment fee and Enrolment Bond are not refundable if the child does not commence at the College.

If you have any questions concerning enrolments, you are invited to contact our Enrolment Registrars at the College on 9300 7444, or by email at Enrolments@ljbc.wa.edu.au.

**Conditions of admission**
Admission to the College during Primary School years is dependent upon a satisfactory behaviour report from the child’s previous primary school (if any).

**Conditions of enrolment**
- prompt payment of fees
- a commitment by parents/guardians and student to College behaviour and uniform standards and discipline policies, as outlined in College information brochures
- respect for, and full participation in the Christian program of the College
- satisfactory participation in the Parent Participation Program (PPP)

**Terminating your child/ren’s enrolment at LJBC**
If your child leaves the College after commencing, you are required to give the College written notice:
  a. by no later than the first day of the Term at the end of which it is intended he/she should leave, or
  b. (if it is intended that he/she should leave during a term) not later than the first day of the preceding Term.

If you fail to comply with these requirements, a charge of ten weeks’ tuition fees will be payable for each child.

In the event that your child is asked to leave the College, fees already paid will not be refunded and any outstanding fees, plus ten weeks’ tuition fees will be payable.

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

Annual tuition fees are outlined on the Fees Schedule. Fees are invoiced at the commencement of each Semester and must be paid by the end of the first week of that Semester. Penalties apply for overdue fees and a student's placement at the College is reviewed if fees fall into arrears. Sibling discounts apply if more than one child from a family attends the College at any one time.

Primary School fees include excursion and incursion costs and money for these events will not be requested during the year.

**Section 2: Procedures**

**Money collection**
Excursions will be covered by school fees. However, if it becomes necessary to collect additional sums of money from the children for items such as bus fares, clubs etc, money should be forwarded to Primary Reception in a clearly marked envelope stating the child’s name, class, amount enclosed and the purpose. All Medical/Permission Forms for activities should be returned before the activity date.

**Children leaving school grounds**
As children are under College care and responsibility, it is necessary for them to have written permission from parents/guardians in order to leave the school grounds during school hours, which includes lunch times. The policy of providing a note to the class teacher requesting that permission be given to the child to leave the school grounds is designed to eliminate, where possible, the situation where children leave the school without the prior knowledge and consent of parents/guardians. When parents/guardians remove students from school during the day,
they must complete a Leaving Authority form and fill in the Sign In/Out Register at Primary Reception. The Leaving Authority form is handed to the teacher when collecting the child.

**Custody arrangements**
Please advise the Dean of Primary and the class teacher of the details of any custody arrangements or parenting plans that involve your family. Documentation involving these arrangements must be provided.

**Absences**
Students are required to be punctual and should be present at all lessons unless ill. Notification via note, phone call or email to Primary@ljbc.wa.edu.au explaining all absences is required. Primary Reception will forward all notices on to the class teacher. A Medical Certificate may be required to explain prolonged repeated patterns of absences.

Parents/guardians should make every effort not to take children on holidays during term time as much programmed work and assessment is missed. Negotiation with the Dean of Primary needs to occur if a child needs to be absent from school for any period of time.

*When parents/guardians remove students from school during the day, they must complete a Leaving Authority form and fill in the Sign In/Out Register at Primary Reception. The Leaving Authority form is handed to the teacher when collecting the child.*

**Late notes**
It is important that the learning program commences promptly at 8.35am. Parents/guardians are asked to have children in the classroom by this time. Children arriving at school after 8.35am must have a *Late Note* signed by their parent/guardian to take to their teacher.

Parents/guardians need to accompany their child to Primary Reception to complete the *Late Note* as well as fill in the *Sign In/Out register*.

**Sickness and accidents**
In the event of a child being sick or involved in an accident, parents are contacted whenever possible. All parents are asked to make sure that the school has a telephone number and an address at which they can be contacted.

Information on enrolment forms needs to be kept up to date. Any changes in personal information such as telephone numbers, addresses and the person to contact in an emergency, should be recorded on a change of information form and handed in to Primary Reception or emailed to Primary@ljbc.wa.edu.au as soon as they occur.

**Homework**
Homework is an important component of the LJBC Curriculum. It provides our students with opportunities to consolidate the skills and concepts they have learned at school. It allows for positive communications to take place between home and school. We see the importance of working together to establish good routines which create good learning habits for our students as they move through the College.

Primary homework is set according to the needs of the students within the year group. Tasks are often open ended to provide opportunities for students to be challenged and extended. Homework is not set for weekends or holidays, however from time to time a task may flow over these periods and for some year groups the homework may run over a two week period. Homework is set by classroom teachers and may differ slightly within a cohort. This is to provide the best opportunities for teachers to respond to the learning needs of the students within their classrooms.

When a task is not understood or the demands of the family routine prevent homework from being completed within the allocated timeframe, parents are asked to write a note or email the classroom teacher. The classroom teacher will work with the parents to support their child.

**The Homework Grid (Years 1-6)**
Based on the Homework Grid outlined by Dr. Ian Lillico, the LJBC grid incorporates developmentally appropriate tasks which are directly related to class work and activities which
validate sporting ventures and family commitments.

**Homework – Kindergarten and Pre Primary**

Formal homework is not set for these early years. All activities at home or play can assist children to develop essential knowledge and skills including literacy, numeracy and problem solving. These are often done in the context of family activities.

At all times, parents/guardians are encouraged to read to their children and to facilitate the child's reading for pleasure.

**Communication**

It is our policy to keep parents/guardians as fully informed about school activities as possible. An eNewsletter will be a regular feature of our communication process. Please check children’s Take Home Bags and Homework Journals, direct email and telephone calls. In the Early Years, much communication is face-to-face. Families are encouraged to use the communication that works best for them. A weekly edition of Primary Notices is also emailed to Primary parents on every Friday of the term.

**Graffiti and vandalism**

Students should show respect for College property and the property of others. Any form of deliberate vandalism of property will be treated seriously and may lead to expulsion, even for a first offence.

Students may be asked to replace items (including stationery items) if they have been mistreated, or have graffiti on them. Accidental damage to College property or another person’s property must be reported immediately to a staff member. The College may seek restitution from students and/or parents/guardians in cases where the student's deliberate, mischievous or careless action results in damage to College property.

**Games and electronic equipment**

Children should not bring electronic games, iPods, iPads, MP3s and other electronic items to school unless part of a documented school plan, as they may be lost or damaged.

Money and other valuables should not be brought to school.

Mobile telephones should be turned off and out of sight from 8.20am to 3pm, including break times. All messages to students must go through the Primary Reception during the day. Mobile phones that are turned on during the day will be confiscated and can be collected at the end of the day.

**Lost property**

A box containing lost property is located outside the Shared Learning Space 2. Lost clothing will be placed here and parents/guardians wishing to look for lost items should check this box. At the end of each term, items will be displayed for collection. Unnamed items will be sent to the second hand uniform shop for resale at the end of each semester.

**Houses**

Students are divided into six Houses: Lancier (Orange), James (Red), Batavia (Purple), Cumberland (Green), Windsor (Blue) and Arcadia (Yellow).

Inter House competition is encouraged and activities are designed to promote sportsmanship, enjoyment, cooperation, team spirit, and endeavor. Every effort is made to allocate children in the same family to the same House.

**Lancier (orange)** was a 285 ton barque which left Mauritius for Hobart Town in 1839. It struck Stragglers Rock within sight of Fremantle and sank quickly, without loss of life. There are reports of over a tonne of silver in the cargo; none has been recovered. It sank in fair, calm weather in daytime, though this was hotly disputed by its owners.

**James (red)** was a 195 ton brig which left Kingstown, Ireland for Fremantle via Brazil in 1829. Six months later it arrived in Fremantle where it was blown ashore at Owen's Anchorage.
Although no lives were lost there was substantial hardship during the voyage, and goods on the ship were damaged by exposure.

**Batavia (purple)** was a large merchant ship capable of carrying 600 tonnes of cargo and was on her maiden voyage from Amsterdam to the East Indies. It crashed onto the Abrolhos Islands north of Geraldton at night in 1829 with her sails set. Mutiny to turn it into a pirate ship was about to occur before it struck the reef. Substantial treasure was on board, quantities of which have never been recovered.

**Cumberland (green)** was a 444 tonne ship which left Bombay for Sydney in 1829 with a cargo of wheat. In Sydney it was loaded with coal for the return voyage to India and on 30 March 1830 ran aground and sank at Cape Leeuwin. Its crew set out for Fremantle in small boats and most of them arrived three days later. The ship broke up quickly.

**Windsor (royal blue)** was a ship that had departed from Fremantle for Hong Kong with two separate cargoes of sandalwood on board. During heavy weather, although Captain James Walters thought he had made sufficient allowance to counter the current and wind, the Windsor struck Half Moon reef at 9.50pm on 2 February 1908.

**Arcadia (yellow)** was a barque that was condemned as a wreck by the underwriters after the vessel ran aground on 25 April 1900 and then re-floated by its new owner M.C. Davies. On 22 July 1900 during one of the severest storms to hit the South-West coast, the Arcadia was driven ashore again and this time totally wrecked.

**Lunches**

PP to 3 students place their Canteen lunch order with the correct money in the lunch order box situated in the courtyard outside the Pre Primary room before school.

Year 4 to 6 students place their lunch order with the correct money in the lunch order box situated inside the Upper Primary Building before school.

Please ensure that the student’s name and class (Year 1.1 or Year 5.2 etc.) are clearly marked on the envelope. It is also important to ensure that orders conform to the daily menu.

Lunch orders may not be accepted after 9am.

Help in the Canteen is always appreciated. Please contact the Canteen Manager, Veronica Barber, by telephone (9300 7409) or email Lakejoonbaptistcoll.edn@bnet.spotless.com.au. Hours worked in the Canteen can be counted towards PPP hours.

**Assemblies**

Class Assemblies are held on a Friday Mornings in the College Auditorium. Assemblies commence at 8.45am and last for approximately 45 minutes. All parents/guardians are welcome and are encouraged to attend when possible. Awards and items will occur early in the Assembly. Parents/guardians will be notified of the Class Assembly timetable early in the year and reminders are placed in Primary Notices.

Please park at the HBF Arena unless collecting children from Kindergarten or Pre Primary.

Children participate in Worship Assemblies on other Wednesdays during the year.

**Complaints and grievances**

If you have cause for concern about something at school, please contact the class teacher in the first instance. Should difficulties remain unresolved, an appointment can be made with the Dean of Primary through the Primary School Reception. The College Principal is available by appointment should issues remain unresolved. The College Board is the final recourse to addressing problems.


**Parking**

**Kindergarten and Pre Primary**

Parking bays are available before and after school for parents/guardians of Kindergarten and
Pre Primary students in the Primary School car parks off Shenton Avenue. Other parking is available in the HBF Arena car park. Kindergarten students may be collected from their rooms after 2.50pm. Pre Primary students can be collected at 3pm at the Early Learning Centre playground entrance to rooms or in the undercover areas on wet days.

**Years 1 to 6**
Parents/guardians who do not have Kindergarten or Pre Primary students are requested not to park in the Primary School car park, but to drop off and pick up their children at the Primary School drive through Kiss ‘n Ride car park off Kennedya Drive or from the Arena car park.

If students are not being collected directly from classrooms by parents after school, they are to move straight to the waiting area outside Primary Reception where teachers will be on duty, assisting with Kiss ‘n Ride. Students may wait at the western corner of the auditorium to be collected from there. A teacher is on duty there until 3.20pm. Primary students must use the western service road pathway and not walk through the Secondary School. Please do not tell your child to wait in another area as only the two stated areas are supervised. Students may not use play equipment before or after school, even if parents are present.

When attending morning or afternoon events at the school, please park at the HBF Arena to allow parents/guardians of Kindergarten and Pre Primary students to park and collect students from their rooms.

**Parent involvement**
The involvement of parents/guardians in their child’s education is highly valued and we support the development of a close relationship between the home and the school. Help is welcomed both in the school and in their child’s class. We welcome parents/guardians at our assemblies and special functions held throughout the year and encourage parents/guardians to be a part of school activities at any available opportunity. Class teachers organise tasks and rosters for help, as well as issue invitations to be present for special class activities.

Parent helpers and PPP workers must register their presence at Primary Reception and collect a 'Visitor' badge before proceeding to the activity.

**Working With Children check for parents and volunteers**
People working with children are required to undergo a *Working With Children Check*. This is a State Government requirement and checks of various categories of workers with children are now necessary.

- **Parents of students** involved in unpaid child related work in their child’s school meet the criteria for Parent Volunteer Exemption and do not require a WWCC.
- No parents/grandparents can attend overnight camps without a WWCC.
- Grandparents do require a Volunteer WWCC.
- All volunteers, including parents, must sign in and sign out at each visit while volunteering. All volunteers are required to wear a badge.


**Parents & Friends (P&F) Association**
Parents and guardians of current students are automatically members of the Primary School P&F Association. Dates of P&F meetings are advertised in the Primary School eNewsletter and the College Calendar available on the College website. Meetings often include a guest, speaking on topics relevant to family life and education. Attendance at the regular P&F meetings is counted towards PPP hours.

**Parent Participation Program (PPP)**
Parental help is of great importance in any school community. At LJBC, participation in the Parent Participation Program is a condition of enrolment. Help is valued in various departments, such as the classrooms, Canteen, Uniform Shop, Library, Technology & Enterprise (Food and Textiles) and Physical Education department.
Each family is required to contribute a minimum of 10 hours of voluntary work per year, for the period in which they have a child attending the College from Kindergarten through to Year 11. A description of the tasks and a nomination sheet are circulated to parents, enabling them to contribute in a chosen area of interest or an area of competence. Each family is charged $200 on their Semester 1 account, which will be credited at a rate of $20 per hour upon receipt of a timesheet showing hours completed. PPP forms can be collected from and handed in to Primary Reception.

Parent/school contact
Contact between the home and school is greatly encouraged. Parents/guardians are invited to make an appointment at any time to discuss their child’s strengths, weaknesses and interests as well as voice any concerns they may have regarding their child’s educational development.

A Parent Information Evening for each class will be held during Term 1. Class policies and practices will be outlined. This will be a general information session and not a time to discuss individual children.

An opportunity will be provided for parent interviews later in the term. At this time, parents/guardians will meet individually with the class teacher to discuss their child’s progress.

Parents/guardians are welcome to make an appointment with the teacher throughout the year to discuss aspects of their child’s progress as they feel necessary.

Generally, teachers will be unavailable for interviews or discussions before school due to Duty of Care responsibilities and preparation for class, or on Monday afternoons as this is a Staff Meeting day. Urgent communication at this time should be brief. Parents are encouraged to meet with Heads of Primary in circumstances where the teacher is not available.

The Primary leadership can be contacted regarding matters within their areas of responsibility.

Dean of Primary K-6 – Paul Sonneman-Smith
Paul.Sonneman-Smith@ljbc.wa.edu.au

Head of Primary Students – Jeremy Chappell
Jeremy.Chappell@ljbc.wa.edu.au

Head of Primary Curriculum – Shelley Forbes
Shelley.Forbes@ljbc.wa.edu.au

Year 1-2 Team Leader – Jodi Hicks
Jodi.Hicks@ljbc.wa.edu.au

Year 3-4 Team Leader – Michelle Kruger
Michelle.Kruger@ljbc.wa.edu.au

Year 5 Team Leader – Charis Bettinaglio
Charis.Bettinaglio@ljbc.wa.edu.au

Year 6 Team Leader – Michael Gaudin
Michael.Gaudin@ljbc.wa.edu.au

Early Learning Mentor – Amber Thornhill
Amber.Thornhill@ljbc.wa.edu.au

Please note that class teachers should generally be the first point of contact, unless stated otherwise in policies and procedures.
Infectious diseases
The danger of infection from the presence at school of children suffering from infectious
diseases arises chiefly from the attendance at two stages:
• whilst suffering from the early symptoms
• when convalescent from the disease but still retaining some infection in their person or
  apparel.

Public Health Regulations for exclusion periods are set for your information.
Chicken Pox - exclude from school for at least five days after the rash appears and until vesicles
have formed crusts. Re-admit when sufficiently recovered. Some remaining scabs are not an
indication for continued exclusion (Contact: do not exclude.)
Conjunctivitis - exclude from school until discharge from eyes has ceased. Re-admit when
sufficiently recovered. (Contacts: do not exclude.)
Measles - exclude from school for four days after the onset of the rash. Re-admit on medical
certificate of recovery. (Contacts: do not exclude immunised or previously infected contacts.)
Non-immunised contacts should be excluded for 14 days after the appearance of rash in the
last case identified in the school. If susceptible contacts are vaccinated within 72 hours of their
first contact with the first case, then they may return to school following vaccination.
Mumps - exclude from school for nine days after onset of symptoms. Re-admit on medical
certificate of recovery. (Contacts: do not exclude.)
Ringworm - exclude from school until 24 hours after treatment has commenced. Re-admit on
medical certificate of recovery that the child is no longer likely to convey infection. (Contacts:
do not exclude.)
Rubella - exclude from school for 4 days after onset of rash. Re-admit on medical certificate of
recovery. Refer pregnant contacts to their doctor. (Contacts: do not exclude.)
Scabies - exclude from school until the day after effective treatment has commenced. Family
contacts will probably be infected and should be treated. (Contacts: do not exclude)
Pediculosis (Nits) - exclude from school until the day after effective treatment has commenced.
Family contacts will probably be infected and should be treated. (Contacts: do not exclude.)
Impetigo (School Sores) - exclude from school for 24 hours after antibiotic treatment has
commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing.
(Contacts: do not exclude.)
A Community Nurse makes regular visits to the school. An appointment may be made regarding
your child.

Administration of medication
Lake Joondalup Baptist College Primary School will comply with reasonable requests for
assistance in the administration of medication where there is an agreement between staff and
parents/guardians and where written instructions from the prescribing doctor have been
provided for prescribed medications.

All medications, including analgesics, such as Panadol, will be kept centrally and administered
under the supervision of the appropriate staff member at Primary First Aid. Analgesics will only
be administered with a parent’s permission. Children are not to keep medications in their bags,
lunch boxes or desks.
Section 2: Student Care

Precepts for discipline
All strategies and practices should be reflected in the College Motto:

Seek Wisdom   Act Justly   Love Mercy

It is recognised that discipline will be encouraged and maintained through preventative, supportive and corrective strategies.

Preventative discipline initiatives to prevent a discipline problem from arising in the first place are strongly encouraged, eg Class Charter.
Supportive discipline enables the application of techniques that assist children in maintaining their own self-discipline and developing self-esteem, eg Positive classroom management techniques.
Corrective discipline involves initiatives, including sanctions, to correct and re-channel behavior, eg Class Discipline Plan and Individual Behaviour Management Contract (IBMC).

College Charter of Goodwill
All students and teachers have the right to:
1. Learn or teach, free from disruption.
2. Be treated courteously.
3. Be free from any form of unlawful discrimination.
4. Work in a clean, safe and healthy environment.
5. Have their property respected and cared for.

The key to effective school discipline is the quality of relationships between teachers and students as well as parents/guardians.

Students, parents/guardians and teachers have the right to a safe, orderly school environment where students can learn and feel safe at all times, and teachers can teach.

Students should be encouraged to accept responsibility and to develop self-discipline. It is necessary that we maintain firm discipline of all students. This means that discipline will be consistent, fair and carried out in a supportive environment.

Classroom pastoral care
There are days when your children may not be themselves, are finding things hard, are worried or are anxious. On those days, it is best to communicate this firstly with their class teacher, but when this is not possible, with the Head of Primary Students or the Dean of Primary. A positive plan to assist your child can then be employed.

Setting up for success
The whole community can set the tone for student success by relating positively to each other including parents, other students and staff. We seek to see all members of the community taking the time to form appropriate connections through welcoming and inclusive practice. Speaking positively about each other allows the students to in turn feel that they are a part of the school community and that they belong. Meeting with the Heads of Primary or the Dean of Primary to discuss issues as they arise is a good first step.

Classroom procedure for dealing with and building positive behaviour
In general the following principles will be employed, individualised for each class and teaching style as well as allowing for the developmental phases of the school.
**Class principles for low level misbehaviour**

When dealing with low level misbehaviour the teacher will attempt to incorporate restorative practice and preservation of dignity through one-to-one conversation and a focus on the positives and your child’s strengths. A positive relationship and rapport is sought with the teacher and student. This enables the teacher to redirect the child and offer the child a chance to reflect and develop the skills of **self-regulation**.

The teacher employs non-verbal and non-direct methods of **redirection**. They may use eye contact, move into the proximity of the student or various similar strategies.

The teacher informs the student that they have a **verbal warning** of the behaviour and this is explicitly explained.

The teacher directs the child to **move** in the class area for re-focus, change groups or another activity. The student is never sent outside the classroom at this stage. This is not time out.

The teacher sends the student to a **partner class**. The student will complete 15 minutes in the classroom, not including break times. The student is sent back by the partner class teacher.

If behaviour continues and the student has not been able to self-regulate, then the student is issued a ‘**Send Out**’ card and directed to the Head of Primary Students. Parents will be informed by the Head of Primary Students who will develop a plan for reintroduction to the classroom, through a Restorative process.

In ongoing cases where there are frequent send outs, or where there are personal and public safety breaches or cases of violence, the student may be required to be collected by parents. Where there are ongoing misbehaviour issues an individual documented plan will be negotiated with families and where possible the student, to redirect the student’s behaviour.

**Class principles for medium and high level misbehaviour**

On occasion, there are incidences of higher levels of misbehaviour. In these circumstances, teachers will respond in a different manner in order to maintain safety or good order within the school.

When a student displays behaviours that are anti-social, including some cases of bullying, verbal abuse, violence and some cases of major dishonesty, a teacher will issue an immediate ‘**Send Out**’. The student will meet with a Head of Primary or the Dean of Primary. Parents will be informed and in severe cases, may be required to collect their child. A documented safety and intervention plan will be developed with all parties, with the aim of restoring the student to better behavioural outcomes.

Ongoing misbehaviour will result in exclusion from school and in extreme cases, withdrawal of enrolment by the College Principal K-12.

**Restorative process**

Restorative process is an ethos that emphasises repairing the harm caused or revealed by poor behaviour. It is best accomplished through cooperative processes that include all people involved. Restorative Justice is script based, whereby the people involved are ‘interviewed’ and gain a good understanding of the impact their actions have had on others. This also gives a great opportunity for all parties to be heard and understood.

An example of the script is as follows.

- What happened?
- What happened next?
- What were you thinking when …?
- What are you thinking now?
- Who has been affected by your actions?
- What can we do to fix this up?
- In the future, what could you do to make this better?
Primary Safety and Well-being Curriculum
The Primary school has embarked on the development of a whole school well-being and safety curriculum. Positive behaviours and Social and Emotional Learning programs are taught explicitly in classes by classroom teachers. The school is embarking on the PATHS (Promoting Alternative Thinking Strategies) program with a phased introduction across the school.

Behavioural expectations
Teachers maintain a positive classroom climate and take a personal interest in each student. Discipline standards are high and each student is to be accountable for his/her behaviour. Where necessary, students will be counselled and supported through their journey to develop skills leading to better self-regulation with the expectation that they will demonstrate improvement.

Students who persist with disruptive or inappropriate behaviour will be offered support but in order to preserve the learning of others, they will be removed from classes and, ultimately, they will have the privilege of enrolment withdrawn.

The College must protect the rights and well-being of all students and no student should be allowed to jeopardise the learning of others or to disrupt the harmony of the School.

The Primary School Leadership Team will work with individual teachers and students to ensure that the discipline standards of the School are maintained at a high level. All teachers will consistently use the same discipline model throughout the school.

It is a requirement for enrolment that parents/guardians and students support the ethos, and standards of conduct and dress expected by the College, and that policies are supported by compliance.

Primary School standards: ‘The Five C’s’
The following standards have been accepted as an integral part of all class and school life.
- To be courteous to all people - both adults and children
- To be considerate to others
- To care for others, self, property and the environment
- To cooperate with others at all times
- To conserve the environment for the benefit of everyone

Primary School Code of Behaviour
We acknowledge that everyone has the right to be happy and treated fairly. We will achieve this by:
1. Playing safe sensible games.
2. Playing only in safe playing areas.
3. Walking on all paved areas.
4. Being punctual at all times.
5. Consuming all food and drink in the proper areas.
6. Remaining seated at lunchtime until dismissed by the duty teacher.
7. Placing all litter in rubbish bins.
8. Being in buildings only when teacher is present.
9. Showing good manners to everyone at all times.
10. Showing respect for other people and their property.
Creating a positive environment
Good behaviour will be rewarded with school wide positive consequences, in addition to a teacher's class based strategies.
• ‘LJ’ stickers
• Merit Award Certificates awarded at Assemblies
• Primary Merit Stickers - awarded for outstanding behaviour or work
• Class Awards
• Class Merits

Playground behaviour
Strategies for rewarding acceptable playground behaviour
On occasions that appropriate behaviour is displayed:
1. Duty Teacher awards a House Token to the child
2. Child takes the token and places it in the House letter box in covered area
3. House totals are counted prior to each assembly by the House Councillors
4. Totals for Class and House competition announced at assembly
5. Winning House receives an award at end of term

Dealing with unacceptable playground behaviour
When a student exhibits inappropriate behaviour in the playground:
1. Teacher reports student behaviour immediately and the student is sent to discuss behaviour or incident with Head of Primary Students.
2. Parents are contacted and behavior is discussed. A logical outcome is negotiated.
3. In ongoing or high level concerns that are a danger to students, the Head of Primary Students and Dean of Primary will work with families to improve the behavioural outcomes of the student. The student will work through a modification plan with the expectation that behaviour will improve.

Bullying
The College believes that no one deserves to be bullied, even if their behaviour is irritating or annoying. Retaliation is not acceptable behaviour at LJBC. Students are encouraged to deal with problems in other ways. Discussions on this topic in classrooms occur continually throughout the year. Positive change and resolution of disputes is the priority but bullying behaviour, whether physical or verbal, will not be tolerated.

A pamphlet outlining the College’s Bullying Policy is available from Primary Reception or the College website.

If you have concerns, please contact the school, discussing issues with your child's classroom teacher in the first instance.

Substance abuse
The Lake Joondalup Baptist College views the use, possession or supply of any abusive substance, be it alcohol, tobacco, solvents or illicit drugs, very seriously.

Students may not bring alcohol, cigarettes or other drugs onto the College site, nor have possession of them at any School function, while representing the School or whilst wearing the College uniform.

Infringements will be treated seriously and may lead to exclusion, even for a first offence.

Learning Technology
Learning technologies, principally computers and the internet, must be used by students in accordance with the conditions described in Learning Technologies Agreement found on the College website. All students are required to be compliant with the conditions for use. Students who do not work within these conditions will have their computer access withdrawn.
Uniform
We seek to encourage a high standard of personal cleanliness and hygiene, and neat appearance at all times. All children are required to wear the College uniform in a manner which is a credit to the student and the College.

In 2015, children in Year 1-6 wear the appropriate summer/winter and physical education uniforms on the allocated day as set out by the class teacher.

Summer uniform is worn in Terms 1 and 4 and winter uniform in Terms 2 and 3. Any changeover periods will be advised in writing. Students are to wear their Sports uniform when they have Physical Education or Sport timetabled.

Students in the Early Learning Centre (K/PP) wear their uniform each day.

Uniform Shop hours
Tuesday and Thursday 8 to 11.30am and 12.30 to 4pm (closed 11.30am to 12.30pm)

Year 1-6 Uniform requirements

<table>
<thead>
<tr>
<th>Girls – Summer Uniform</th>
<th>Boys – Summer Uniform</th>
</tr>
</thead>
<tbody>
<tr>
<td>• blue checked dress</td>
<td>• elastic back navy shorts</td>
</tr>
<tr>
<td>• white banded socks (College issue only)</td>
<td>• gold short sleeve button shirt - no tie</td>
</tr>
<tr>
<td>• black lace up shoes (Year 1/2 students may wear black school shoes with velcro fasteners)</td>
<td>• navy socks with light blue and gold stripe</td>
</tr>
<tr>
<td>• mid blue jumper if weather is cold (not tracksuit top)</td>
<td>• black lace up shoes (Year 1 and 2 students may wear black school shoes with velcro fasteners)</td>
</tr>
<tr>
<td>• navy broad-brimmed hat (K-Year 6)</td>
<td>• mid blue jumper if weather is cold (not tracksuit top).</td>
</tr>
<tr>
<td></td>
<td>• navy broad-brimmed hat (K-Year 6)</td>
</tr>
<tr>
<td></td>
<td>Variations/cap style hats no longer permitted.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Girls – Winter Uniform</th>
<th>Boys – Winter Uniform</th>
</tr>
</thead>
<tbody>
<tr>
<td>• checked pinafore</td>
<td>• long grey trousers with double knee and elastic back</td>
</tr>
<tr>
<td><strong>Optional</strong> Year 5/6 may wear a skirt</td>
<td>• Year 6 boys may wear trousers with belt loops, black leather belt with plain silver or gold buckle</td>
</tr>
<tr>
<td>• gold short sleeve shirt (Year 1-6)</td>
<td>• gold short sleeve shirt (Year 1-6)</td>
</tr>
<tr>
<td>• navy tie</td>
<td>• navy tie</td>
</tr>
<tr>
<td>• mid blue jumper</td>
<td>• mid blue jumper</td>
</tr>
<tr>
<td>• mid blue socks or navy tights (70 denier; not stockings)</td>
<td>• navy socks with light blue and gold stripe</td>
</tr>
<tr>
<td>• black lace up shoes</td>
<td>• black lace up shoes</td>
</tr>
<tr>
<td>• plain navy rain jacket - water proof (for extra warmth and protection in winter) available at the Uniform Shop</td>
<td>• plain navy rain jacket - water proof (for extra warmth and protection in winter) available at the Uniform Shop</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Girls – Sports uniform</th>
<th>Boys – Sports uniform</th>
</tr>
</thead>
<tbody>
<tr>
<td>• navy rugby knit sport shorts (to be worn at all sport and PE activities/ lessons)</td>
<td>• navy rugby knit sport shorts (to be worn at all sport and PE activities on allocated days. <strong>Optional</strong> Year 3-6 students’ microfibre shorts.</td>
</tr>
<tr>
<td>• gold/navy polo shirt</td>
<td>• gold/navy polo shirt</td>
</tr>
<tr>
<td>• predominantly white sneakers - non-marking soles with any trim in school colours of navy/gold</td>
<td>• predominantly white sneakers- non-marking soles with any trim in school colours of navy/gold</td>
</tr>
<tr>
<td>• white sports socks with navy/gold/blue stripe</td>
<td>• white sports socks with navy/gold/blue stripe</td>
</tr>
<tr>
<td>• navy hat (broad-brimmed)</td>
<td>• navy (broad-brimmed) hat</td>
</tr>
<tr>
<td>• navy poly/cotton track pants and jacket</td>
<td>• navy poly/cotton track pants and jacket</td>
</tr>
<tr>
<td><strong>Optional</strong> Year 3-6 students microfibre Jacket and pants</td>
<td><strong>Optional</strong> Year 3-6 students microfibre Jacket and pants</td>
</tr>
</tbody>
</table>
Only in extenuating circumstances will a student be excused for not being correctly attired and a written parental explanation must be presented to the Head of Primary Students.

Please ensure all items of clothing are clearly labelled.

**Bags**
- A College back pack is compulsory
- Bags must be kept in good condition and not covered in graffiti
- Unsatisfactory bags will need to be replaced
- Students should have a completed name tag on their bag.

**Shoes**
Black, lace-up, polished leather school shoes are compulsory for students at the College. (Year 1 and 2 students may wear black leather shoes with Velcro fasteners).
Shoes must be 'heeled' but with heels not higher than 2cm measured from inside of the heel.
Unacceptable styles include:
- shoes with cleated soles, i.e. soles which have a deep pattern, as these shoes attract dirt etc. which is then carried into the classroom (especially in winter)
- Mary Jane or T-bar styles
- brogues, i.e. shoes that have a punched pattern (upper)
- shoes which cannot be polished
- chunky type shoes or shoes with heavy eyelets, etc.
- shoes with coloured stitching or coloured shoe laces
- black leather sandshoe/sneaker styles

Current acceptable styles are:
- Clarks Ditto, 24/7, Mega, Decade and Detroit
- Clarks Modesty, and Dude have been discontinued but may be available in some stores.
  Year 1 and 2: Clarks Velcro Lecture, Alliance or Atlanta
- Comparable brands are available at discount stores.
- Sneakers/sports shoes should be, predominantly white, with minimal trim, in school colours of navy or gold. A non-marking sole is required. Sports shoes should be of a sufficient support level for playing sport, rather than purely fashionable.

Orthotics: Clarks Detroit are also designed for orthotics therefore boots are not an acceptable alternative unless recommended for AFO’s or other specific disabilities.

**Art shirts**
In order to protect clothing during Art lessons it is necessary for the children to wear vinyl art shirts. These should be clearly labelled and will be stored in classrooms. Art shirts are not sold in the uniform shop.

**Jewellery**
One small plain gold or silver stud or small sleeper, that rotates through the earlobe, in the lower earlobe only and a watch are the only jewellery that is permissible.
Studs with large stones are not permitted.
Students who choose to wear other jewellery risk its confiscation (regardless of financial or sentimental value) with the item being returned only to a parent/guardian or at the end of the school term.
In cases of jewellery that needs to be worn for religious or cultural reasons, parents of these students should meet with the Dean of Primary to discuss upon enrolment.

**Please note:** it is not acceptable for students who choose to have extra piercing done during the school year to be allowed additional earrings during the period of 'not removing' them, to avoid the piercing closing.

**Bathers**
Navy bathers are required. Modesty is required when wearing bathers at any College activity. Two-piece, but not bikinis, will be acceptable. Students in swim club and Swim Squad (Primswim) are able to purchase bathers through this. Bathers are not sold in the Uniform Shop.
Hair
1. Must be short or tied back if length is below the collar.
2. Hair bands/scrunchies of a plain navy, light blue or gold colour may be worn.  
   Please note: decorative wiglets, clips, flowers, combs or glitter may not be worn.
3. Hair must be held in place so that it does not fall in front of the face.  
   Moderate hair products and styles (a number three haircut for boys) are acceptable.  
   Only tints that are a natural colour may be used. Excessive colour is not acceptable.
4. Braids/small plaits are acceptable provided that:
   • they fit the head firmly and neatly and are tied back into a pony tail which is
     secured at the nape of the neck (i.e. not on the top of or back of the head) and also
     at the base of the pony tail
   • they are kept neat, clean and well groomed
   • no beads or coloured bands are used
   • no dreadlocks or ‘rats tails’

All hair styles, for College wear, must be moderate and sensible - fashion statements or 
extreme hairstyles will not be accepted. If in doubt, check with the Head of Primary 
Students. Students with inappropriate hairstyles will be removed from class.
Due to continuing head lice problems in schools, parents/guardians are asked to be vigilant in 
checking children’s hair.

Grooming
Make-up is not acceptable (i.e. nail polish, lipstick, eye liner, mascara, coloured or fluoro lip 
gloss etc.) although a light cover may be applied to disguise skin blemishes.
Clear, non-perfumed lip balm containing SPF 30 is acceptable.
Children will be asked to remove make-up if it is worn in Primary School.

Hats
Due to increasing awareness about the harmful effects of the sun, it is important to educate 
children about the value of protection from the sun. All children are asked to wear their school 
hat for outside activities. Children not wearing hats are asked to play in shaded areas. Children 
are encouraged to wear hats throughout the year and should have them available at all times.

Sunglasses
Although sunglasses are not part of the school uniform, children may wear them when outdoors 
and where appropriate during PE lessons but are not to wear them in class. Sunglasses must 
not be worn on the head or be visible hanging from pockets.

Uniform standards
In addition to wearing the appropriate items of clothing and conforming to all of the requirements 
for makeup, hair and grooming, students are expected to keep their uniform in good condition 
and wear it properly.
All students should comply with the following:
• The shirt should be tucked in fully
• The top button of the shirt must be done up at all times when wearing a tie
• The tie should be neatly tied and pulled up so that it covers the top button
• The tie should be a reasonable length
• Shoes should be clean and polished
• Girls’ summer/sports socks should be clearly visible, not tucked under heels

Uniform practice
Winter Uniform is considered the ‘Formal’ uniform and will be worn for public performances by 
students or to official functions, even in summer.
For all excursions, summer or winter uniform (not sport uniform), depending on the time of year, 
will be worn, unless alternative dress is required for a specific activity.
Students will be excluded from participating in the excursion, sport activity, etc. if they are not in 
the appropriate uniform.
On all formal occasions, the Primary School jumper will be worn by students in Years 1 to 6. These occasions include, but are not limited to:

- College photographs
- Primary Arts Festival, music productions and Eisteddfods
- Choral and orchestral performances
- Primary School representation at events

The wearing of the Primary School jumper may be requested on other occasions at the discretion of the Primary Leadership Team.

*It is a requirement for enrolment that parents/guardians and students support the ethos, standards of conduct and dress expected by the College, and that policies are supported by compliance.*

Appendices
- Change of family information
- College map
# Change of family information

## Student details

<table>
<thead>
<tr>
<th>Surname</th>
<th>First name</th>
<th>Form</th>
<th>Surname</th>
<th>First name</th>
<th>Form</th>
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</table>

Please add any children who are also on our waitlist

## Old address

<table>
<thead>
<tr>
<th>Home address</th>
<th>Home phone number</th>
</tr>
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<tbody>
<tr>
<td>Post code</td>
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## New address

<table>
<thead>
<tr>
<th>Home address</th>
<th>Home phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post code</td>
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## Fathers details

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Home address</th>
<th>Home phone number</th>
<th>Post code</th>
<th>Mobile number</th>
<th>Employer/Company name</th>
<th>Occupation</th>
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</table>

## Mothers details

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Home address</th>
<th>Home phone number</th>
<th>Post code</th>
<th>Mobile number</th>
<th>Employer/Company name</th>
<th>Occupation</th>
</tr>
</thead>
</table>

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**Office use only**

<table>
<thead>
<tr>
<th>Form Received By</th>
<th>Computer entry</th>
<th>Library</th>
</tr>
</thead>
</table>

*Please initial when changes have been made to your Student Information List and pass on to the next person. Last person to view, please pass back to Enrolments for filing in the Student(s) file(s)*