



**MANDURAH
BAPTIST COLLEGE**

BE STRONG & COURAGEOUS

2024 Primary School Handbook



**MANDURAH
BAPTIST COLLEGE**

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Welcome from Head of Primary

When we speak of children, we must remember that in each case a promise, a future and irreplaceable life is at stake.

It is my pleasure to welcome you to Mandurah Baptist College Primary School - a vibrant, compassionate and caring community where staff, parents and children grow and learn together.

Our core College values of Faith, Growth, Relationships, Excellence and Integrity provide the framework for teaching and learning at Mandurah Baptist College Primary School. With a commitment to excellence in all areas - intellectual, physical, emotional, social and spiritual - it is our aim to help children build strong foundations that will equip them well in the future while encouraging the development of lifelong learning habits.

In the following pages you will find information that will assist you in understanding the day-to-day management and operation of our Primary School. Should you require any further information or wish to discuss any concerns, please do not hesitate to contact us. We welcome your enquiries. MBC staff consider it a privilege to journey with you as together we seek to create an environment that encourages, nurtures and challenges your child to become the very best they can be!

Train a child in the way he should go, and when he is old he will not turn from it. Proverbs 22:6

Rob Gratton | Head of Primary



General College Information

Mission

To provide an excellent education in a Christian context, developing life ready students who reflect the character of Jesus.

Vision

To be the school of choice in the Mandurah region, renowned for its excellent education and pastoral care in a Christian context.

Core Values

Our Core Values as a College are;

- **Faith**
We are committed to becoming more like Christ in all we do.
- **Growth**
We are committed to continuously learning, improving, innovating and striving to know and reach our potential.
- **Relationships**
We are committed to each other, caring for and protecting the MBC community.
- **Excellence**
Excellence honours our calling and we are therefore committed to best practice and creating value for the MBC community.
- **Integrity**
We are committed to knowing and doing what is right and behaving in a way that sets an example for the community around us.

College Aim

The aim of the College is to provide a comprehensive curriculum which caters for the individual needs of all students and that fosters a lifelong desire for learning and excellence. During their time with us, students are encouraged to develop:

- A love for learning and always striving to their maximum potential.
- Life skills and knowledge about utilising personal talents.
- Self- discipline.
- Respect for self and others.
- A personal awareness of God and the application of biblical principles.

The Founding of Mandurah Baptist College

Mandurah Baptist College was founded by the Board of Directors in 2005 after the successful establishment of Winthrop and Somerville Baptist Colleges. At its commencement, the College comprised 86 students, five teachers, one administration staff member and three classrooms. The College now caters for students from Kindergarten to Year 12 with over 1400 students.

Motto

The College motto is "Be strong and courageous".

Contact

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22 Catalina Drive
Lakelands
WA 6180

Telephone: (08) 9583 7000
Website: www.mbc.wa.edu.au
Email: admin@mbc.wa.edu.au

Postal: PO Box 4116
Mandurah North
WA 6210

Pastoral Care and Behaviour Management

Staff at Mandurah Baptist College are committed to building positive and meaningful relationships with students to optimise each child's learning potential. A strong Pastoral Care program operates throughout the College for the care and nurturing of our students. The Primary School employs a Chaplain, and two part-time Psychologists should you have any concerns or issues you would like to bring to their attention. Please speak to your child's teacher or call the office on (08) 9583 7070 to make an appointment.

Appropriate behaviour is expected, taught, and affirmed using the 123 Magic program from Kindergarten to Year 2. Boundaries and expectations for behaviour are clearly defined and explained to students. Consistent consequences are enforced. Where appropriate, students are involved in determining boundaries and consequences, thereby encouraging them to take responsibility for their actions.

Each member of the staff and student community has the right to feel comfortable and safe at school. To this end there is no tolerance for the following:

- Vandalism
- Harassment – verbal, physical, bullying, cyber
- Possession and/or sale of illegal substances, materials or implements

For more detailed information, full policies regarding student management, bullying and pastoral care are available via the College website.

K-12 Newsletter

The K-12 Newsletter is sent to parents/guardians fortnightly throughout the term via the College App.

MBC App

The College app is used to communicate directly with parents/guardians. It works on both smart phones and smart devices (such as iPads and Android Tablets). Installation instructions are available from the South Administration Office.

Parents and Friends

Parents are very welcome to be part of Parent and Friends (P&F) at Mandurah Baptist College. The school will notify parents of when the P&F meetings will be held.

Custody Arrangements

The College must be notified in writing of any changes to your child's custody arrangements. If a shared Parenting Plan is in place, please provide the College with any paperwork relevant so communication rules can be put in place.

College Administration – Primary

The South Administration Office is open Monday to Friday, excluding Public Holidays. The office hours are 8.00am to 4.00pm with any variations of opening times communicated to families.

School Hours

Lessons commence at 8.40am and conclude at 3.05pm. The classroom doors are opened for students to enter at 8.30am. Recess is from 10.30 to 10.50am which is then followed by lunch at 12.30 to 1.05pm.

Curriculum



In accordance with the School Curriculum and Standards Authority of Western Australia, Mandurah Baptist College's teaching and learning programs operate within the guidelines of the Western Australian Curriculum. The Primary School curriculum covers eight major learning areas which include:

- English
- Mathematics
- Health and Physical Education Education
- Humanities and Social Sciences
- Science
- Technologies - Digital and Design
- The Arts – Music, Dance, Drama, Visual Arts
- Languages – French
- Christian Education

Further information about these programs can be obtained from your child's teacher.

Encouraging Achievement

Mandurah Baptist College is committed to meeting the needs of all students, including those who may be at risk of failure or under achievement, or those who require extension and challenge. Gifted and talented students will be identified and have access to enrichment and extension programs. Students identified as being at risk of not achieving at standard, will be able to access specialised support programs that focus on literacy and numeracy development.

Homework

Homework will be set by your child's classroom teacher. It will consist of activities to reinforce the classroom learning program and will focus on English and Mathematics.

National Assessment Program Literacy and Numeracy (NAPLAN)

The purpose of the National Assessment Program – Literacy and Numeracy (NAPLAN) is to assess the literacy and numeracy learning of students in all Australian schools.

All students in Years 3, 5, 7 and 9 in schools across Australia undertake the same tests. Students have their skills assessed in Reading, Writing, Conventions of Language (Spelling, Punctuation and Grammar), and Numeracy.

National test results provide information on how students are progressing and support improvements in teaching and learning. Parents and carers can best assist students by making them feel comfortable about the nature and purpose of the tests. The children can be assured that the assessments will give them an opportunity to show what they have learned in class.

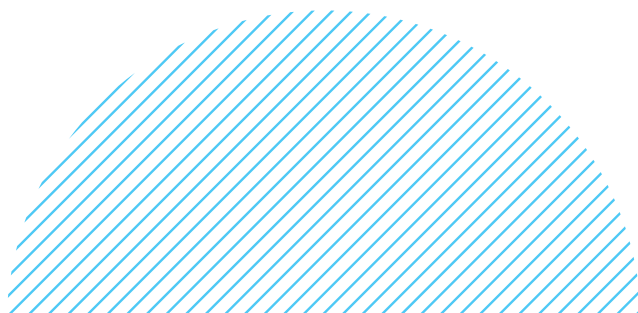
The results of these tests will provide useful information for teachers and parents. They will help inform teachers in their ongoing efforts to address the literacy and numeracy needs of their students.

Excursions and Incursions

These are part of the curriculum and are organised by staff throughout the year. Costs are included in the tuition fees. Students are required to wear full College uniform while attending school excursions.

In-Term Swimming Lessons

In-term swimming lessons will be held for all students in Years 3 to 5. These lessons are a compulsory component of the Physical Education program. Students will only be exempt due to illness.



Parents in Partnership



Developing strong lines of communication is important in developing strong links between the home and school. Please be mindful that teachers are engaged in preparing for or concluding their classes at the beginning and end of the school day and as such may not be able to give their full attention to any enquiries at this time. This is not an appropriate time to talk to your child's teacher about a particular concern or issue. Parents/guardians are encouraged to discuss any issues of concern they may have by making an appointment with the teacher. Appointments can be made to meet with a teacher by emailing them or phoning the South Administration Office on (08) 9583 7070.

Parent Information Evenings

Early in the school year, teachers will arrange Parent Information Evenings for each class. Parents/guardians wishing to discuss a matter with their child's teacher should always arrange an appointment time with the teacher concerned, or through the South Administration Block.

Parent Teacher Interviews

Parent Teacher Interviews will be held at the end of Term 1. Each teacher will organise a time for parents/guardians to meet with them to discuss the progress of their child.

Parent Involvement

At Mandurah Baptist College we recognise that parents/guardians play the most significant part in their child's journey to life-long learning. The values and attitudes that parents/guardians hold towards school and learning will strongly influence the values and attitudes that their children hold. This in turn will impact on each child's learning. To this end, we encourage and welcome parent/guardian involvement. There are many ways that you can be involved in your child's schooling:

- Rostered help in the classroom, Art Room, and Library
- Assisting with literacy support
- Special events and sports carnivals
- Excursions and camps
- P&F involvement

Please see your child's classroom teacher if you are available to assist in any of these areas. If you have any special skills that you may be able to share with students or if you have access to resources that would enhance our learning programs, we would love to hear from you!

Volunteers

Anyone who volunteers at the College in any capacity (classroom help, excursions, sport carnivals, etc.) is required to sign-in at the office. Information specific to the role may be required. Please check with Reception.

If you are a volunteer or helper at the College, please always enter through the South Administration Block.

Volunteer Working with Children Check Card

All volunteers who are over 18 years of age and who are not a parent/guardian of a student in the College must have a Working with Children Check (WWCC) Card to be able to carry out volunteer work in the College. This means all other relatives, including grandparents, need to gain a WWCC to volunteer at the College.

If the person has a current WWCC Card and is volunteering at the College, it will be necessary for them to provide their WWCC number when they sign in at the office. If they are volunteering on an excursion, they must provide their WWCC number on a volunteer form before the excursion. Grandparents and extended family members will not be able to volunteer at the College without either a WWCC Application Receipt or a current WWCC Card. WWCC paperwork can be handed in to Reception to be signed should you need to apply for a new card.

After School Sports

There are several after school sporting groups who use the College facilities, some of which are made up of students from the College. Check the College App for details throughout the year of the various sports and their registration requirements/details.

Assemblies

Primary School assemblies are held most weeks on Fridays commencing at 9.00am. Parents/guardians will be notified about the details of Primary School assembly dates and the class involved via the College App and Term Calendar. Students are to wear their full summer or winter school uniform for the assembly. Exceptions are made for students who have sport or drama classes on assembly days who may wear their sport uniform. No uniform passes will be issued unless a note from the parent/guardian is provided.

Canteen

The College has The Lakes Café situated in the Auditorium. Ordering from the canteen takes place online. Lunch orders can be made any time before 8.30am on the day of the order. Just log onto [Spriggy Schools](#) and register your family. A copy of the current canteen menu is available on the [College Website](#). Primary School students are not permitted to go to the canteen during school hours.

Compulsory College Functions

Parents/guardians are to ensure that their child attends ALL compulsory College functions as outlined below:

- Easter Assembly
- Intra School sports carnivals and events
- Christmas Concert, AND
- Year 6 Graduation (Compulsory for Year 6 students only)

College Playgrounds

Before and after school, the Early Learning Centre and Primary School playgrounds are out of bounds.

Children are not to play on any playground equipment before or after school unless supervised by a Mandurah Baptist College teacher. Children using the playground equipment, when not supervised by a Mandurah Baptist College teacher, do so at their own risk.

Toys

Unless children are requested to bring a specific toy for a learning activity, please leave all toys at home. They can cause negative peer pressure and inappropriate play. No responsibility can be taken for lost or broken toys.

Electronic Games and Equipment

Mobile phones, electronic games, iPads and other similar items are not to be brought to school unless permission is given. Year 5 and 6 students can bring their iPads to school for use in their classrooms only. Mobile phones are to be signed in at the South Administration Office every morning before going to class and picked up and signed out every afternoon after the 3.05pm bell.

Birthdays

We enjoy making children feel special as they celebrate birthdays. You are most welcome to send a cake to share on your child's birthday. The most manageable method is to send individual iced cupcakes for each child. Please inform your child's teacher before sending any food items to school.

***Please note that we strongly discourage ALL NUTS & NUT PRODUCTS for the safety of our students with severe allergies.*

Lost Property

A locked box containing lost property is in the undercover area. All items of lost clothing will be placed there and parents/guardians wishing to look for lost items should check this box before and after school.

Please ensure that all belongings, including uniforms, are clearly labelled with the student's name.

Medication

If your child needs to take any medication during the school day (e.g. antibiotics) the parent/guardian must complete an Authority to Administer Medication form. Parents/guardians may also come to the College during the day and administer medication to their child, after signing in through the South Administration Block.

Money Collection

Particular excursions, incursions and special events and student "Free Dress Days" will require students to bring cash to school. Parents/guardians will be notified of the amount and method of handling any cash that needs to be brought to school for specific purposes.

Student Drop Off & Pick Up Information



In the interest of our children's safety, we ask parents/guardians to exercise extreme care and caution when dropping off and collecting children in College carparks.

All drivers need to observe the 'walking pace' speed zone through the carpark and the 40km/h speed zone on the public roads around the school.

Street parking is available on Badgerup Avenue.

Arriving at School

Wherever possible, children should not be dropped off at school until 8.10am. Staff are unable to provide official supervision before this time. To ensure that reasonable steps are taken to protect children against risks of foreseeable injury, children arriving earlier than 8.10am should wait outside Room 11 and the South Administration Block.

Child Collection Arrangement

An Authority to Collect Form will be sent out at the beginning of the year for parents/guardians to list people who may collect your child.

Children will NOT be allowed to leave with an adult or sibling other than the parent or carer nominated at the beginning of the year, unless parents/guardians have notified the College in writing.

Children meeting an older sibling from the Secondary School must wait outside Room 11 and the South Administration Block until Secondary students are dismissed from Secondary School at 3.15pm.

We have this policy in place to protect you and your child and feel that any inconvenience caused is worthwhile to ensure your child's safety. Please do not place your friends, family members or our teaching staff in the embarrassing situation of being refused access to your child.

'Kiss and Go'

The 'Kiss and Go' area is to pick up and set down students only. There is NO standing and NO parking in this area. If you have arranged for your child to meet you at the 'Kiss and Go' area and they are not there you will have to exit the car park and come back around. Please explain to your children that they will need to stay on the footpath until you have stopped and then they can approach your car. Please follow the directions of the staff on duty.

Late Arrival or Early Pick Up

When a parent/guardian is required to collect a student from the College during school hours please report to the South Administration Block. You must sign a register indicating the child has been taken from College premises or returned to class. This is the same requirement should a student arrive late at school, after the commencement bell, or should a student need to leave early before the official end of the school day.

Absentees

Accurate record keeping of school attendance is a legal requirement for the College, therefore notification must be provided regarding all absences. When unexpected absences occur or if your child is unwell, please contact the College in one of the following ways: using the College App, calling the South Administration Block on (08) 9583 7070, or emailing attendance@mbc.wa.edu.au. If you receive an SMS notifying you of your child's absence, please reply with the reason for absence. A medical certificate may be requested to explain prolonged absences.

In-Term Family Vacations

According to the School Education Act 1999, students are required to attend school whenever the College is open for instruction or to otherwise participate in an educational program of the school whether at the school or elsewhere.

The Act also determines that students can only be kept home for medical reasons or for a 'reasonable cause.' Unfortunately, a 'family vacation' is not determined to be a reasonable cause.

Uniform



Mandurah Baptist College has established a uniform code which states that all students who attend the College will be required to wear 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;
- 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.

Uniform Shop

The Uniform Shop stocks the complete range of Mandurah Baptist College uniform requirements with the exception of footwear.

General Opening Hours

Monday to Friday
8.15am to 9.30am
1.00pm to 3.30pm

Any variations or additional opening times will be communicated to parents/guardians via the College app. The Uniform Shop is located in the carpark between the North and South Administration blocks and can be contacted on (08) 9583 7004 or pop in a talk to our friendly staff.

Please see the Uniform Policy located on our website www.mbc.wa.edu.au via the "Policies" tab for more information.



Health, Safety & Wellbeing



Although it may be inconvenient, please do not send children to school if they are sick. Remember the impact on other families! If your child is ill or absent please follow to absentee protocols when they return to school.

The following illnesses require exclusion from school:

- Chicken Pox
- Head Lice
- Mumps
- School Sores
- Cold Sores
- Diarrhea
- Influenza
- Vomiting
- Measles
- Ringworms

Immunisation

In the interest of child health and continued wellbeing at school, please ensure that your child has met the mandatory immunisation requirements. Parents/guardians will need to include their child's Australian Immunisation Register (AIR) Immunisation History Statement when applying to enrol at the College.

Please refer to the Department of Health website for more information on immunisation and the Immunisation History Statement.

Infectious Diseases

The danger from the presence at school of children suffering from infectious diseases arises chiefly from their attendance at two periods:

- 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 stages are set for your information:

Chicken Pox: Exclude from school. Re-admit when sufficiently recovered. Some remaining scabs are not an indication for continued exclusion. Contacts: do not exclude.

Measles: Exclude from school. Re-admit on medical certificate of recovery, or 7 days after appearance of the rash if well. Contacts: do not exclude immunised contacts. Non-immunised contacts should be excluded for 13 days after the appearance of rash in the last case identified in the school.

Mumps: Exclude from school. Re-admit on medical certificate of recovery. Contacts: do not exclude.

Ringworm: Exclude from school. 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. Re-admit on recovery.

Scabies: Exclude from school until effective treatment has been instituted. Family contacts will probably be infested and should be treated.

Nits-Pediculosis: Exclude from school until effective treatment has been instituted and most nits removed from hair. Contacts: family contacts will probably be infested and should be treated. Weekly checking is recommended.

School Sores: Impetigo - Exclude from school until effective treatment (including the proper use of occlusive dressings) has been instituted.

Slap cheek: Children with slap cheek are not required to be excluded from school. By the time slap cheek has been identified, the child is no longer contagious.

Gastroenteritis: The faeces and vomit of a person with gastroenteritis are usually infectious from the time the person begins feeling ill until at least 48 hours after symptoms have stopped. Keep children home from school for at least 24 hours after symptoms have stopped.

More information on these and other communicable diseases are available on the WA Health Departments website.

Health Services

School Nurse

Regular visits are made by the School Nurse, enabling children to receive health checks from Kindergarten onwards. Children may be referred to other agencies for support and remediation. Parental approval is sought and full details of any remedial action will be advised to parents.

Dental Therapy

The School Dental Service (SDS) is a public health program and provides free general dental care to students attending a Western Australian Department of Education recognised school aged five to 16 years or until the end of Year 11. The SDS is delivered state-wide through fixed and mobile dental therapy centres (DTC) collocated with some schools. Students are provided with an initial course of care during the first year of full time school and are then placed on a waitlist to receive a check-up at a future date subject to their clinical needs. Urgent dental care is provided as required.

To enroll your child/children in the School Dental Service, please contact the Oakwood Dental Health Services on 9586 7622. The Centre is located at Oakwood Primary School, 1 Oakwood Gate, Meadow Springs 6210.

Chaplain

The Primary School is committed to building and maintaining positive and meaningful relationships with students and MBC families to optimise each child's learning potential and their wellbeing. The Primary School has a Chaplain and School Psychologists who are available to support the educational, social, and emotional wellbeing of our students. Should you or your child have any concerns or issues you would like to bring to the chaplain or psychologists' attention, please feel free to ring on (08) 9583 7070, or you can email directly to our Chaplain Mark Fulwood on markf@mbc.wa.edu.au or our School Psychologists Mrs Tina Gratton on tinag@mbc.wa.edu.au and Mrs Nici van Eck-Viljoen on niciv@mbc.wa.edu.au.



Complaints Policy



Mandurah Baptist College is a community and as such there will be times when parents/guardians will wish to make suggestions, may have a complaint or raise a concern that needs addressing. Mandurah Baptist College takes these issues seriously and welcomes such feedback.

A complaint will be treated as an expression of genuine dissatisfaction that needs a response.

Mandurah Baptist College wishes to ensure that:

1. Parents/Guardians have an understanding of how to make a complaint should the need or situation arise.
2. Mandurah Baptist College responds within a reasonable time frame and in a courteous and efficient manner.
3. Parents/Guardians understand that they are listened to and that complaints are viewed as serious.
4. Action is taken where appropriate.

Mandurah Baptist College Complaints Policy and Procedure can be found here on the College website: <https://www.mbc.wa.edu.au/policies/>

