

# 2024



Bletchley Park

P R I M A R Y

# Parent Information Booklet



LOT 5003 Balfour Street, Southern River WA 6110  
Phone 9234 6400 | [www.bletchleyparkps.wa.edu.au](http://www.bletchleyparkps.wa.edu.au)  
Email [bletchleypark.ps@education.wa.edu.au](mailto:bletchleypark.ps@education.wa.edu.au)

## WELCOME



It is with great pleasure that I welcome you to the Bletchley Park Primary School community, where we are dedicated to ensuring every child achieves their social, emotional and academic potential. As an Independent Public School with a clear vision, we strive to create a culture in which every child from Kindergarten to Year Six feels a sense of belonging to the school and is valued as an individual. As highly professional, skilled and committed staff, we establish clear expectations for ourselves and create the conditions that enable students to model the communities' core belief of 'Be, Think and Grow'.

Bletchley Park Primary School is supported by a very active and progressive School Board and a highly motivated and focussed Parents and Citizens Association that not only fund additional resources for the school but assist in creating a positive community culture.

Together, we work to ensure that days spent at Bletchley Park PS are some of the best days of a student's life.

We hope you enjoy the experience that Bletchley Park Primary School has to offer. I look forward to meeting you.

Wayne Walpole  
Principal

## ADMIN OPEN TIMES

Monday to Thursdays 8.15am – 4.00pm  
Fridays 8.15am – 3.00pm

## STAFF

Principal  
Deputy Principals  
Mgr Corporate Services  
School Officers  
Library Officer

Wayne Walpole  
Sue Bachman, Kylie Salamon, Emma Steel  
Keren Harding  
Sandy Gard, Tracy Maclean and Jodie Norwell  
Danette Isgar

## SCHOOL TERM DATES FOR 2024

**Term 1** Wednesday 31<sup>st</sup> January – Thursday 28<sup>th</sup> March  
**Term 2** Monday 15<sup>th</sup> April – Friday 28<sup>th</sup> June  
**Term 3** Monday 15<sup>th</sup> July – Friday 20<sup>th</sup> September  
**Term 4** Monday 7<sup>th</sup> October – Thursday 12<sup>th</sup> December



## SCHOOL DEVELOPMENT DATES FOR 2024

These dates are listed below and can be located on our term planner. Students will not attend school on School Development Days as the teachers will be attending Professional Learning.

**Term 1** Monday 29<sup>th</sup> January and Tuesday 30<sup>th</sup> January  
**Term 2** Friday 31<sup>st</sup> May  
**Term 3** Monday 2<sup>nd</sup> September  
**Term 4** Friday 8<sup>th</sup> November  
Friday 13<sup>th</sup> December

## ASSEMBLY



Assemblies are held on Friday mornings commencing at 8.30am. To view the schedule for Junior or Senior school please see the Term Planner located on our website. [www.bletchleyparkps.wa.edu.au](http://www.bletchleyparkps.wa.edu.au). Parents are encouraged to come along and watch students showcase their performances and receive Merit and Value Awards. Your child's classroom teacher will let you know when their class is hosting the assembly.

## SEESAW

Seesaw is an app used to connect with our parent community by sharing what your child is learning in class. Seesaw is very easy to use and is an excellent way for you to connect with your child's classroom teacher. We ask that you do not share any posts on social media. If you need any support, please ask your classroom teacher.



## CLASSROOM TIMES

Students who arrive between 8:00am and 8:15 am are supervised in the Undercover Area. Parents needing to bring their child to school before 8.00am will need to organise before school care. The school has Helping Hands Network on site for before (6.30am onwards) and after school care (until 6.15pm). An enrolment process is required for Helping Hands, they can be contacted on 0488 040 839.

<b>First Siren/Doors open</b>	<b>8.15am</b>
<b>Start of the day</b>	<b>8.30am</b>
<b>Recess</b>	<b>10.40 am - 11.00am</b>
<b>Lunch</b>	<b>1.00pm - 1.30pm</b>
<b>End of the day</b>	<b>2.30pm</b>

**ASSEMBLIES for Yr1-6 are held in the undercover area from 8.30am Friday.**

If your child is late to school, they must attend the administration office to collect a late pass prior to attending class. Our school day ends at 2.30pm, please ensure your child is collected from school at this time or you have organised after school care. After the classroom roll is taken in the morning and afternoon if your child is absent or late a message will be sent to your mobile phone. Please respond to the message on **0437 204 409** advising the reason for the absence.

If students leave the school during our designated school hours, a leave pass is to be completed in the school administration 10 minutes prior to departure. You must provide a copy of this form to the classroom teacher before the child can be released from the classroom.

## WEBSITE – [www.bletchleyparkps.wa.edu.au](http://www.bletchleyparkps.wa.edu.au)

**Everything you need to know about BPPS can be found on the School Website.**

At the top of the page you can click on **Select Language** and choose from over 100 different languages to make viewing easier if English is not your first language.

**Newsletter:** An email with a link to the website will be sent to the parent/guardian whenever a newsletter is produced. Please contact the ladies at the office if you are not receiving the email.



## OFFICIAL BLETCHLEY PARK PRIMARY SCHOOL FACEBOOK PAGE

Another way we will share information with you is through the official Bletchley Park Primary School Facebook Page. Upcoming events and urgent information will be filtered through to you. There is an option to comment, and we would love to engage in community discussions. Please remember this is not the place to air your problems or criticize the school. If you have a concern, please firstly contact the teacher or admin so that we are able to help you resolve your concerns.



## FACTION COLOURS

Your child will be allocated a sport faction: **Farmer (royal blue)**, **Strickland (red)**, **Bradman (green)** or **Fraser (gold)**. We try to place members of the same family in the same faction.

## SPECIAL OCCASSIONS

We love to celebrate birthdays, name days or other special occasions. Students are made to feel special on their day. You are welcome to send a small item such as a cake (preferably cupcakes and allergy friendly) along for us to share.

## BICYCLE/SCOOTER USE

Parents are advised to provide children with chains and locks as school staff accept no responsibility for bicycles and scooters brought to school. When on school grounds students must walk bikes and scooters at all times. Bike west Council recommends students in years K-3 do not ride to school unaccompanied by an adult.



## PAYMENTS

There are many options to pay Voluntary contributions and Excursions, payments can be made by installing and paying by QKR by MasterCard, (simply download the app from the App store on your mobile phone and follow the prompts to set up your account) or at the school office by cash in an envelope clearly labelled with your child's name to administration and posted in the mailbox located in the front of the reception desk in the morning.

We also accept EFTPOS or by direct deposit into our Commonwealth Bank account: **Bletchley Park Primary School, BSB: 066040 A/C 19901121**, please ensure you enter your child's name and details of the payment in the reference line or Eftpos at school office during normal office hour

Preferred Payment Method



## SCHOOL RULES

The following school rules have been designed to provide our children with a safe environment and to ensure everyone has their rights respected.

- No one leaves the school grounds without a leave pass.
- The car park and bicycle racks are out of bounds.
- Chewing gum is banned.
- Students are asked not to be at school before 8.15 a.m.
- Students arriving before this time must assemble in the undercover area if not supervised by parents.
- Good manners and a caring attitude towards others is expected.
- We follow instructions given by all school staff.
- We treat all members of our school community with respect and courtesy.
- We stay out of a classroom unless a teacher is present.
- We use the bins provided to keep our environment clean and tidy.
- We walk our bicycles and scooters on school grounds.
- We walk on all pathways.
- We do not play on play equipment before or after school.

### Playground Rules

- Respect and treat others the way you would like to be treated
- Use toys/equipment appropriately and pack away
- Sit while eating in the correct areas and always pick up your rubbish after eating
- Look after the environment when you are playing



## BEHAVIOUR MANAGEMENT

Bletchley Park Primary Schools behaviour policy is based upon:

The belief that through the support, encouragement and nurturing care shown and experienced at Bletchley Park Primary School, all members of the school community have the opportunity to:

- **be** safe, **be** themselves, **be** affirmed in their dignity and worth as persons
- **think** about how they want to be treated and how they treat others
- **grow** to be the best version of themselves, **grow** skills in building personal relationships

We adhere to the following principles:

- Everyone has the right to be treated equally and with respect.
- Everyone has the right to be taught and to learn.
- Everyone's property should be treated with respect.
- Everyone is responsible for their own actions.
- In line with the Department of Education's Violence in Schools Policy, if an investigation indicates a student intentionally physically hurts another student or staff member, they will be suspended.

## INFORMATION FOR PARENTS/CARERS

- All visitors are asked to sign in and out of the office.
- Parents must adhere to signage and staff directions in regard to parking around the school.
- No dogs are allowed on the school grounds.
- Students are not to play on play equipment before or after school.

## ILLNESS AND ACCIDENTS

Students who are ill **should not attend** school for the duration of their illness. A child who is not well can become very distressed when in a group situation; it will also help curb the spread of infection to other children and staff. Please keep your child at home if he/she is suffering any of the following:

- Live head lice
- Nose/ear/eye discharge
- Weeping sores
- Diarrhoea
- Fever
- Vomiting, or has vomited within the last twelve (12) hour
- Any signs of infectious diseases, IE chicken pox, influenza, mumps, rubella, trachoma, measles, ringworm, school sores, or whooping cough

If a student becomes ill during a session, the parent/guardian will be telephoned to collect them. If an accident occurs, it will be recorded in an accident book. Parents/Guardians will be notified when picking up their child of how the accident occurred and what treatment was given. If it is serious, the Parent/Guardian will be contacted immediately therefore it is **essential that emergency contact numbers are up to date**.

If staff seek medical/ambulance assistance the school accepts no responsibility for the cost incurred.

## STUDENTS REQUIRING MEDICATION

If your child is on medication and you wish to request staff to administer it, please note the following points:

**Short term administration of medication** – parents/carers may request school staff to administer prescribed or non-prescribed medication to students for a short period of time when their child has a condition that does not require a long-term health care plan. Parents will be asked to complete: An *Administration of Medication* form.

**Long term administration of medication** – Long-term medication is prescribed or non-prescribed medication that a student is required to take during school hours in response to an ongoing medical condition. Instructions and authorisation for the administration will be recorded in the students health care plan, which is to be completed prior to medication being administered.

All instructions for times and dosages must be in writing. Please complete the necessary documentation at the School Office. A medication record will be kept for those students on regular medication.

Medications must be correctly labelled in the original packaging and handed to staff, not left in the child's bag. If your child has an ongoing medical condition, e.g. Asthma, anaphylaxis diabetes etc. please notify the school leadership team, so the appropriate medical action plan can be implemented.



## ALLERGIES AND MEDICAL CONDITIONS – Please note Bletchley is an Allergy Awareness School

If your child has a medical condition (allergies, asthma, etc.) please notify the school immediately if you have not already done so. Where necessary, an Action Plan will be formulated in consultation with a Deputy Principal, so that if an emergency arises directions can be easily followed. This requires updating each year or as the need arises.

### **Allergy Awareness**

You may be aware that we have students in the school who are highly allergic to nut products, eggs etc. These students do not necessarily have to eat nut products to have a life threatening reaction. Their condition is so serious that even ingesting or touching a trace of nut product could result in an anaphylactic reaction. In order to reduce the risk of an allergic reaction I would request that you remove nut products from your child's recess and lunch. I understand that this could make preparing meals more difficult; however failure to make this change could have dire consequences.

### **Please avoid sending these foods to school:**

Peanut paste/butter, Nutella/Hazelnut Spread, Incredibites, Satay products, Chocolate biscuits, Cream biscuits, L.C.M.s Muesli bars, Dippity Biscuits, Tiny Teddies, Dunkaroos, Jatz and most crackers eg. Ritz, Ryvita, Premium, Cruskits. Anything made with peanut oil or whole/crushed peanuts.

There are lots of alternatives to bringing peanut products; we thank you for your co-operation in this area.



## OTHER MEDICAL

**STUDENT HEALTH FORM** At the beginning of each year a student health form is sent home for completion. This form is required for excursions during the year. **Please complete and return it to the classroom teacher ASAP.**

**COMMUNITY HEALTH NURSE** A Community Health Nurse is available to our school on a needs basis. Appointments can be made via our school office.

**COMMUNICABLE DISEASES** Parents are asked to phone the Administration staff if there is any doubt about a child attending school whilst suffering a medical condition that can be transmitted to other students.

**HEAD LICE** Pediculosis (head lice) occasionally infects a student's hair. If head lice are found to be present, students will be excluded from school until treatment is commenced. Suitable treatments can be purchased from pharmacies. Upon return to school, students need to be brought to administration prior to attending class.

**DENTAL** The school dentist located at Southern Grove Primary School, Ph: 9234 7723



## THIRD PARTY COMPUTER AGREEMENT

It is a requirement of the Department of Education Western Australia that we have permission from parents to use Applications that involve a Third Party. These Applications may only be accessed by the teacher, however, if used at school by anyone at any time, we need your permission to use them. This form is completed online with a link emailed to all parents at the beginning of each year. For your child to participate in using digital technology this form must be completed on enrolment OR when sent out at the beginning of each year.

## LUNCH



School Canteen Catering Services  
Creators Of Healthy Kids - Not Just Today

Students are supervised in designated areas whilst eating lunch. We encourage students to eat healthy.

Our school canteen is open Monday to Friday and staffed by Robyn and Lisa.

The canteen offers Morning Recess and Lunch to all years including Kindy and Pre-Primary.

We follow the Western Australian Traffic Light System for primary school canteens.

Lunch orders are by **online ordering only**, morning recess and lunch sales may be ordered online or purchased with cash from the canteen in the recess breaks.

**Place your lunch order by downloading the Spriggy School App.**

To keep you up to date with all things current in the canteen follow the canteen on Facebook @ Bletchleywaycafe Bletchley Park Primary School Canteen.

You may contact Robyn by email [schoolcanteens@outlook.com](mailto:schoolcanteens@outlook.com) or phone the canteen on 9234 6415.



## SCHOOL UNIFORM

The wearing of a school uniform helps to enhance school pride and tradition. At Bletchley Park all students are required to wear the school uniform. Parent/carers support for wearing of uniforms is essential and is appreciated. For safety reasons, children are required to wear suitable shoes at all times. This policy is endorsed by the school board.

The following are specifically banned from school: Any denim (as per Education Department policy), Dangling earrings, excessive jewellery or makeup, clothes with inappropriate message logos, thongs or shoes without a back strap.

Label all items of clothing, lost property box can be located outside the admin building

Uniforms can be purchased from Uniform Concepts 26 Soloman Road Jandakot WA 6164, Ph:270 4650, [www.nellgray.com.au](http://www.nellgray.com.au)



**School Hat Policy** – Bletchley Park Primary School is a sun smart school, therefore students are required to wear hats at lunch, recess and during all outdoor activities throughout the year. All students are required to wear the Bletchley Park Primary School Bucket Hats which can be purchased from Uniform Concepts.

## CRUNCH AND SIP

Bletchley Park Primary School is a Certified Crunch & Sip School since 2008.

Crunch & Sip is a primary school nutrition program, developed to increase the quantities of vegetables and fruits and water being consumed by Western Australian children. It is an easy way to help kids stay healthy and happy!

Each student is encouraged to bring a piece of fruit or vegetable and a bottle of water to school each day.



## PERSONAL ITEM LIST

To ensure your child is prepared for learning each year level is provided with a personal item list which outlines stationary, books and classroom items that are required for the year. Personal Item Lists can be obtained from the administration office and can be located on our website, items are readily available to purchase from Campion Education 25b Baile Rd Canning Vale – 6240 2778, [www.campion.com.au](http://www.campion.com.au)

Personal item lists are endorsed by the school board.

## VOLUNTARY CONTRIBUTIONS AND CHARGES

While contributions are voluntary, the quality of our teaching and learning program will be maximized when each family contributes to the cost of supplementing funding gained from other sources, including the State and Commonwealth governments. At a cost of \$60.00 per year it works out to approximately \$1.50 per week to educate your child. There are many options to pay Voluntary contributions. Bank Transfer, EFTPOS, QKR or Cash. If you choose to pay through the Personal Stationery Items Usage list Campion will collect the voluntary and P&C contributions and transfer it to the school on your behalf.



## USEFUL TIPS

- Many of our activities are messy and the students often get their clothes dirty despite the use of painting aprons. Most of the paint we use comes out in COLD water. DO NOT USE STAIN REMOVING SPRAYS OR HOT WATER AS THEY CAN SET THE PAINT.
- Label all items of clothing, lunch boxes and drink bottles. You will be amazed the amount of clothing that ends up in the lost property bin located at the rear of the office.

## CONCERNS/PARENT INTERVIEWS

We are committed to providing quality communication with parents/carers. Parents/carers are encouraged to seek clarification of day-to-day issues directly with your child's teacher to avoid misunderstandings. Parent-Teacher interviews are very readily organized. Please contact the school for an appointment to discuss any matters concerning your child's progress, the programme content or any other general queries or concerns.

If a resolution is not reached after meeting with the teacher, please make an appointment to meet a member of the leadership team (Deputy Principal or Principal).

As part of the school's Reporting to Parents Policy, formal parent-teacher interviews will be conducted at the end of term one. The Educational Program for the school is suspended on this day. An open day will also be conducted in term 3.

## PARENT PARTICIPATION

Effective education is dependent on family and school working together. Bletchley Park Primary has a friendly atmosphere that encourages parents to become involved and be part of your children's journey.

Parent/carer involvement provides continuity for the child between home and school, therefore parents/carers are encouraged to participate and assist in the classroom in whatever capacity they are able. Your child loves you to be involved and this way you can be a part of the learning experiences we provide in the classroom.

If you have a special skill or talent that you would like to share with the students, for example, carpentry, story-telling, playing a musical instrument or speaking another language, let us know and we can arrange a suitable time and date for you to come to the classroom.

*We look forward to sharing your child's education journey at Bletchley Park Primary School and hope your child's time with us will be happy and enriching.*





# Our Values

**OUR VALUES**

## DOING MY BEST

I always do my best.  
I work well by myself and  
with others.

- ✓ I work cooperatively with others.
- ✓ I work hard and persevere.
- ✓ I have the courage to do what is right.
- ✓ I am honest.
- ✓ I admit doing wrong.



**OUR VALUES**

## RESPECT

I respect other people and  
the environment.

- ✓ I respect my culture.
- ✓ I respect other people's cultures.
- ✓ I include other students.
- ✓ I take care of the environment.
- ✓ I show empathy towards others.

