

Borden Primary School



Parent Information Booklet 2024



Always Strive

Our Vision

Inspiring respectful, caring, confident and resilient lifelong learners.

Our Mission

Our Mission is to provide a high-quality teaching and learning environment that empowers your child to grow academically, emotionally and socially within an ever-changing world.



Introduction

Borden Primary School has been providing education to the local families and visitors since 1925. The school has always enjoyed a strong community spirit developed over that time and the close, supportive relationship that exists between students, staff and parents enables us to know each student as an individual. Staff, students and parents work together to create a positive school environment in which every student feels safe and is able to learn in a caring atmosphere.

As a public school, the Borden School Council works with the Principal to set out and monitor the key directions of the school and to make a positive contribution to the continued development of the school. The School Council includes representatives from the parent and staff bodies, the Parents and Citizens Association (P&C) and the community. A proactive P&C continues to support the school with numerous fundraising campaigns each year to assist in the provision of resources and equipment for the school.

Our challenge is to continue to target key areas to further develop our students as successful, motivated learners who always strive to achieve standards of personal best. We encourage students to develop resilience within themselves and build positive relationships with the world around them, in which they show respect for both people and the environment. Together, as a community, we are building the learning foundations and futures of the children in our care.

Financial Matters

School Amenities Fee 2024

\$60.00 per child. A sheet with further information on this cost is attached.

This contribution enables the school to purchase additional resources for students.

Please pay promptly at the **beginning of the year** so the school gets the best use out of your contribution.

School Banking Details

Families are encouraged to pay their Charges and Voluntary Contributions on-line, the school's banking details are:

Account Name: Borden Primary School BSB: 016-660 Account No: 340844373

Staff - 2024

Principal: Deborah Greenwood

Manager Corporate Service: Jamie-Lee Maslij

Teachers:

Senior Room: Debbie Landells

Junior Room: Viktoria Lance

DOTT Teacher: Stacey Moir

Education Assistant: Michelle Richardson

Library Officer: Terry Lea McKenzie

Cleaner:

Gardener: Aimee Macaulay

2024 School Term dates

Term 1 31st January to 28th March

Term 2 15th April to 28th June

Term 3 15th July to 20th September

Term 4 7th October to 12th December

Public Holidays 2024

Friday 26th January—Australia Day

Monday 4th March—Labour Day

Friday 29th March —Good Friday

Monday 1st April —Easter Monday

Thursday 25th April—ANZAC Day

Monday 3rd June—WA Day

Monday 23rd September—Kings' Birthday holiday

School Attendance Information

The Education Act requires that all students attend school daily until the end of the year that the student turns 17 years of age or they obtain exemption. Teachers keep records of daily attendance. The register is a legal document and may be produced in court. All students are expected to attend up to the last day of the school year.

Absences from school.....

Any absence for part or all of a day, or many days, should be explained by a parent/guardian. **Please inform the school by phone or email on the day.** If your child/ren is away and the school hasn't been notified, you will receive a text message that you can reply to. Advance notice of any absence is appreciated as it helps teachers' planning. Athletic carnivals and other special days such as excursions and camps are normal school days and attendance is expected as usual.

The Department's policy for students that go on vacation outside of normal school holidays is that they will be marked as an Unauthorised Absence.

Sickness.....

In case of prolonged illness, parents should contact the school in writing.

Bell times.....

Students are asked to arrive at school after 8:30 am as supervision is not provided before this time.

☛	Start	8.50 am
☛	Crunch 'n' Sip	10:00am
☛	Recess	11:00am to 11:30 am
☛	Lunch	1:00pm to 1:30 pm
☛	Finish	3:00 pm

School buses arrive at approximately 8:40 am and depart at 3:05pm

Kindergarten.....

Semester One—Students attend all day on Tuesdays and Thursdays.

Semester Two —Students attend all day on Mondays, Tuesdays and Thursdays.

Please note that although it is not compulsory to enrol your child for Kindy, once enrolled, they should attend regularly.

Pre-Primary.....

Pre-primary is compulsory (full-time—5 days a week).

Collecting your child from school grounds

Parking....

Please park in the car park on the western side of the school . The bays in Stone Street are reserved for school buses. Parking on Stone Street and John St is strongly discouraged due to safety issues.

School Bus Bay....

No parking in front of school buses. The school bus is legally unable to unload students if any vehicles are parked in front of the school bus.

Permission for someone other than yourself to collect your children...

Please notify the school if you are authorising others to collect your children from school.

Visitors....

Visitors to the school report first to Reception and sign in if staying in the school for any length of time.

Collecting Children during school hours....

If children are collected from school during school hours they will need to be **signed out from the school office.**

After School....

Students should leave the school grounds as soon as possible after the last bell of the day. Exceptions are those who have approved commitments after hours under teacher supervision or have permission to be on school premises. School grounds are out of bounds after school, including weekends and holidays.

Dress Code



Students should be clean, well groomed and neatly dressed at all times.
Long hair (longer than shoulder length) should be tied back or up.
School uniform is the preferred standard of dress. All students must wear school uniform on school excursions.
Nail polish is not permitted.
Any jewellery worn eg: earrings should be minimal and safe.



Uniforms.....

Green long or short sleeved polo shirt
Green fleece jacket
Green waterproof winter jacket

Black pants
Black skort
Black microfibre shorts
Plain Black leggings — only to be worn under a skort



Green and white check dress—must be worn with sports shorts underneath

Green wide brimmed school hat all year or
Green school beanie (Winter months only while at school)
Closed in shoes

Uniform is available through Borden P & C Association
Uniform coordinator Nigel Moir
0417997946



Belongings.....

Please label all items and clothing (including second-hand clothes) with your child's name or family name.
School staff will make every effort to return items. This happens quicker and easier when labels are clearly marked.

Parents are encouraged to search through the lost property box at any time if their child has lost any clothing or other items.

Valuable Items.....

The school takes no responsibility for damage to or theft of items such as mobile phones, iPods, electronic games, jewellery and toys. Children are required to leave valuables and toys at home and to place non school uniform items in their bags during the school day, although parkas, gloves etc. may be worn on the school buses.

Items brought for 'show and tell' sessions should be kept in school bags during the day or handed to the teacher for safekeeping.

Communication

Visiting the classroom

Parents are encouraged to visit school at any time. However parents are requested not to enter classrooms during school hours without prior arrangement.

Individual student discussion with their teacher

Please contact your teacher to make an appointment before or after school to discuss any issues related to your child's schooling.

School Reports

Student Reports are sent home at the end of Terms 2 and 4.

Parent - Teacher interviews

Parent interviews are conducted each semester or by prior arrangement with teachers and/or parents. Parents are encouraged to discuss any matters with their child's teacher.

Complaints and Disputes

Where possible, parents are encouraged to seek solutions to complaints at school level first. Issues to do with students should be discussed firstly with classroom teachers.

The Principal deals with issues that are complex or where further action is required.

Excursions, Outings etc

The school will email Consent forms for all children attending excursions, camps, sporting events etc. Your prompt reply to these notes is appreciated and ensures your child does not miss out.

Senior room camps occur biannually. Next camp will be in 2025

School Newsletter

A newsletter will be published fortnightly on Thursdays and distributed to parents via email. The newsletter contains dates of events and information about school activities.

The term planner will be sent out at the start of each term. Updated events will be in the newsletter.



Health

Food

Borden Primary School promotes healthy eating as part of the WA Curriculum. The school is also embraces the Crunch 'n' Sip program and students are provided a five minute break every morning in which to eat fruit or vegetables and drink water.

Students are not permitted to share food and they are not permitted to roam with snacks. At lunchtime, students are required to sit for at least ten minutes or until they have eaten their lunch. Leftovers are taken home so parents can see what has been eaten.

Please ensure that food sent to school for your child is nutritionally sound. Water is the recommended drink and high sugar drinks are actively discouraged.

Waste Free Wednesday—We are encouraging all students to bring in a waste free recess and lunch once a week. The Landfill and recycling bins will not be available but all compostable waste will be collected.

Birthday cakes

Birthdays are important milestones for children of all ages. The staff at Borden PS recognise that children enjoy sharing their special day with their classmates by singing happy birthday.

We also acknowledge that some families may like to make cupcakes to bring to school on the day. If you would like to bring something in on your child's birthday please ensure that: It's easy to share out (ie cupcakes or fruit jelly cups). You have contacted your child's teacher prior to let them know.

Students will celebrate their birthday and have the cupcakes at the end of the day before home time, so that there is minimal disruption to their learning program.

If you would not like your child to eat food that has been brought in due to allergy/dietary reasons please let us know via email. You are welcome to bring an alternative in that we can put in the freezer ready for when birthday cupcakes are brought in.

Illness or Accidents at School

To avoid transmitting viruses and illnesses to other students children should not come to school when they are unwell. If a child is involved in a minor accident, the classroom/duty teacher will provide care. Parents and/or a doctor will be contacted if necessary using the information on Admission Cards.

If the accident is serious children will be transported directly to hospital. Parents will be contacted in either event.

Note: Please advise the school of changes to your contact details.

Homework

To help students and families with work at home, teachers will:

- Establish a routine for managing homework eg. homework diary
- Ensure written homework is relevant to student needs, ie provide activities that develop specific skills and knowledge.
- Respond to individual needs of students and families. Consider the time factors of bus travel and winter sports training.
- Consider the availability of resources at home. Provide resources for students if necessary.

****Please refer to the *Borden PS Homework Policy***

Time Recommendations:

Homework Content:

Year Level	Homework	Time Allocation (approx*)
Kindergarten	Literature – adult and child shared experience	10-15 minutes, 3-4 times per week
Pre-primary	Literature – adult and child shared experience Home reading Sight word/phonetic sounds practise	10-15 minutes, 3-4 times per week 5 – 10 minutes, 5 times per week Upon request
Year 1 - 2	Literature – adult and child shared experience Home reading Sight word/phonetic sounds practise.	15 minutes, 3-4 times per week 10 minutes, 5 times per week Upon request
Years 3 - 4	Home reading Spelling Words Maths Revision Individual work as required.	20 Minutes, 5 times per week Upon request
Years 5 - 6	Home reading Spelling Words Maths Revision Individual work as required.	20 minutes, 5 times per week 5 – 10 minutes daily

To help children be successful with work at home and at school, parents can:

- Create a place at home that helps studying. It should be well lit and quiet. There is evidence that most children do best when they have no distractions.
- Set aside a specific time for homework. This might involve limiting television for the whole family until homework is finished.
- Make sure there are stationery supplies to use at home. Check with your child about the kinds of tasks they will be doing. Be available if your child has questions. Parents can support their children by looking over homework, including participating in non-written activities, and giving suggestions, but should not do the homework for them. Communicate regularly with teachers. If necessary, ask for information about how to complete the tasks. Read to or with your child daily. This includes modelling reading to your children. Emphasise the value of learning and show appreciation for the child's work. Help your child organise projects that need to be completed over longer periods.

Homework

Reading

To encourage reading at home we offer in *school reading incentives*. For every 5 nights that a student reads, and their parents sign their child's reading folder, the students can move their frog along the lily pads on the school verandah. When a student reaches 25 night reading they will receive a reading certificate. Each time they reach 50 nights they will be awarded a book of their choice.



School Library

In our school library we have a fairly extensive variety of books on offer for students to lend. Both Senior and Junior room classes will visit the library once a week.

Classroom teacher will notify parents which day at the beginning of the term.

Students are required to have a library bag to loan books.

If you have any concerns about your child's homework please email the classroom teacher or the principal.

Student Behaviour & Wellbeing

Borden Primary School is an established **Positive Behaviour School (PBS)** which is used as the school's frame work in defining, teaching and encouraging expected behaviours.

Being a Positive Behaviour School provides staff with an opportunity for essential classroom teaching and practise of expected behaviours and defined clear responses to inappropriate behaviours.

Borden Primary School has four clear and positive expectations for the behaviour we expect from our students in all areas of our school. These expected behaviours are taught to the students. Students are encouraged and acknowledged for displaying these behaviours. The expectations provide a common language for everyone at Borden Primary School and support a safe school environment.

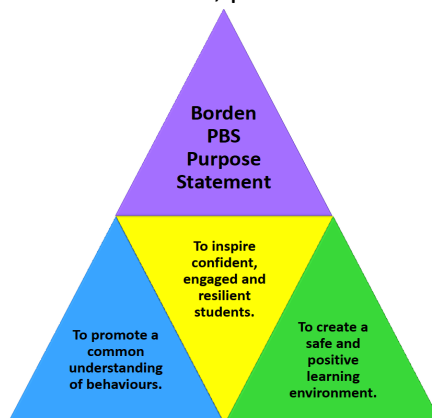


The committee, in consultation with the community and parents have developed a Positive Behaviour Matrix which is a set of expectations and specific behaviours that are the basis of the school's behaviour curriculum.

In 2024, every Tuesday morning, we have a PBS check in with students and deliver the value of the week. One junior and one senior room student are awarded good new stories for displaying the value.

At Borden PS we also use **ClassDojo**. Students are awarded dojo points for displaying our school values. When they reach their target they can redeem their points for a prize. If the school reaches the school target each term, we have an end of term award for students (ie: wear Pjs to school, long table lunch, crazy hair). ClassDojo has proven to be motivation for students to follow expected behaviours.

If you have any concerns about school behaviour, please contact the school principal.



BE RESPECTFUL
BE RESILIENT
BE SAFE AND CARING
BE YOUR BEST

****For more information please refer to our "*Behaviour Management Policy*"**

After extensive staff training Borden Primary School will be implementing their student wellbeing program using the **BeYou** platform. This will include lessons about resilience, coping with difficult situations, and guided mindfulness with smiling minds, and other resources from the BeYou platform.

School Calendar

Assemblies

Assemblies are held each term where students present class items and merit certificates are awarded. Please check the Term Planner for exact days and times. Parents, extended family and community members are invited to attend.

In term Swimming Lessons

All students – from Pre Primary to Year 6 – participate in swimming lessons during Term 1 at the Gnowangerup Swimming Pool. In 2024 these will be held in Week 2 from Monday 5th February to Friday 9th Feb subject to confirmation. Students complete two lessons each day. Please pack your child with a warm set of clothes, a spare towel, water bottle, lunch and a small snack for them to eat between lessons. Arrangements will be made for Kindy students during this week.

Fitzgerald Interschool Swimming Carnival

A Warperup team is formed with Borden, Ongerup and Pingrup students to compete at the Fitzgerald Interschool Swimming Carnival against other schools in the area. This carnival is held in Jerramungup.

Excursions and Camps

Camps and Excursions are conducted according to student learning programs and/or parent consultation. Early notice of camps will be given to parents as soon as possible. Senior room camps occur biannually. More information for the 2025 camp will be advised later in 2024.

Year 6 GRIP Leadership Conference

On the 21st march the Year 6 students travel to Albany to attend a one day conference about leadership skills. This will prepare them for their year as school leaders.

Kanga Cricket Carnival

In Term 4 Wellstead Primary School hosts a cricket carnival for students in Years 3-6. This is a modified Round Robin Carnival with surrounding schools.

Gairdner Lightning Carnival

A round robin modified rules carnival for Football and Netball held at Gairdner Primary School in Term 2 each year. All students in Years 3–6 attend.

Warperup Athletics

All students participate in a variety of team and individual athletic pursuits at our annual Warperup Athletics in conjunction with students from Ongerup and Pingrup Primary Schools. They are usually held at the end of 3rd term alternating either at Borden, Ongerup or Pingrup town ovals.

Interschool Sports

Held soon after the Warperup Athletics Carnival, a Warperup Athletics team, formed from the best students at Borden, Ongerup and Pingrup competes in the annual Interschool Athletics against other schools in the area. Schools host the sports once every four years. In 2024, the Interschool Athletics Carnival will be hosted by Bremer Bay PS

Year Six Graduation Dinner

Parents and teachers join their Year 6 students for a special graduation dinner in Term 4 each year.

End of Year Awards Night and School Concert followed by P & C Community Christmas Event.

The students present an end of year concert in the Borden Pavilion at the end of Term 4. End of year awards and Graduation Certificates are presented. The evening concludes with a Community Christmas Event organised by the Borden P&C.



School Leadership

Student Leadership.....

All Year 6 students will be given the opportunity to take on the role of Student Leader throughout the year.

The Student Councillors will have the following roles —

- Introducing and presenting school assemblies
- Acknowledging important visitors to the school
- Representing the student body at school functions
- Where possible, attending Leadership Camps and given training in public speaking
-



****For more information please refer to our 'Student Leader Policy'**

School Council.....

Borden Primary School Council was constituted in 2002 and comprises School Principal, one staff representative and between two and six community/parent representatives. School Council meets once a term and all parents are welcome to observe meetings.

The role of School Council includes; taking part in establishing and reviewing as needed the School's objectives, priorities and general policy directions and formulating codes of conduct for students; determining a student dress code and promoting the School in the community.

2024 School Council members:

Council Chair– Caroline House

School Principal - Deborah Greenwood

Community Rep 1 - Stacey Miller

Community Rep 2 - Eliza Woods

Community Rep 3—Stevi Filipowski

Parent Rep 1 - Tim Schlueter

Parent Rep 2 - Louise Bailey

School Staff Rep - Viktoria Lance



Parents & Citizens Association.....

P & C Association meetings provide opportunities for parent input into school activities.

The P & C is actively involved in providing support for improving the educational and physical environment of the school.

Families are invited to make an annual donation to P & C.

Parents, staff and community members are encouraged to attend meetings held once each term.

2024 P & C Association Committee

President: Emily O'Meehan

Vice President: Darren Moir

Secretary: Kelly O'Neill

Treasurer: Vanessa Stone

School Council Representative: Louise Bailey

Additional Information

Book Club

Students have the opportunity to purchase books through Scholastic Book Club. Catalogues are sent home with new releases eight times per year. These are also available on line. When ordering from Book Club, please use the LOOP ordering system which enables you to make payment direct to Scholastic Book Club. Commission earned from these book sales are used to buy new books for our Library.

Cultural awareness

In 2025, there will be a noongar word of the week. Students are encouraged to guess what the word is and will receive a dojo point for having a go.

School Nurse

A school nurse visits the school to provide health checks for students and health education to the school community.

School Chaplain

A school chaplain visits the school regularly to provide support for both students and the wider community. Students and/or parents are able to make an appointment by writing their name in the School Chaplain book in the school office. School Chaplain for 2024 is Judith Simpson.

School Psychologist

The School Psychologist travels from Albany. Services provided include additional assessment of student ability and advice to the school and parents on strategies to improve student learning. Access to the School Psychologist may be arranged through the school.

Specialist Therapists

Occupational therapy, speech therapy and physiotherapy services are available through Katanning Health Services. Specialists visit the school on a regular basis. Teachers and parents may request assistance as required.

Kindergarten Oral Language Program (KOLP) aims to improve the oral language skills of kindergarten children by providing targeted, goal based interventions. The KOLP has been providing intervention aimed at improving the oral language skills of kindergarten students at Borden Primary School over the past two years, with highly successful results – all students who took part showed positive change. The program also develops the skills of early childhood teachers to build capacity within schools and is an effective way to help children with mild to moderate language delay whose families do not have access to mainstream services.

YMCA employs a *Speech Therapist and Therapy Assistant* who form part of an integrated team to deliver the program to Kindergarten children at Borden Primary School. The program involves our teachers and education assistants to create an integrated support network for children who have been identified with mild to moderate language delays.

Dental Services

School Dental services are provided by the Katanning Dental Therapy Centre. Access to this service is available at Gnowangerup and Ongerup. If your child has problems and you wish to contact the school dentist, please phone the school office for the dental van itinerary.



Additional Information

Bus Information

Please notify your bus driver of changes to your child's travel arrangements. Please also notify the school of any changes to the afternoon bus run.

Borden Salt River - Contractors

Nicholls Bus and Coach Service P: 9881 1736

Borden Salt River - Drivers:

Erin King M:0427 112 487

Borden South-East- Contractor:

James McCabe email: schoolbus@regionaltransit.com.au Phone Helen Archer M: 0428 276 031

Borden South-East- Drivers:

Geena Batchelor M:0488 281 158

If you have any concerns about School Bus matters, please contact your local Bus Representative.

If any matter is not able to be resolved, please contact School Bus Services in Perth.

Phone: 08 9326 2000 or internet: **www.schoolbuses.wa.gov.au**

Although the school does not have jurisdiction over student behaviour on school buses, we appreciate knowing if your child is having problems on the bus as this can affect them at school. School bus drivers and contractors do have the power to temporarily withdraw the service for your child if they are behaving in away that makes bus travel unsafe for themselves or other students, by either their direct actions or by behaviour that will cause major or continued distraction to the driver.

