



SOUTH COAST
BAPTIST COLLEGE



PRIMARY YEARS 3 TO 6

HANDBOOK

Overview from the Head of Primary

Welcome to South Coast Baptist College. We are delighted to have your children join us in our Year 3 to 6 classes. Our Primary School is comprised of a community of dedicated and professional staff who are committed to working with you to create an exciting, nurturing, and positive learning environment for your child.

The Primary School at South Coast Baptist College provides a structured and supportive academic and co-curricular program that enables students to explore and develop their unique skills, interests, and strengths. The Primary School has 23 general teaching classrooms from Kindergarten to Year 6 with the total student numbers across these year groups of 640 students. Staff in the Primary School diligently plan and implement programs that focus on character development, differentiation, and critical and creative thinking. We actively encourage academic performance from our students to meet the West Australian Curriculum requirements.

The Primary classrooms are an ideal environment for your children to learn and grow. Our college is guided by our core value statement, to develop students who show "Courage in Wisdom and Hope in Love." We strive to instill these values as character competencies in our students from Year 3 to Year 6 and beyond.

Our aim is to nurture thinkers, scholars, leaders, and team players who are not only skilled but also passionate about both their current and future pursuits. Primary School staff believe that by building on this solid foundation of values, our students will be equipped to reach for their purpose with confidence and determination. We are committed to fostering an environment where every child can grow into a well-rounded, capable, and compassionate individual, ready to make a positive impact in the world.

Please do not hesitate in taking the opportunity to meet with me, should the need arise.

I look forward to being involved directly with your child's schooling over the oncoming academic year.



Mr Anthony Moses
Head of Primary School

M.Ed. (Ed. Leadership), Grad Cert. (Ed. Leadership), B.Ed., B.A. Ed.

Parent Information

Parent Help

The College welcomes parent helpers in all areas of the Primary School. During the year there will be frequent opportunities for parents to participate in College activities. Please note that there are specific guidelines regarding assistance and teaching staff do not delegate 'duty of care'.

Please contact your child's classroom teacher if you wish to assist with special projects, excursions, supporting the College with fund raising, book covering etc. Please 'sign in' on entering the College, at the front reception and ensure that you are always wearing a parent helpers' badge.

Parents are not permitted to travel on College transport, be out of 'line-of-sight' of College staff or to be in-charge of groups or individual children on College excursions and activities.

Each year teachers select a Class Connect Parent. This role is designed to encourage parental involvement, support the teacher and care for other families in the class.

Your presence, time, and energy with the participation of others, will enable us to advance the quality of our education programs.

Classroom Information Meetings

Classroom meetings for Year 3 to 6 classes are scheduled by classroom teachers in February each year. Parents will be informed when this meeting is scheduled.

The purpose of the classroom meeting is to inform parents of general classroom management practices, learning expectations, parental responsibilities i.e., home reading, signing homework, conference/interview formats, specialist classes etc. Individual appointments to further discuss your child's specific needs can be arranged with your child's teacher.

Parent/Teacher Contact, Interviews and Conferences

Teacher contact may take place in any of the following forms:

- A class meeting at the beginning of the year (where individual appointments can also be made).
- Informal contact after school at a mutually convenient time for the teacher and parent.
- A formal interview made by a parent, guardian, or teacher via the College office.
- A formal parent/teacher conference during Term 3.
- An email, letter or note.
- A telephone conversation.

A parent/teacher conference outlining student academic progress, personal and social interaction and work habits is scheduled mid-Term 3 of each year, with parents and guardians.

Teaching staff should not be approached by parents to discuss student needs after the morning bell at 8:35am, unless a mutually convenient appointment has already been agreed upon by the teacher and the parent. Teachers have a duty of care to all students in their class.

Interactive Whiteboard, iPads, and Computers

Primary classes have access to laptop trolleys and/or iPads, for use in the classroom. Chromebooks provided by the school are used in Year 3 to 6 classrooms to familiarise students with devices accessed in the secondary school at the college. A purpose built Primary Digital Technology Room is used for teaching Digital Technologies (e.g. Coding, Robotics, 3D Printing, Minecraft Education, Stop Motion Animation etc.).

Homework

Homework is a valuable part of the curriculum. It may consist of unfinished class work, home revision tasks projects that reinforce teaching, preparation for tests, or assignments that need to be completed at home. Homework is a tool that also allows parents to observe and help their child to develop study habits and the discipline needed for learning.

All Primary School students are given homework on a regular basis, set to be three nights a week only, and this activity should take approximately:

- 20 minutes per day (3 days) for Year 3 to Year 5 students
- 30 minutes per day (3 days) for Year 6 students

Year 3 parents are encouraged to be actively involved in their child's homework. Students in Years 4, 5 and 6 will often benefit most when they take ownership of their own work and complete as much as possible on their own under parental supervision.

**Reading is not included in homework times. Reading with and listening to your child read is encouraged on a nightly basis. Homework is not issued to Primary School students over school holiday breaks.*

Failure to complete homework

A note of explanation from a parent, for incomplete homework, is required. Regular completion of homework is expected from all students to revise content covered in class. Homework should not be excessive. If you feel homework is excessive for your child, please talk to your child's classroom teacher. Behaviour Notifications are not issued for homework related matters.

Literacy

Literacy is an essential skill that builds a strong foundation for success in all learning areas. As they engage with the Western Australian Curriculum, "students become literate by developing the knowledge, skills and dispositions to interpret and use language confidently for learning and communicating" (School Curriculum and Standards Authority, 2014). Literacy in Years 3 to 6 involves students listening to, reading, viewing, speaking, writing, and creating oral, print, visual and digital texts, and using and modifying language for different purposes in a range of contexts.

Suggested Strategies for Developing Literacy Skills

- Allow for a special and regular time to read to/with your child as well as encouraging him/her to spend time reading independently. Make reading time an enjoyable activity, in a safe and secure environment.
- Encourage your child to borrow books from the College Library as well as the local Public Library.
- Talk about the different purposes for reading books like picture books, novels, newspapers, recipe books, online books etc.
- Encourage your child to talk about characters and events in the book, before and after reading.
- Ask your child to think of possible alternative beginnings and endings for stories read and heard.
- Encourage as many family members as possible to be involved in conversations, possibly around the dinner table. Try to ensure this is dedicated talking and listening time.
- Help your child to think through and discuss ideas in order to develop their thought process.
- Ask your child for his/her opinion. Encourage them to explain their ideas in detail.
- Ask other family members to give their ideas, opinions, and reasons why. Show that it is acceptable to have different views or opinions.
- Encourage thinking about exciting and ambitious vocabulary that your child might like to use to make their writing more interesting and descriptive.

Library

The College Library endeavours to provide students with suitable resources that will meet the educational and personal needs and interests of students as well as providing the professional needs of the staff. Library materials are selected on relevancy to the curriculum, age appropriateness, moral and social significance.

Physical Education and Sports Specialisation

Physical education plays an integral role in our curriculum as we recognise its significant impact on the physical and mental well-being of our students. South Coast Baptist College provides opportunities for students to engage in sports activities both within our school and at an interschool level. For students who excel in Years 3 - 6, we offer the chance to represent the college in various events organised by the Catholic Primary Schools Sports Association (CPSSA) against local private schools. Throughout the year, students are fully immersed in skill-based development across a diverse range of sports, including specialised sports such as gymnastics, trampolining, athletics, basketball, and football (soccer). Please note that a waiver needs to be completed for all children participating in gymnastics and trampolining at our multipurpose sports centre.

To ensure a safe and effective physical education program, we expect all students to wear the correct sports uniform for every physical education lesson. In addition, students can only be excused from weekly physical education and sports specialisation lessons with a note from their parents or guardians for genuine physical concerns. It is important to note that if students do not have a hat for physical education lessons, they will receive a notification and miss a portion of the lesson.

Care of College Property

Students are expected to exercise responsible care in the use of College property (including other students' uniform items); this also includes textbooks, desks, chairs, equipment, College grounds, and College buildings. A student's parents will be held financially responsible for the overt destruction of student uniforms and/or College property. Students are expected to place all litter in the bins provided. Classrooms should be left in a neat and orderly condition at break times and at the conclusion of the day.

Wellbeing

Wellbeing at South Coast Baptist College seeks to promote a general atmosphere of care and safety within the school community. We aim to develop empathetic relationships so that students are nurtured into wholesome maturity. The way we care for students is an expression of our values and beliefs. We provide proactive and preventative care for all students through lessons, camps, assemblies, excursions, via our College discipline system and by providing an orderly and supportive school environment. Through these means we seek to promote a sense of belonging and self-worth.

Additional care is provided for individual students as the need arises. Classroom teachers are the first line of support and work in conjunction with the Deputy Head of Primary (Wellbeing), the Head of the Primary School, Psychologists, Councillors, Chaplains, and other support services.

Chaplains

The Primary School Chaplains' roles are to promote spiritual, social, and emotional wellbeing along with caring for students with specific needs. These issues may include family/home relationships, grief, low esteem, dealing with feelings and questions about God. The Chaplain serves as both informal counsellor and mediator, listens in times of need, and provides support during times of crisis and hardship. Our chaplains have the gift of time and the privilege of listening. Primary School Chaplains attend student focus assemblies, sports carnivals, school camps and often catch up with students during break times across the year.

Textbooks and Stationery Supplies

In the Primary section of the College, all textbooks and student stationery supplies are ordered during fourth term of the preceding year by teachers at a substantial tax-free saving and then distributed to students during the first week of school, by their classroom teacher. Stationery for primary students is included in college fees.

Primary students who are enrolled during the year will have their stationery and texts ordered by college staff in consultation with the Deputy Head of Primary (3 to 6), the Head of the Primary School and the classroom teacher. This method of bulk buying of classroom equipment represents a saving for parents, both financially and in the time that it takes to organise the purchase of these items through external providers.

Primary Choirs & Musical

Choir is offered to interested students in Years 4, 5 and 6. Choir is compulsory for all Year 4 students and voluntary for Year 5 and 6 students. Selection for the Year 5 and 6 choir may involve an audition. Rehearsals are held once a week during school hours. The Primary Choir is involved in musical incursions, excursions, and performances over the course of a year. The Year 4 Choirs perform at the Primary School Musical. Students interested in character roles in the Primary School musical are chosen via auditions.

Individual Music Tuition

Private Music Tuition is offered to students throughout the College in the form of weekly group and individual lessons for a duration of 30 minutes. Instruments offered for tuition include guitar, piano, vocals, ukulele, and drums. Ukulele tuition is offered as group tuition to students in Years 3 to 6. Information regarding the College's Music Tuition Program is available on the College website (Parents Area) or by contact Mrs Pamela Dale, Music Administrator, musicadmin@scbc.wa.edu.au

Canteen

The College canteen is open 5 days a week. Lunch orders can be ordered online by downloading the 'Spriggy App.' www.spriggyschools.com.au, or at the canteen window first thing each morning. Our canteen has EFTPOS facilities.

Daily Crunch & Sip

Each class have a set break in the morning or afternoon where students consume only fruit or vegetables and drink only water. Parents are asked to supply a piece of fruit or vegetable for their child to eat daily for this purpose.

Snacks and Lunches

It is recommended that all food items sent to school for recess or for lunch are balanced and nutritious.

Drinks in the Classroom

In order to stay hydrated Primary students are encouraged to bring a named water bottle to class to have a drink whenever necessary, as permitted by the classroom teacher.

Birthdays

Birthdays in our Primary School are viewed as being special events. If you choose to send a birthday treat to your child's classroom, please provide enough for each child in the class. If birthday treats are being sent to class, please discuss choices with the classroom teacher regarding suitability and possible student allergies. Please refrain from handing out 'party bags' to students in your child's class due to the risk of potential allergens.

Pets

The College is not a place to bring pets, including dogs and cats, unless under consultation with classroom teachers to add to the class learning program. Pets need to remain at home unless prior arrangements have taken place.

Toys

Please do not allow your child to bring toys to school. An exception to this is for 'news' items. They should be brought to the attention of the classroom teacher for the routine specific to the class. Toys brought to school can cause negative peer pressure and inappropriate play. No responsibility will be taken for toys that are lost or broken at school.

Lost and Found

The best way to ensure the return of your child's belongings is to name all items of clothing, books,

stationery etc. Unclaimed items of uniform are located at the College Uniform Shop.

Grievances

At SCBC, we aim to create a warm supportive environment between home and school. Therefore, it is important for the home not to undermine the authority of the College by openly questioning the actions of staff, nor for the teacher to undermine the values of the home by openly questioning a parent.

Any concerns from a parent should firstly be discussed with the staff member in question.

Secondly, if the grievance remains unresolved after meeting the classroom teacher, the parent should make an appointment with the relevant Coordinator or the Deputy Head of Primary (3 to 6).

Thirdly, if the grievance is unresolved after meeting with the Deputy Head of Primary(3 to 6), please see the Deputy Head of Primary (Wellbeing)

If the grievance is still not resolved an appointment can be made to see the Head of the Primary School to discuss concerns still requiring resolution.

The fifth step in the process is an opportunity to discuss the concern with the College Principal.

Finally, if no resolution is reached, the matter should be directed to the College Board in writing.

Our Parent/Guardian Complaint Policy is located on the College's website.

We understand the importance of fairness in the handling of complaints. The College's system is consistent with the National Principles for Child Safe Organisations. The process for complaints/concerns are child focussed and implementation of the National Principles for Child Safe Organisations is regularly reviewed and improved.

The Director General of the Department of Education is responsible for ensuring that the school observes the registration standards, including the standard about its complaints handling system. Any student, parent or community member is entitled to contact the Director General with concerns about how the school has dealt with a complaint. Information is available on the [Department of Education website](#). While the Director General may consider whether the school has breached the registration standards, she does not have power to intervene in a complaint or override the school's decision.

A Code of Conduct for Parents, Guardians and Visitors of the College can also be found on the College Website Parents Area.

Absences

All students are expected to attend school regularly and punctually. Excessive absence affects learning progress, relationships with peers and general attitude towards schooling. Rates of attendance and punctuality are noted in Semester Reports.

Students are discouraged from missing school for reasons other than illness or emergencies. It is important to understand that there is a strong relationship between attendance and learning and that missed classroom teaching and learning activities can never be entirely replaced. Attitudes regarding the value of education and the importance of study, are shaped by parental decisions and priorities regarding school attendance.

To comply with College Policy, all absences should be logged online on through the 'Compass' App or logging into SCBC-Compass website. The College is regularly audited in relation to student attendance.

Late Arrival

Primary students who have not arrived prior to the class roll being taken first thing in the morning, must report to college front reception where they must 'sign in' using their College Student Card, prior to going to their classroom. Students then hand the 'ticket' to the teacher. Punctuality at the beginning of the day is a parental responsibility and as such it is the parents' responsibility to notify the College if a child is going to be late, to avoid receiving an unexplained absence notification later in the day.

Absences Other Than Illness or Unavoidable Absences

Those parents or guardians who have an unavoidable appointment for a child during school hours, (e.g., a visit to the dentist, doctor, or family reasons etc.), must make this known to the College in advance, if possible. All absences should be logged online on the 'Compass' App or SCBC Compass website.

The parents or guardians collecting the student must report to Front Reception where they will be guided to 'sign out' the student, and 'sign in' via Reception when arriving back at the College (if appropriate). The slip must be shown to the classroom teacher, then handed in to the front reception upon departure.

Extended Student Absence During School Terms

From time to time, an extended leave of absence from school is sought by parents for their child/children. If you are intending to take a leave of absence of three or more school days, we ask that you log an attendance note on the 'Compass' App and selecting vacation as the reason of absence. All notifications of planned vacation leave should be submitted / logged at least two weeks in advance, where possible.

Please note If a student is absent from school on vacation leave, the classroom teacher may require the student to catch up on work missed.

Student Service and Illness

Illness and Medication

For the welfare of your child and others in the school, all students who are running a fever, or are too ill to participate fully in classroom activities should be kept at home. The following illnesses require exclusion from school:

- Chicken Pox, Head Lice, Conjunctivitis, Vomiting, Diarrhoea, Influenza, Impetigo, Ringworm, Slap cheek, Measles and Mumps, Fever.

Parents of children who are on any other regular preventative medicine need to discuss the management of their child's needs with the class teacher and Student Services.

Action Plans for anaphylaxis, allergies, and asthma can be obtained in Student Services for a doctor to complete annually. If your child has a chronic condition requiring a school managed plan, please speak with Student Services.

When a child in Primary becomes ill and unable to stay in the classroom during a school day, they will be allowed to rest comfortably in Student Services until a parent is contacted and arrangements made for the student to be collected from the College.

The Administration of Medicine

In accordance with College Policy, teaching staff are not able to administer medication. Medicine should only be administered at the College via Student Services (Room G8).

Parents can pre consent to medication by going into Student Services and completing a long-term or short-term consent form.

Please remember in consideration of your child, other children, and staff that the best place for children who are unwell is at home.

Asthma

Parents of children who suffer from asthma will be given an 'Asthma Management' form at the beginning of each year. It is required that this form be signed by the child's Doctor and returned to the Student Services (Room G8).

Parents are requested to sign a long-term medication form when providing the school with Ventolin. Students are not permitted to carry any medication including Ventolin on them.

Head Lice Screening

Periodic checks of students for head lice in the Primary school may occur when an outbreak is detected. All students in the class affected will be screened to prevent reinfestation. Consent for such checks is given by parents at enrolment.

If your child has head lice, they are asked to stay at home until they are cleared from all live lice. Please visit healthywa.wa.gov.au to find more information on effective ways to treat head lice.

Allergies, Preventative Medication and Epi-Pens

Parents of children who require the use of an Epi-Pen or other regular preventative medicine need to discuss the management of their child's needs with the classroom teacher and at Student Services. Management plans are drawn up by the school nurse in Student Services for students with serious allergies and/or illnesses. If you feel this is necessary in the case of your child, please contact Student Services for a plan to be drawn up for your child. Please note that this will likely require information from your medical practitioner.

The Primary School advocates an approach of allergen minimisation to optimise the care of all students. We would ask that all parents minimise potential allergens by avoiding including items in their child's lunchbox or bag that may cause other children to have an allergic reaction.

Uniform

Formal Uniform – Years 3 to 6 only

Girls: Summer	Girls: Winter
SCBC Summer dress	SCBC Winter tunic
SCBC White ankle socks	SCBC Open neck blouse
Black lace up leather shoes	Black tights or knee length blue socks
SCBC Primary tracksuit jacket or woollen jumper	Black lace-up leather shoes
SCBC Hybrid hats / Caps <i>(Either can be worn from Year 3 onwards)</i>	SCBC Primary tracksuit jacket or woollen jumper
	SCBC Hybrid hats / Caps <i>(Either can be worn from Year 3 onwards)</i>
Boys: Summer	Boys: Winter
SCBC Elastic backed shorts	SCBC Elastic backed trousers
SCBC Summer checked shirt (SCBC logo)	SCBC Sky Blue Shirt (with logo)
SCBC Grey socks	SCBC Grey socks
Black lace-up leather shoes	Black lace-up leather shoes
SCBC Primary tracksuit jacket or woollen jumper	SCBC Primary tracksuit jacket or woollen jumper
SCBC Hybrid hats / Caps <i>(Either can be worn from Year 3 onwards)</i>	SCBC Hybrid hats / Caps <i>(Either can be worn from Year 3 onwards)</i>

Non-Uniform items:

SCBC College backpack	Library bag (book folio)
Duffle bag (Swimming & Sports Bag)	Clear zip folio (homework)

** Note: Year 3-6 students will generally attend school in their formal uniform three days a week and in their sports uniform on specified Sport Specialisation lesson and Physical Education days. You will be advised of the two days that your child is required to wear sports uniform prior to school commencing in the year.*

Primary Sports Uniform

Sports Uniform: Years 3 to 6 (2 days per week)

Unisex
SCBC Sports Polo
SCBC Sports Shorts
SCBC Hybrid Hats/Caps <i>Either can be worn from Year 3 onward</i>
SCBC Sports Socks with SCBC Banded Logo
House Faction Polos <i>One day per week as stipulated by the College</i>
SCBC Primary Tracksuit Pants Mainly used in winter
SCBC Primary Tracksuit Jacket Mainly used in winter
Predominantly White, Black or Black and White Sneakers Velcro or lace-up cross trainers or running shoes

* Parents of Year 4 – 6 Football Academy students are required to purchase an Academy 'kit' or uniform in addition to the purchase of their SCBC formal and sports uniforms.

Hair

The general rule is that all students' hair should be neat and tidy. Extremes of hair style are not permitted. No 'Mohawks', tracks or cut lines are allowed as part of a student's hair style whilst at school.

Students hair that is shoulder length or longer, must be tied up at the back of the head with black hair ties or navy 'Alice' bands, ribbons or scrunchies. Hair clips, slides or combs must be black or brown (small silver clips are permitted). Hair must be kept out of the student's eyes at the front. Hair dyes, tints and rinses where used, must be of one natural colour. Hair styles of all students should be clean and neatly groomed.

Hats

The College always encourages students to be sun smart while outdoors. A 'Wear a hat to play' Policy is implemented throughout the year in the Primary School. The South Coast Baptist College hat is compulsory all year round.

In Years 3 - 6, students have the choice of wearing a College sports cap or continuing to wear the wide brimmed Hybrid hat. Students who are not wearing a College hat during recess and lunch time will be required to remain on the verandas or in the library.

Jewellery

- Primary School Students are permitted to wear one pair of *plain studs or sleepers*, (gold or silver), in their ears (one in each ear lobe). Studs may have a small, coloured stone.
- No other kinds of body piercing are not permitted.
- Primary Students are permitted to wear a wristwatch, a Medic Alert bracelet, or Medic Alert necklace if applicable.
- Students are permitted to wear Smart Watches only when there is no connectivity for calls or internet during school hours. On many devices this can be set by parents. Students are not permitted at any stage to communicate to parents or any other individual via their watch within school hours.
- No other jewellery of any description is permitted.

Girls' Skirts

Girls' skirts should be mid-knee length. Parents are asked to check their daughter's uniform and adjust the hemline when necessary.

Shoes / Footwear

Formal uniform shoes for students must be plain, black lace-up leather shoes that cover the ankle and provide both adequate foot coverage and support. No other shoes are permitted. The following shoes are not in-line with the Primary School Uniform Policy and will not be permitted to be worn - suede shoes, shoes with a very thick sole, shoes with any form of buckles, shoes with coloured stitching, skate shoes, sneakers, leisure or beach style footwear.

Predominantly white, black or black and white sports shoes (main colour of the shoe is white) e.g., cross trainers worn with SCBC College banded socks are the correct shoes for Physical Education lessons. These are the only style permitted in the Primary School years. Skate shoes, Dunlop volleys, gym boots, coloured sports shoes and retro basketball shoes are not permitted to be worn with sports uniform in the Primary School years.



Uniform Shop

All items of the College uniform are available from the College Uniform Shop, except for raincoats and footwear.

Opening hours during school Terms:

Monday:	1:00pm – 4:00pm
Tuesday:	8:30am – 10:00am & 1:00pm – 4:00pm
Wednesday:	1:00pm – 4:00pm
Thursday:	1:00pm – 4:00pm

You can contact the Uniform Shop via email uniformshop@scbc.wa.edu.au, or phone direct on 9540 4430.

**Opening hours vary during the school holidays. Please check the College website for any variations and additional opening days and times for each holiday period.*

House/Factions

Students are divided into four Houses:



Yaakin



Kwilena



Widi



Boodalang

Each of our four Houses has two Year 6 House Captains, one boy and one girl. Each House is carefully aligned to animals prominent in the local region. The Houses have been given local indigenous names for their titles. Kwilena (Dolphin) is the Blue House; Yaakin (Turtle) is the Green House; Boodalang (Pelican) is the Ochre House and Widi (Penguin) is the Yellow House.

Students in Primary wear their College House coloured polo shirt on a designated sports day (once a week), as outlined annually by the college. The House polo shirt is also to be worn at college House Swimming Carnivals, House Cross Country Carnivals and House Athletics Carnivals.

Camps in the Primary School

Year 5 Camp

All Year 5 students attend a local overnight camp as part of their yearly activities at a cost which is included in school fees. This event takes place on the dates indicated on the events calendar on our website. This camp is within a two-hour drive from Perth.

Year 6 Camp

The Year 6's attend a 3-day camp as part of their yearly activities at a cost which is included in school fees. This event takes place on the dates indicated on the events calendar on our website. The campsite is within a two-hour drive from Perth.

Year 6 Primary Prefects

A student leadership group for the Primary school is selected from the Year 6 students at the College, through a student vote. A 'Head Boy' and 'Head Girl' are selected from the prefect body to represent the College at official events. Handover of prefect roles occurs in Term 4 of the preceding year. Year 5 & 6 students select the Primary School prefect body on an annual basis. Primary Staff may veto a selection if a student's behavioural standing does not warrant this role in Year 6, even if voted in by the students. Students who are placed on Level 3 or higher, on the Primary School Behaviour Management process in Years 4 to 6 are ineligible for student leadership roles.

Incursions and Excursions

Every effort is made to enrich classroom learning and one way the College achieves this is through the scheduling of incursions and excursions periodically throughout the year (payment for these activities is included in the school fees). Notices of these activities will be sent home in advance by the classroom teacher, together with relevant parent information via email through the 'Compass' App. or website.

**Please Note: During excursions students in Years 3 to 6 are required to wear full formal school uniform unless otherwise specified by a staff member. Parents need to make their own way to and from excursions and are not able to travel on school buses or hired buses. Parents are also not allowed to be 'in-charge' of groups of students on excursions.*

Curriculum and Reporting

The Western Australian Curriculum

The Western Australian Curriculum is a learning entitlement for each Australian student. It provides a foundation for successful, lifelong learning and participation in the Australian community. It acknowledges that the needs, abilities, backgrounds, and interests of students will vary, and that schools and teachers will plan teaching and learning experiences using the curriculum in ways that respond to the needs and interests of students. The Western Australian Curriculum acknowledges the changing ways in which young people learn, and the challenges that will shape their learning in the future.

The Western Australian Curriculum includes a focus on the general capabilities of Literacy, Numeracy, Technologies Competence, Critical and Creative Thinking, Ethical Behaviour, Personal and Social Competence and Intercultural Understanding. It also emphasizes three cross-curriculum priorities. These priorities provide dimensions which will enrich the curriculum through development of considered and focused content that fits naturally within the learning areas. They enable the delivery of learning area content at the same time as developing knowledge, understanding and skills relating to Aboriginal and Torres Strait Island histories and cultures, Australia's engagement with Asia and sustainability. The Western Australian Curriculum sets out what all young people should be taught through descriptors of set content and the learning levels expected through year level achievement standards. Parents can view the Pre-Primary to Year 10 Western Australian Curriculum outline at <http://k10outline.scsa.wa.edu.au>

Students in Years 1 to 6 engage in the following curriculum areas; English, Mathematics, Digital and Design Technologies, Science, Health, History, Geography, Civics & Citizenship (Years 3 to 6), Economics and Business (Years 5 & 6), LOTE, Art, Music, Health and Physical Education, and Bible and Christian Studies.

Assessment and Reporting

Assessment is a continually ongoing process in the Primary School. Teachers ensure that all assessment tasks are explicit, comprehensive, fair, and student oriented. Every effort is also made to ensure that assessments contribute to the teacher's planning and the student's learning. Teachers may draw from any of the following assessment methods or tools:

- Teacher observation
- Oral reports
- Written reports
- Annotated work samples
- Teacher made tests and quizzes
- Anecdotal notes & checklists
- Homework
- Self & peer evaluation
- Conversations or interview with a student
- Rubrics
- Photographs / video
- Standardised tests – PAT Maths, English & Reading (Year 2 to Year 6), Reading Benchmarks (PP to Year 3) & P.L.D.
- National Testing (NAPLAN – Years 3 & 5)

Standardised Testing – Years 1 to 6

With a high level of competence in the areas of literacy and numeracy being sought in the Primary School, and in order to successfully document student progression over time, standardised testing will occur in Primary classrooms in the following manner, in a given year:

Years 3, 4, 5 & 6: NAPLAN - (Years 3 & 5 only), PAT Maths, PAT Reading, PAT Spelling (4 to 6), Dibles Reading Fluency, STAR Reading test, PAT eWrite (5 & 6)

NAPLAN – National Testing Assessment

Online National Testing is undertaken by students in Years 3, 5, 7 and 9 in schools across Australia with the tests taken on set dates in March (Term 1). Students have their skills assessed online in Reading, Writing, Language Conventions (Spelling, Punctuation and Grammar), and Numeracy.

Parents and guardians can best assist their children by making them feel comfortable about the nature and purpose of the tests. Students can be assured that the assessments will give them an opportunity to show what they have learned in class.

Test results also provide useful information for teachers and parents. Results help inform teachers in their ongoing efforts to address the literacy and numeracy needs of our students.

Previous year's school results are available on the ACARA 'My School' website and are also available via the College's Annual Report.

Reporting

The purpose of reporting a student's performance is to provide both parents and student with specific and targeted information about their academic progress. This process also provides teachers with the opportunity to notify parents about a student's achievements, effort, attitude, and classroom behaviour. Formal reports are provided to parents at Mid-Year (end of Term 2) and at the end of year. Primary school reports are based upon the Achievement Standards of the Western Australian Curriculum in all learning areas.

Academic Achievement and Excellence Awards

Early in Term 4 Academic Achievement Awards and Academic Excellence Awards are presented at an Academic Assembly to students who have achieved high results in the core learning areas of Mathematics and English, and who are setting examples for their peer group to strive to achieve. The criteria for a student in Years 4, 5 and 6 to receive one of these awards are:

Academic Achievement Award: Maintaining a B grade or higher in both Mathematics and English across Semester 2 report of the previous year and continuing this level of grades for the Semester 1 report for the current academic year.

Academic Excellence Award: Maintaining an A grade in both Mathematics and English across Semester 2 report of the previous year and continuing this level of grades for the Semester 1 report for the current academic year.

Other awards presented at the Academic Assembly include Year 6 Citizenship, School Spirit, Christian Character, Sport and Leadership Awards.

Learning Support

In the Primary School a strong emphasis is placed on the development of both Literacy and Numeracy skills within broad and stimulating classroom programs that provide a wide range of learning opportunities for all students. We believe all students can achieve their potential in a positive, challenging educational environment that targets their interests, channels their energies, develops their abilities, and allows learning to take place at a student's own developmental rate.

Students' academic needs vary widely and teachers at South Coast Baptist College are committed to meeting the needs of all students, including those who may be 'at risk' academically, or those who require extension and challenge, by providing differentiation within the classrooms. Programs are structured to meet these academic needs.

Teachers may sometimes have concerns regarding difficulties that a student may be having with their learning or behaviour. In this situation, the teacher may need to adjust the student's program, adapt classroom procedures, and decide whether to seek further advice.

South Coast Baptist College aims to provide programs and services that encourage students with disabilities, or specific learning needs, to participate in curriculum activities to their full potential. Where possible we also aim to provide professional development for teachers to gain the skills necessary for teaching students with special needs.

If teachers are concerned that a student may be 'at risk', they will liaise with the relevant Primary School Deputy and/or the Learning Support Co-ordinator to determine which assessments are required. A meeting will be held with the parents to discuss these concerns and determine the next course of action and whether further intervention is required via external professional services.

To help support our students and families at South Coast Baptist College we have a Speech Pathologist, Occupational Therapist, and Psychologist available on school grounds. These services can be accessed through the Deputy Head of Primary (3-6). The cost of accessing these services is discussed by the relevant professional with the parent. Parents are also able to access the services of external professional services if they prefer.

To assist with the development of Curriculum Adjustment Plans (CAP's) ongoing consultation is sought with Educational Psychologists, physiotherapists, Speech Pathologists and Occupational Therapists to provide optimal learning outcomes for our Primary School students.

Please contact your child's classroom teachers or Primary School Deputies (Room G6) should further information be required or if you have any concerns for your child.

Behaviour

Student Behaviour

South Coast Baptist College is committed to providing a safe and positive school environment in order to facilitate general wellbeing, character, and learning. Student attitude and behaviour not only impacts the student themselves, but other students, teachers, and parents. To train and develop student character and positive behaviour, the College seeks to maintain a high level of discipline along with a high level of support. All action in this area will be procedurally fair and free from discrimination or degradation.

Expectations of students

It is expected that all students in the Primary School will:

Take responsibility for learning

- a) Arrive on time.
- b) Be prepared.
- c) Demonstrate a responsible attitude for daily work
- d) Carefully and punctually complete assigned classwork and homework

Settle conflict in a peaceful manner

- a) Speak respectfully to others in order to resolve issues
- b) Seek help from teaching staff
- c) Desist from fighting with others physically or verbally

Behave in a respectful manner towards people in positions of authority

- a) Look at the teacher / adult / speaker
- b) Speak respectfully

Be sensitive to the needs and feelings of others

- a) Use appropriate language at all times.
- b) Be willing to help others.
- c) Be friendly and courteous.
- d) Resist distracting other students from their learning.
- e) Be willing not to bully or tease others.

Use property respectfully no matter who it belongs to

**Parent support and engagement is essential to encourage positive student behaviour. Parents can contribute constructively when they reflect a positive disposition to college expectations, model the values taught to students and seek to resolve concerns proactively by speaking to the appropriate person.*

Discipline Principles

South Coast Baptist College has set discipline standards that are easy to understand and enforced both fairly and consistently. The goal of discipline is to address causes, instil personal responsibility for improper behaviour and restore relationships. It is of utmost importance that parents support the teachers in matters of discipline and it is equally important for teachers to keep parents informed of any problems.

Preventative

The College takes appropriate steps to encourage positive behaviour and limit behaviour concerns. This includes but isn't limited to:

- Promotion of school values through lessons, informal conversations, modelling and Student Focus Assemblies.
- Rewards and incentives for positive behaviour e.g. – house points.
- Teachers 'knowing' the students and identifying potential triggers.
- Making rules and expectations clear before an incident occurs.
- Providing an environment that encourages successful developmentally appropriate behaviour - builds resilience, supports self-regulation and social involvement.

Positive and Affirming

The College seeks to address issues and focus on positive solutions. Students are supported to manage their

own behaviour and build self-regulation. They are encouraged to dwell on how they should behave rather than how they shouldn't behave. This is evident:

- Students are given an opportunity to reflect on more appropriate courses of action.
- Students are encouraged to develop pro social choices and behaviour.
- Students are acknowledged for displaying attributes which lead to building resilience, peacemaking and social involvement.

Corrective

When an incident or problem occurs, the College seeks to identify the triggers and antecedents in order to help 'correct' and guide behaviour. The College also enforces developmentally appropriate consequences in this process. This is evident when:

- Students reflect on what went wrong and take personal responsibility for their part.
- Teachers assist students to identify an error in thinking or response.
- Teachers reiterate rules and provide an appropriate consequence to reinforce expectations according to the child's developmental ability.
- Students may be issued a Formal Behaviour Notification (FBN). This must be signed by a Deputy or Head of Primary. Parents will be emailed a copy of the FBN.

Restorative

When conflicts occur, the College seeks to restore relationships. While consequences may still be necessary, future health, safety and peace can depend on perpetrators acknowledging the impact of their actions and apologising. Victims are also encouraged to forgive. Through discussion students agree to how they will relate to each other into the future. SCBC staff do not degrade students or use corporal punishment.

Primary School Behaviour Management System – 5 Level Process

At the discretion of the Primary Leadership Team, students may be placed on a 'Level'. This is done with consideration being given to the impact of the perpetrator's actions on other students, their wilfulness in the incident and the number of warnings given.

A student may incur a level for a violation of rules or regulations that usually include:

- Damaging, harming, or stealing College or another's property.
- Defying the authority of a staff member.
- Physically assaulting or causing bodily injury to another person.
- Leaving the College grounds without permission.
- Continual & persistent poor classroom or playground behaviour.

Level 1

If a member of Primary Leadership decides to place a student on Level 1 a 'Compass' online behaviour notification will be sent to inform the parents / guardians of student placement on this level. A consequence will also be issued.

**Level 1 is primarily a warning level regarding inappropriate student behaviour / action.*

Level 2

If a member of Primary Leadership decides to place a student on Level 2 a 'Compass' online behaviour notification will be sent to inform parents / guardians of student placement on this level. A consequence will also be issued.

**At Level 2 a meeting is called by the classroom teacher and parents to formally discuss the student's behavioural record and infringements, along with possible resolutions and actions of assistance.*

Level 3

If a member of Primary Leadership decides to place a student on Level 3 a 'Compass' online behaviour notification will be sent to inform the parents / guardians of student placement on this level. A consequence will also be issued.

** At Level 3 a meeting is organised with the parents and the relevant Deputy Head of Primary to formally discuss the student's behavioural record and infringements, possible resolutions, along with an outline of consequences for further inappropriate actions.*

Students who reach Level 3 will not be permitted to attend class excursions or end of term /semester rewards or represent the College in interschool events or activities.

**Students who reach Level 3 will not be permitted to attend class excursions.*

**A student who has reached Level 3 in Years 4 to 6 is not eligible to for a student leadership position in the Primary School*

Level 4

If a Primary student reaches Level 4 of the Behaviour Management System, the relevant Deputy Head of Primary or the Head of Primary will arrange for parents to be contacted to arrange a mutually convenient meeting.

**A 2-day internal/external suspension will be decided on in discussion with the student's parents/guardians, at the discretion of the Head of Primary.*

**At this stage the student enrolment will come into review.*

Level 5

This is a position of last resort for the Primary section of the College. A student at Level 5 has reached this stage of the Primary School behaviour management system due to serious and/or ongoing breaches. Serious and/or ongoing negative behaviour patterns have serious consequences.

At Level 5 the Head of Primary and Principal will discuss the student's behavioural record and the student's enrolment at the College. Reaching Level 5 will result in the student's parent being contacted and immediate suspension of the student. At this point a meeting with the Head of Primary is required.

**At Level 5 Parents are advised in writing of a withdrawal option for the student or permanent exclusion from South Coast Baptist College.*

To Note

**Generally, 3 Formal Behaviour Notifications will precede a level, though serious matters may see student progression through several levels. Students may progress through more than one 'level' if an offence is deemed serious according in the actions or outcomes of a behaviour displayed by a student.*

**After 10 weeks (Years 3 – 6) of appropriate behaviour and standards following a Level, it may be withdrawn in consultation with the student's classroom teacher, a Deputy Head of Primary or the Head of Primary.*

Bullying

Bullying may be physical or verbal and may involve indirect actions such as manipulating friendships or purposely excluding others from activities. It is important to note that it is not bullying when two students of roughly equal strength have a disagreement, fight or argument. According to a well-known researcher one of the most important distinctions between bullying and normal childhood behaviour has to do with duration, power, and intent to harm.

Bullying can include any of the following constant actions:

- being called names
- being teased
- being repeatedly targeted, pushed or pulled about.
- being hit or attacked
- having a school bag or other possessions taken and thrown around
- having rude gestures made at a student or group.
- having rumours spread about a student or group.
- Being constantly ignored and left out.
- being forced to hand over money or possessions.
- being attacked because of one's physical appearance, beliefs, race, cultural background.
- ongoing personal attack via email, messaging, or social media

We do not condone bullying behaviour as being 'just part of children growing up' or have the attitude that 'children will be children' because this form of anti-social behaviour can have a profound and long- range effect on a child's life. Bullying will not be tolerated, and immediate consequences will be enacted upon students involved in such anti-social behaviour.

Please note that effective anti-bullying intervention at South Coast Baptist College requires the participation and commitment of students, parents, and staff.

Responsibilities of Staff

- Dedicate regular staff meeting time and professional development opportunities aimed at improving staff awareness, including the most recent initiatives and research.
- Ensure year group social skills training in which the skills of helping, communication and empathy for others are covered.
- Opportunities for students to learn conflict resolution skills and way to act assertively rather than aggressively.
- Express strong disapproval of bullying when it occurs or comes up in conversations with students.
- Arrange counselling and systematic aggression interventions for students who exhibit bullying behaviour.
- Provide support and encouragement to victims.
- Give bystanders a structure within which to offer help in bullying situations.
- Help vulnerable students to make friends.
- Keep a record of bullying incidents on the school database.

Responsibilities of Parents

- Listen to your child when they talk about bullying.
- Initiate conversations with your child about bullying.
- Become familiar with and support the College's Intervention Program.
- If you suspect your child is being bullied inform the classroom teacher, the Head of the Primary School, a Deputy Head of Primary or other relevant staff member who can help with the situation.
- Reinforce your child's positive behaviour patterns and model appropriate interpersonal interactions that do not include bullying or aggression.
- Provide positive feedback to your child for appropriate social behaviours.
- Encourage your child to tell their teacher if they feel they are being bullied.

Responsibilities of Students

- Tell if you are being bullied or if you know of another student who is being bullied.
- Learn how you can help in a bullying situation.
- Use positive intervention in situations where bullying is occurring.

Safety Information

Bicycle Safety

Cyclists on public streets have the same rights and responsibilities as motorcar drivers and are subject to the same rules and regulations as any other vehicle on the road.

All students who ride a bicycle to school must:

- Secure the bicycle in the bicycle racks located between Rooms Z4 and Z5
*During school days, the bike gate is open from 7.30am – 9am and 3.10pm – 5.20pm
- Wear a helmet and buckle it every time it is worn.
- Ride with the traffic flow.
- Ride in a straight line and single file.
- Stop at stop signs and red lights.
- Use a light, reflectors, and reflective clothing during darkness.
- Ride to the left if you are moving more slowly than other traffic, unless you are turning right, passing another bicycle or vehicle, or avoiding hazards.
- Keep a safe distance from parked cars and watch for car doors that may open.
- Use proper hand signals when turning, stopping or changing lanes.
- Use extra caution when it is raining and allow extra time to stop.
- Walk your bike when using a pedestrian crossing or when you are in the College grounds.
- Do not wear headphones whilst riding.
- Keep your bike properly maintained so it is safe.
- Be alert for road hazards.
- Watch for cars at crossroads and driveways.
- Obey all traffic signals.
- Keep your bike in good condition.
- Give pedestrians the right of way.
- Ride on a bike path when possible.
- Walk the bicycle through the College car park and on the College premises.

Pedestrian Safety

- **Be alert.** Everything else on the road is bigger and moving faster than you are – from skateboards to bicycles to cars.
- **Don't assume drivers have seen you! Make eye contact**—especially at intersections and driveways. Obey adult crossing guards or the traffic police.
- **Be predictable.** Do not jump off the curb for a fast start or make other sudden moves that place you in the path of oncoming traffic.
- Wait your turn at traffic lights.
- **Cross at Stop signs, traffic lights or pedestrian crossings.** Although you generally have the right of way at intersections, use caution and look both ways. If you cross between intersections or outside designated crosswalks, you must yield to motorists.
- **When a red pedestrian traffic signal appears, DO NOT start to cross an intersection.** Wait for the next green light before walking.
- Please use the assigned crossing area on Gngangara Drive under the direction of the crossing guard.

Traffic Flow

Please help to keep SCBC a safe place for all students and their families by adhering to the College's car park safety regulations. Drivers in the College car park must always:

- Drive carefully and slowly.
- Obey the directions of the crossing attendant.
- Park in the designated areas if they are walking children to or from the College grounds.
- Be courteous to other drivers and pedestrians.

Handwriting Style

South Coast Baptist College Primary Students use the New South Wales font for handwriting lessons and purposes. Many children begin school believing that they know a lot about writing, and some are familiar with many alphabetical letters. If your child is trying to write, please be guided by the following letter formations:

Lower Case Letters

a b c d e f g h i j k l m n
o p q r s t u v w x y z

Upper case letters

A B C D E F G H I
J K L M N O P Q R
S T U V W X Y Z

Upper case letters (for left-handers)

A E F H T

Numerals

0 1 2 3 4 5 6 7 8 9

College Administration

The College Administration Office hours are Monday to Friday 8:00am to 4:00pm

College Newsletter

This is available to families on the College website throughout the year.

College Website

www.scbc.wa.edu.au

Our website is kept up to date. You can view:

- Contact Details (Accounts, Canteen, Enrolments, Uniform Shop)
- College Life – Secondary, Primary, Childcare, Extra-Curricular Activities
- Parent & Community – Before/After School Bus, Handbooks & Booklists, Parent's Area (Uniform Shop, College Bell Times, Canteen incl on-line ordering, School Calendar, Music Registration)
- News – Newsletters, Open Day/Community Fete
- Enrolments & Fees – Fees, Registration, College Tours, Testimonials & Scholarships
- Speciality Programs – Gifted & Talented, Vocal Academy, Football Academy, Gymnastics Academy, Debating, etc.

College Facebook



South Coast Baptist College

www.facebook.com/SCBCWA

Quick Reference Contact Details

Accounts	E: fees@scbc.wa.edu.au	P: 9540 4407
Canteen	E: canteen@scbc.wa.edu.au	P: 9540 4431
Enrolments	E: enrolments@scbc.wa.edu.au	P: 9540 4401
Main Reception	E: reception@scbc.wa.edu.au	P: 9540 4400
Primary Administration	E: primary@scbc.wa.edu.au	P: 9540 4422
Uniform Shop	E: uniformshop@scbc.wa.edu.au	P: 9540 4430