John Butler Primary College

Telephone Numbers
College Phone  (08) 9561 4300
Fax          (08) 9561 4301

Postal Address
2 Halesworth Parade  North Butler  6036   WA

Email Address
Principal    Brett.Lewis@education.wa.edu.au
Instructional Leaders  Fiona.Mears@education.wa.edu.au
Inclusivity   
Registrar    Linda.Wayman@education.wa.edu.au
College      johnbutler.pc@education.wa.edu.au

College Hours
Classroom supervised from  8:00am
Learning commences         8:20am
Lunch                     10:30 – 11:10am
Recess                    12:50 – 1:05pm
Learning concludes         2:25pm

Kindergarten students attend the above hours on Tuesday, Wednesday and Thursday of every week.

Term Dates 2017 for Students

<table>
<thead>
<tr>
<th>Semester 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Wednesday 1 February – Friday 7 April</td>
</tr>
<tr>
<td>Break</td>
<td>Saturday 8 April – Sunday 23 April</td>
</tr>
<tr>
<td>Term 2</td>
<td>Monday 24 April - Friday 30 June</td>
</tr>
<tr>
<td>Break</td>
<td>Saturday 1 July - Sunday 16 July</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 3</td>
<td>Monday 17 July - Friday 22 September</td>
</tr>
<tr>
<td>Break</td>
<td>Saturday 23 September - Sunday 8 October</td>
</tr>
<tr>
<td>Term 4</td>
<td>Monday 9 October - Thursday 14 December</td>
</tr>
</tbody>
</table>

College Development Days 2017 (students do not attend)

Term 1: Monday 30th January & Friday 31st January
Term 2: Thursday 1st June & Friday 2nd June
Term 3: No Development Days
Term 4: Monday 27th November & Friday 15th December
The behaviour code adopted within the college is premised on mutual consideration, respect for others, education and self-management.

We implement the “Play is the Way” values based program. This program teaches children to take charge of their own behaviour, be cooperative and considerate, respect themselves and others, be resilient and persevere – all through the use of physically interactive games.

Regulations and rules are kept to a minimum and are introduced on the basis of mutual benefit and protection of the rights of the individual.

Students are made aware of their responsibilities toward each other, the staff and their school. They are encouraged to accept responsibility for and consequences of their behaviour. Great emphasis is placed upon the student's right to a secure and safe environment where his/her interest and ambition to learn will not be interfered with or disrupted by others.

We do not manipulate student’s behaviour using rewards and punishments.

We believe Manners are the lubricating oil of a school. Manners are simple things like saying ‘Please’ and ‘Thank you’ and knowing a person’s name or asking how they are – create the tone and culture of the school.

The aim of Restorative Practice is to encourage the use of restorative approaches to manage conflict and tension, by focussing upon repairing harm and strengthening relationships. Discussions with students are based on two sets of restorative questions.

At John Butler Primary College it is our aim to create a 'non-bullying' environment

- Where we aim to promote a school ethos wherein bullying is openly discussed and seen as unacceptable behaviour.
- Where we emphasise the importance of respecting the feelings and emotions of others.
- Where we are given the opportunity to discuss tolerance and friendship and to learn strategies to promote communication, problem solving and conflict resolution.
- Where we can lay the foundations for proactive prevention of potential bullying situations.
- Where the focus is on finding a solution and not finding someone to blame.
- Where bullying (physical, verbal or emotional) is not tolerated.
COMMUNICATING BETWEEN HOME AND JOHN BUTLER PRIMARY COLLEGE

Administration Team
Brett Lewis  Principal  Brett.Lewis@education.wa.edu.au
Fiona Mears  Instructional Leader - Inclusivity  Fiona.Mears@education.wa.edu.au
Linda Wayman  Registrar  Linda.Wayman@education.wa.edu.au

John Butler Primary College P&C Association
Chantell Humann  President: 0439 979 868
Nikki Erlank  Vice President: 0421 980 897

Alternatively you can email: pcatjbpc@gmail.com

Parent/School Contact
For your child to gain full benefit from college, close co-operation between home and college is essential. Parents are always welcome to discuss their child's progress or concerns with the class teacher, Instructional Leaders and the Principal. Please follow these steps:

1. Contact the teacher and organise a convenient time to seek clarification and further information. By organising a time in advance, parent/teacher discussions can be held in a confidential and informative manner. Trying to conduct an interview on the veranda or as a teacher is preparing for the day's learning is inappropriate and often frustrating for parents and teachers.

2. If parents view the issues are not resolved, please contact the relevant Instructional Leader or the Principal by organising a convenient time through the college administration.

Newsletter
A newsletter will be available on a weekly basis.

Visitors to the college
All visitors to the college are asked to sign in via the administration office.

Website
http://www.johnbutlerpc.wa.edu.au/

Facebook
Keep in contact and up to date by liking us

https://www.facebook.com/JohnButlerPrimaryCollege
ATTENDANCE

Where a student is enrolled in a public school, the School Education Act 1999 (the Act) requires that the student attends the school on site or an educational program of the school elsewhere as directed by the principal. The parents of a child who is enrolled in a school are responsible under the Act for ensuring their child is attending on a daily basis. Parents or other responsible persons may be asked to provide an acceptable explanation for any absence to the principal.

Consistent attendance and participation at school are essential factors in achieving social and academic learning outcomes. Schools that develop a supportive learning environment and an engaging and relevant curriculum create conditions conducive to regular school attendance.

**Arrival Time**
Parents are reminded that children coming to school before 8:00am cannot be supervised by school staff.

**Late Arrival**
Students who arrive after school has begun at 8:20am are required to come to the office to receive a late pass. Parents of students who are regularly late will be contacted to discuss the situation.

**Collection Time**
Students who have not been collected in the first 10 minutes at the end of the college day will be redirected or escorted to the college administration to await arrival of carers. If parents are going to be late to collect students they are asked to telephone 9561 4300 to advise the college administration. If carers do not arrive in a timely way, emergency contacts are advised.

**Leaving College grounds**
As a general rule, unless accompanied by a teacher, children must NOT leave the school grounds without permission from parents or guardian. A PERMISSION TO GO HOME FOR LUNCH note must be provided by parents when a student will be leaving the school grounds on a regular basis for lunch purposes.

**Kindergarten and Pre-primary**
Children must be left in the care of a staff member and under no circumstances are they to be left to enter Kindergarten or Pre-primary classroom alone. Children will not be released at pick up time until an authorised adults comes to the classroom door. Please notify College Administration on 95614300 if someone other than yourself is to pick up your child. If that other adult is unknown to staff we may ask for identification, e.g. drivers license. Please note: Older siblings are not permitted to collect children from the Kindergarten or Pre-Primary.
PARENT / COMMUNITY PARTNERSHIPS

**College Board**
The School Education Act 1999 provides for School Councils to enable parents and members of the community the opportunity to engage in activities that are in the best interests of students and enhance the education provided by the school.

Specifically, the functions of the Board are to:
1. Take part in:
   - Establishing and reviewing the college’s objectives, priorities, and general policy directions.
   - Financial planning to support the above.
   - Evaluating the college performance in achieving the above.
   - Formulating codes of conduct for students.
2. Promote the college in the community.
3. Determine, in consultation, a dress code for students.
4. Approve:
   - Contributions, charges and extra cost optional components of the school educational program.
   - Items for personal use in the educational program.
   - Advertising and sponsorship arrangements.

**Parents & Citizens Association**
The P & C will meet monthly and is a major contributor to the efficient running of the school. Parents & Citizens Associations are directed under the Education Act towards two major aims:
1. To promote the interest of the college by endeavoring to bring about a close co-operation between parents, other citizens and teachers.
2. The provision of facilities and amenities and other educational needs not provided directly by the government.
Meeting dates are to be advised.

**Parent/Community Helpers**
Parent assistance in the classroom and with college activities is always very welcome. It gives parents the opportunity to take an active part in class activities and to develop an understanding of how children learn. At the same time parent help enables teachers to give more individual attention to members of the class. If you wish to assist in the class, please contact your classroom teacher, the Instructional Leader or watch for notes in the school newsletter asking for assistance with special college events.

**Police Clearance and Confidentiality**
Parents working with children in the classroom are required to complete a Department of Education “Confidential Declaration” which is available from the college office.

**‘Circle of Learning’ Program**
The ‘Circle of Learning’ program is an initiative developed at John Butler Primary College. The goal is to build strong relationships with the parents and families in our local community in order to support them in their parenting role. The key aim of the program is to empower parents by providing an opportunity to learn about the aspects of their child’s development and well-being and ways to support their child’s learning at home. ‘Circle of Learning’ provides another link between students, parents, teachers, school administration and wider community bodies. Workshops will be available to community members. Times are to be advised.
UNIFORMS AND DRESS CODE

The John Butler Primary College community believes a dress code:
- Establishes and enhances the image of the school.
- Establishes college spirit and teamwork.
- Ensures students are safely dressed for specific school activities.
- Encourages equality among students.
- Prepares students for work, as many work places have dress and safety codes.

The wearing of the school uniform at all times is encouraged.

Dress Code Requirements:
Students are encouraged to wear the following:

Girls
- Navy shorts, skorts, track pants.
- John Butler Primary College polo shirt

Boys
- Navy shorts, track pants.
- John Butler Primary College polo shirt

John Butler Primary College has a strict 'No Hat No Play' policy. Purchase of the surf hat with logo is strongly recommended.

Appropriate covered footwear, ie no thongs, ugg boots, massage sandals or surf sandals.

Name Tags
All school clothing should be marked clearly with the family name using either name tags or a marking pencil.

Hair and Jewellery
- Hair should be neat and secured away from the face. Hair that is shoulder length or longer is to be tied back. This is a health and safety issue.
- Coloured hair is acceptable for designated fundraisers such as ‘wacky hair day’ and for sports carnivals where hair is coloured at home. Coloured hair is not acceptable at any other times.
- Jewellery should be restricted to a watch, sleepers or studs.

Willetton Uniform Website link:
HEALTH AND WELLBEING

Students with Specific Needs
As a 'one school model' John Butler Primary College is inclusive of all students. We have students with a variety of specific needs ranging in severity. Every class potentially has a student with a diagnosis of Autism. Autism Spectrum Disorder (ASD) is a lifelong developmental disability that affects, among other things, the way an individual relates to his or her environment and their interaction with other people. [http://www.autismspectrum.org.au/content/what-autism](http://www.autismspectrum.org.au/content/what-autism)

At John Butler Primary College our goal is to break down the barriers for every student and provide a learning program that caters for their individual needs. This may include movement between learning areas, adapted learning programs and individualised education plans.

Sickness and Accidents
In the event of a child being sick or being involved in an accident, parents are contacted if possible. All parents are asked to make sure that the college has a telephone number or an address at which they can be contacted. As the college hasn’t the facilities for minding sick children, it would be appreciated if sick children were kept home for the day. Information on enrolment cards needs to be kept up to date. Any changes in telephone numbers, addresses or emergency contact persons should be recorded on the information card at college as soon as they occur.

Allergies
An important issue at John Butler Primary College is the number of students enrolled within the college in a number of classes who have severe allergies to products including; nuts, egg and shellfish.

Our duty of care at this stage is focussed upon the students within our care and who exhibit a variety of symptoms from minor to extremely severe on the slightest contact with some products. In conjunction with the parents of the individual students and their teachers, action plans and awareness have been developed and are in place within the college. The students themselves are aware of their allergies and can avoid the products when obvious. If there is a student within your child’s classroom who has a severe allergy you may be contacted.

Administration of medication to students
Except in an extreme emergency, e.g. unexpected anaphylaxis, medication can only be administered by college staff if appropriate documentation has been completed by parents/carers. This applies to both prescribed and non-prescribed medication.

For administration of short term medication such as a course of antibiotics, our school requires written authority from parents/carers. This authority can be provided by completing an Administration of Medication form. These forms can be obtained from the school administration.

Note:
- The medication must be clearly labelled with the child's name and provided in packaging from the pharmacy or the manufacturer.
- Documentation must be signed and dated by a parent or carer and provided to the college with the medication.

If you require the college to administer medication to your child for a period of more than two weeks, and if you have not already done so, you may need to complete a Student Health Care Summary and a Management/Emergency Response Plan for your child's particular health need. In most instances, this documentation will have been completed when you enrolled your child or as part of the college's process for updating student health care record.