

# Brentwood Primary School



## Parent Information Handbook 2019



*'Seek With Purpose'*

## WELCOME TO OUR WONDERFUL SCHOOL



This booklet will give you a general overview of the operation of the school. Further information is distributed through a variety of communication forms which include: the Class Newsletter, School Newsletter, Skoolbag, class meetings and assemblies, our Parents and Citizens meetings and via our website [www.brentwoodps.wa.edu.au](http://www.brentwoodps.wa.edu.au)



Brentwood is fortunate to have very dedicated staff and we will endeavour to do the very best for your children with your support. Please feel free to come to the school to discuss your child's progress, assist the teachers in the classroom, the Library or any of our other activities. For prolonged meetings with teachers, please make contact so a mutually convenient appointment time can be arranged. Your children will benefit from your involvement with the school and their learning is enhanced when they see that you consider it important to take an active interest in the school and speak positively about it. We look forward to working in partnership with you.

All members of staff are looking forward to a stimulating and productive year working with your children. We try to make the school a friendly, safe and happy place where children enjoy learning. We will strive to ensure that they develop academically and socially to the best of their ability.

### Pat Nottle, Principal



## SCHOOL PROFILE

### School Motto: "Seek with Purpose"

Our **school ethos** is to ensure that the students from Brentwood Primary School develop the understandings, skills and attitudes relevant to individual and society's needs, thereby enabling them to fulfil their potential. This is through an educational program that pursues excellence and relevance, promotes equality of educational opportunity and caters for individuals and groups with special needs. Respect, Caring, Responsibility, Excellence and Honesty are our cornerstone virtues.

### Our School Vision

- ◆ We set standards of excellence and strive to achieve them as individuals and as members of our learning community so that we are equipped to effectively deal with the opportunities and challenges we will encounter in our lives.
- ◆ We are encouraged to be enthusiastic about learning and teaching, in a safe and supportive environment.
- ◆ We are an inclusive school and recognise the unique potential of all students and are dedicated to achieving the best possible outcomes for each of them.
- ◆ Our relationships are based on mutual trust and respect and we accept responsibility for our actions.
- ◆ We support and respect our environment through reduce, refuse and recycle practices.
- ◆ We have a motivated and capable staff, who feel valued and supported by the school community.

### Our School Learning Principles

Brentwood Primary School has embraced the seven principles of teaching and learning as outlined in the West Australian Curriculum Framework. We aim to provide learning experiences that:

- ⇒ provide all students with an opportunity to learn;
- ⇒ connect to existing knowledge and challenging new ideas;
- ⇒ encourage action and reflection;
- ⇒ respect and accommodate differences between learners;
- ⇒ encourage students to learn both independently and with others;



Principal	Pat Nottle
Deputy Principal	Peter Trimble
Manager Corporate Services	Sharon Clarke

## Background to our school

Brentwood Primary School opened in 1956 and is situated 12 kilometres south of Perth. We provide learning programs for Kindergarten to Year 6 students. Our community consists of a multicultural population. We offer a high quality, engaging curriculum, with specialist teachers in Music which includes two choirs, Visual Arts, Physical Education, Science, English as an Additional Language or Dialect, Instrumental Music, PEAC, Primary Extension & Challenge and Japanese.

## Community

Our local community and parents are very supportive and are actively involved in our school and learning programs. We are supported well via collaborative partnerships which exist with the broader community. Brentwood Primary School hosts and supports a weekly Playgroup which is highly regarded by the broader community and well attended. The Parents and Citizens association and the School Council are very active in carrying out their roles. The P & C are highly engaged in providing additional resources to support student learning. The School Council is actively involved in governance and aspects of school planning processes and the monitoring of our performance. There is strong focus on excellence within the school.



## TERM DATES AND SCHOOL HOURS

### 2019 TERM DATES – FOR STUDENTS

#### Semester 1

Term 1 ~ Monday 4 February – Friday 12 April

Term 2 ~ Monday 29 April – Friday 5 July

#### Semester 2

Term 3 ~ Monday 22 July – Friday 27 September

Term 4 ~ Monday 14 October – Thursday 19 December

### SCHOOL HOURS

These times apply to all students from Pre-Primary to 6.

At 8.30am students are allowed on the school grounds. We cannot guarantee supervision for students who arrive earlier than this. Students who do arrive early must sit on the bench outside the staffroom.

1 <sup>st</sup> Siren	8.50 am (classes begin)
Recess	10.30 am - 10.50 am
Lunch	12.20 pm - 1.00 pm
School concludes	3.05 pm

### Public Holidays 2019

New Year's Day	Tuesday 1 January 2019	ANZAC Day	Thursday 25 April 2019
Australia Day	Monday 28 January 2019	WA Day	Monday 3 June 2019
Labour Day	Monday 4 March 2019	Queen's Birthday	Monday 30 September 2019
Good Friday	Friday 19 April 2019	Christmas Day	Wednesday 25 December 2019
Easter Monday	Monday 22 April 2019	Boxing Day	Thursday 26 December 2019

### School Office

Our school office is attended from 8:00am until 4:00pm each day and is located in the inside of the south eastern corner of the main building near Dawson Road.

Phone: 08 9364 2709

email: [brentwood.ps@education.wa.edu.au](mailto:brentwood.ps@education.wa.edu.au) Website: [www.brentwoodps.wa.edu.au](http://www.brentwoodps.wa.edu.au)

## KINDERGARTEN

Brentwood Primary has two Kindergarten groups. Kindergarten students attend school two and a half days per week.

Monday, Wednesday 8.45 am to 3.00 pm	Friday 12.30 pm to 3.00pm
Tuesday, Thursday 8.45 am to 3.00 pm	Friday 8.45 am to 11.15am

Information Packages have been provided to all new Kindergarten students. Should you require more information kindly contact the school office.

## PRE-PRIMARY

### Attendance

**Pre-Primary is compulsory and full attendance is required.**

Children are expected to be punctual and attend regularly. Every absence should be followed by a note of explanation. The school records attendance and will follow up on absences and lateness. At Brentwood, 90%-100% attendance is considered regular. Any attendance rate lower than this, is a cause for concern.

### Requirements

**The children are asked to bring in the following items each day:**

- One piece of fruit (or vegetable, dried fruit or cheese) for morning tea; (to be shared early in the year) and bring own snacks later in the year.
- A spare set of clothing and underpants (to be kept in their bag for an emergency);
- A lunch box or bag, preferably with an ice pack or bottle; a reasonable amount of food that they can eat in 15-20 minutes and that they can open and manage by themselves. (e.g. a sandwich and a piece of fruit)



A **good sized backpack** to fit their lunch box, drink, spare clothing, news items and activities.

### Personal Use Items List

Has been given to students already, but parents please note "Parents to Supply" section.

### Pre-Primary Program

We have an integrated educational program based on concrete learning (manipulation of three dimensional materials) that focuses on all areas of development and learning. There is also a balance between informal and explicit teaching and learning. We are fully implementing the Western Australian Curriculum with major focuses on Literacy, Numeracy, Science, and Humanities and Social Science. Children in Pre-Primary now learn to read and write sentences as part of the Western Australian Curriculum.



### Uniform, Footwear and Grooming

Students will need to adhere to the Dress Code. Uniform orders can be made through the office or the P&C Uniform Shop which is located in the undercover area near the canteen. Children are required to undress themselves for the toilet. Aprons are provided for messy activities; however, clothes may get dirty from time to time. Paint stains need to be soaked in **cold** water first, before washing.

**Please label all clothing that can be taken off and misplaced, such as hats or jumpers in large or dark print (with a permanent pen).**

Children are to wear suitable footwear, such as flat semi closed in sandals or joggers. Children are responsible for taking off and putting on shoes, so we prefer Velcro fasteners rather than laces, if they can't tie the shoes themselves. Thongs and heeled shoes are not suitable.

For safety reasons and to prevent loss or damage, children should not wear jewellery to Pre-Primary. For health and safety reasons, children who have long hair need to have it tied up.

### Parent Communication and Involvement

We communicate with parents in a number of ways:



- **Newsletters** – Both Pre-Primary newsletters and School newsletters - please check your child's bag for these. A copy is usually kept on the notice board. Please view newsletter on Skoolbag or school website. [www.brentwoodps.wa.edu.au](http://www.brentwoodps.wa.edu.au)
- **Notices on the Notice Board** – Please check this before and after school each day. There are usually reminders in the children's bags.
- **Incidental Information Notes** - at the door or while on Parent Help; sometimes a note in your child's bag if parents are not picking up children.
- **Parent Help** – a great chance to see your child "in action". Please write your name on the Parent Help Roster on the notice board if you can help. You may be asked to supervise an activity, or generally assist as needed.
- **Parent-Teacher Meetings/Interviews** – to discuss your child's progress. These may be initiated by the parent(s) or the teacher.
- **Parent Meetings** - a whole group parent meeting is usually held in the first few weeks of Term One to discuss the Pre-Primary program.
- **Reporting to Parents** – the Education Department's policy is two summative reports per year.
- **Dealing with concerns** – At times a parent may have a concern about something that has occurred at school. Please see the class teacher about this concern then contact the Principal if the concern continues. Please note that parents **are not to confront other children in the school.** (e.g. questioning other people's children about what has happened). We prefer to deal with any concern at an early stage, before it becomes more severe and impacts on you and your child.

**Please make an appointment with the Pre-Primary Teacher if you have any questions or concerns.**

## Pre-Primary continued

### Independence

Please encourage your child to be independent at home and at school. You may like to start to encourage them to dress themselves (help as needed); set the table; tidy their room; pack away their toys; pack and/or check their school bag each morning. **Please let them carry their own bag to school and enter the class on their own.** They will need to know how to put their fruit in the fruit bowl, lunch in their locker and hang their own bags up.

### Lunches

Please don't include the following items: tins (sharp lids/edges), yoghurt tubes and any difficult lids. The school **canteen** is available on Wednesdays and Fridays – for lunch not recess.

### Allergies – “Allergy Aware School”

We have students with a severe life threatening allergic reaction (anaphylactic reaction) to certain foods. This includes peanuts, hazel nuts, nut products such as Nutella and peanut butter, museli bars with nuts in them, and many chocolate bars and vegetable oils with nut products in them. As a result ALL students are asked not to have items with nut products at school. Students should not share food for the reasons outlined above. This will help us keep all children safe.



### School Dental Forms

School dental forms are usually handed out early in the year. Parents who give consent will have the opportunity of taking their children to the nearby school dental clinic for free check-ups and treatment.

### School Health Checks

All children attending government Kindergartens should have filled in a health form and had a check by the school nurse (vision, hearing, etc). Any child who missed this will need to be checked in their Pre-Primary year.

**If your child did not get checked during their Kindergarten year, please let us know and we will ensure that you receive a health form.**

### Emergency Contact Numbers

Emergency contact numbers need to be kept updated. This includes: new phone or mobile phone numbers; emergency contact person's home; work and mobile numbers. Please provide these to the school office. Please complete a Student Update of Information Form, available from the school office. |

### School Newsletter

School newsletters contain information that relates to the whole school, including the Pre-Primary. Please view the newsletter on Skoolbag, or on the school website



[www.brentwoodps.wa.edu.au](http://www.brentwoodps.wa.edu.au), each Tuesday fortnight.

Please check your child's bag for Pre-Primary newsletters and notes.



### Student Update of Information Form

These forms will be sent home at the beginning of every year. Please make any changes as necessary and return to the office.

### Medication at School

The Education Department has a comprehensive policy regarding the administration of medication in government schools. Copies of the policy are available from the school office for perusal. All parents requiring their children to have any medication administered at school must read through the policy document and complete a Form 3- Administration of Medication form that can be obtained from the office then provide the medication in daily doses, clearly labeled and with specific instructions. The preferred option would be to schedule any medication so that it is taken at home or the parent visits the school to administer it.



### Medical Emergency Planning

Emergency plans need to be prepared for all children who have medical conditions or allergies that could be life-threatening. Parents must notify the school of any such conditions and work with their family doctor and the school to prepare and document a suitable emergency action plan. These plans must be updated every 12 months and copies provided to the school.



## CURRICULUM

### Programs

#### Composite Classes

In any given year at Brentwood, there will be a variety of class groupings provided to cater for students' needs. Some of these classes are straight year level classes, others are composite classes of two year levels.

#### Information and Digital Technologies

Brentwood has a well-resourced computer and wireless network that children can access via iPads, notebook or desktop computers. The Library also has a computer lab. All classrooms have an interactive whiteboard that provides teachers with an area for whole class instruction. 110 iPads are also available to support learning and supplement the computers located in each classroom. iPads are available in every class.



#### Languages Other Than English (LOTE)

All students from years 3-6 learn Japanese.

#### Library – Resource Centre

Our School has a very well-equipped modern Library Resource Centre. To ensure that books are cared for, students need to have a library bag when borrowing books. Mrs Pezzali, our librarian, also welcomes help from parents.



#### Music

The school has a Music Specialist teacher. All classes attend one music lesson per week. Instrumental Music Schools Services also offer guitar and violin lessons for eligible students across Years 3 to 6. The Junior and Senior Choir rehearses once per week and performs at many community events and the prestigious WA Massed Choir Festival.



#### Science

The school has a Science Specialist teacher providing expert tuition to students in our purpose-built Science room. They also support teachers in implementing Science in their classrooms and provide Science Extension classes for selected students.

#### Primary Extension and Challenge (PEAC)

Brentwood students have the opportunity of attending PEAC courses at venues across the district. Students are assessed during Year 4 for eligibility to attend PEAC courses in Years 5 and 6.

#### Students at Educational Risk (SAER)

Students with learning difficulties and disabilities are catered for effectively through Individual Education Plans that make learning adjustments for that child within the classroom. Students may be considered at risk if they are underachieving and not reaching their potential in the areas of academic studies, behaviour or social interactions. The students are supported by the Learning Support Coordinator. EAL/D students are catered for by a separate programme.



#### Physical Education and Sport

All students participate in at least 2 hours of physical activity each week. The school has a PE Specialist teacher who works with all children once a week. Years 4-6 class teachers also take another hour of Sport each week. Our school is a member of the Melville Districts School Sports Association and competes in interschool cricket during Term 1, soccer, football and netball during Term 2, cross country running and athletics during Term 3.



#### Swimming

In-Term swimming classes have been arranged for Term 4, 2019. During Term 1, we hold a Years 4-6 Faction Swimming Carnival conducted at Riverton Leisureplex. The Department of Education Vacation swimming classes are held in the January and October holidays. Interested families can phone Melville Aquatic Fitness Centre for more information on 9316 1867.

## CHARGES AND CONTRIBUTIONS

The Western Australian School Education Act outlines how contributions and charges should be requested from parents. Schools outline all contributions and charges that parents may incur each year in a document each December.

### 1) Voluntary Contributions - \$60 per child (the maximum set in the W.A. Education Act is \$60.)

The "Contributions and Charges" document lists how we propose to use this contribution at Brentwood Primary. Your prompt payment of this contribution assists the school enormously.

**2) Charges for extra cost optional items: Cost varies per child.** These amounts vary from year to year. Students will only incur costs when they are involved in the particular activity. The amounts indicated on the "Contributions and Charges" document indicate the maximum possible charges for each activity.

Charges could be for two optional elements. One relates to specific learning activities directly linked to the classroom or school program. These activities are available to all students, but are conditional upon a payment being made (eg. visiting performers). The second type relates to specific learning activities that are available to selected students, again conditional on a payment being made. (Eg. Instrumental Music School Services)

### 3) Personal Use Items: Cost varies depending on year level.

A personal use items list is prepared by the class teachers and ratified by the School Council and handed to parents in early December each year. This is a list of all the items your child will need for their personal use in class in order to maximise participation in the learning opportunities / activities presented. It may be necessary to replace some items such as pencils throughout the year.

We have negotiated competitive prices for high quality materials through Ziggies Educational Supplies. While you're not obliged to use this supplier we encourage you to give consideration to this supplier to provide quality products and service.

### 4) Non-Educational Optional Costs: The cost varies per child and year level

These costs include uniforms, graduation activities and many social or other events your child may participate in that may not directly relate to a class or school educational program. See the separate "Contributions and Charges" document for anticipated costs.

### 5) P&C Voluntary Contributions: \$35 per child up to 2 children – max \$70.00 per family

This Contribution allows the P&C to fund many School activities without having to engage in excessive fundraising.

## Student Requirements

1. Parents are expected to provide all personal items used by the child at the commencement of the school year. These items are used continually and may need replacement by parents as the year progresses.
2. Spare personal use "Booklists" are available from the office for each year level.
3. A Uniform Shop is run by the P&C in the Undercover Area (near the Canteen) and is open Monday morning before school.
4. Please mark all items clearly with your child's name.

## Money Collections and Payments

When making payments to the school for excursions and incursions, etc, it is advisable that the children bring in the **correct money** in the sealed envelope that will be provided. Please insert the signed permission slips into the envelope before sealing and this envelope can be delivered before 9.00am, directly to the front office into the posting box located in the front counter. EFTPOS facilities are available also.

We have the option for parents with Pre-Primary to Year 6 students to make an upfront pre-payment for excursions and incursions of \$100. This is credited to your child and payments are deducted from it as each activity has been completed. Where the total charge exceeds \$100, a further payment will be required, for example for the Year 6 Camp.

Payments can also be made via Direct Deposit to the school: Please insert student name and reason for payment.

**Brentwood Primary School**

**BSB: 016-267**

**Account Number: 3409-55153**

## PARENTS AND CITIZENS ASSOCIATION

Brentwood Primary School has an active P&C, which provides valuable support to many aspects of school life. Fundraising, organising the canteen, selling uniforms, grounds improvements and contributing to the school's development are all part of the P&C's role in the school.

P&C notices are combined with the school newsletters and are sent out regularly, keeping families up-to-date with what is going on and giving information about forthcoming events. There are usually two P&C meetings per term, held on a Tuesday evenings (from 7pm) in the staffroom. Office bearers are elected each year at the Annual General Meeting in February/March. All parents are welcome to attend meetings and contribute to the P&C in whatever way they are able. You can obtain up-to-date contact phone numbers for the P&C from the School Manager Corporate Services or on the P&C noticeboard



## SCHOOL COUNCIL

The School Council's function includes reviewing the school's objectives, priorities and general policy development, ratifying the School Budget, endorsing the School Plan and the annual School Report as well as evaluating the school's performance. It also assists in the formulation of the school's Dress Code, student Code of Conduct, endorses student Contributions and Charges, determines advertising and sponsorship agreements and promotes the school in the community.

The Brentwood Primary School Council consists of four parents and three staff members, elected by the parent community and the school staff respectively. The School Council meet a minimum of once per term, however two meetings are common.

## ROUTINES AND PROCEDURES

### Assemblies

Assemblies are held on Fridays, with approximately three to four per term. They start at 8.55am in the covered assembly area and usually conclude by 9.30am. Classes lead our assemblies on a rotational basis.

Merit Certificate winners at a Parent Assembly



### Before and After School

At the beginning of the day, students should not be on the school grounds before 8:30am. There are no teachers on playground supervision in the morning and 20 minutes is more than enough time to prepare for the school day. Students who arrive before 8:30am sit quietly on the benches outside the staffroom. After 8:30am students may go and wait outside their classrooms and get organised for the day. They **are not to play on the oval or use playground equipment** as they are not supervised at this time. You can support us by making sure your children do not come to school too early.

After school, students who walk or ride home should do so immediately. Students are free to use the school grounds but only if they have a parent supervising them. We have informed students that if their parents are late in picking them up they need to wait in the school office. If you are late to pick your child up, please expect them to be in the office, not waiting for you on the oval or outside their classroom.

### Bicycles/Scooters/Skateboards

If your child rides a bicycle, scooter or skateboard to school, these must be wheeled in and out of the grounds. They should also be chained to the bicycle racks provided, to prevent them from being stolen. Scooters & bikes are **NOT to be ridden** in the school grounds due to safety reasons. By law, protective helmets must be worn by all cyclists. Children riding on roads remain the responsibility of parents. Parents are strongly urged to follow Bikewest recommendations and NOT allow children under the age of nine to ride bicycles to school unaccompanied.

### Canteen

The canteen offers a large range of nutritious, nut free meals to students on Wednesdays and Fridays. Specials are available throughout the year. New menus will be made available every term.

Lunch orders are to be placed at the canteen between 8.30am and 9.00am however the preferred method for ordering is via the Our Online Canteen website [www.ouronlinecanteen.com.au](http://www.ouronlinecanteen.com.au). Recess snacks are available between 10.30am – 10.50am. Please refer to the Canteen Menu that is distributed each term.

### Lunches

Parents are urged to pack Nut Aware lunches and to avoid packing lunches which contain: nuts, foods with a nut derivative (e.g.hazelnut and peanut spreads) and any foods which contain traces of nut.

### Complaints, Disputes, Enquiries and Other Issues

Parents are free to inquire about the provision of education or the conduct of any school employee verbally or in writing at any time. The school has a Complaints policy and a brochure about suggested procedures. This available in the front office. Generally parents should approach their class teacher initially, and then make an appointment with the Principal if necessary.

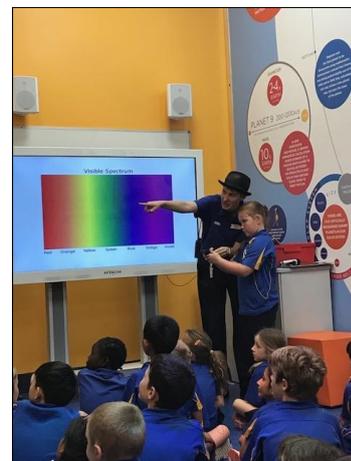
If you need assistance in resolving a concern or complaint staff will help you:

- ◆ obtain information about school policies and procedures
- ◆ make enquiries about student programs, performance and behaviour
- ◆ clarify a problem and register a concern with the school
- ◆ direct letters of enquiry or complaint
- ◆ At all stages, staff will work with you to establish an agreed plan of action and timeline.

### Custody Arrangements

Please advise the school of any custody arrangements that involve your family or other legal documents. Documentation involving these arrangements must be provided to the school and updated as required.

### Educational Visits - Excursions & Incursions



Excursions and incursions are an integral part of the curriculum at our school. These are planned to supplement the programs conducted within the school. In addition to these, children attend sporting carnivals and camps. Notices, giving details of these activities and seeking parental approval will be sent out by the class teacher prior to such visits.

### Footwear

Appropriate footwear (closed in shoes/flat semi closed in sandals) should be worn at all times. Please read the Dress Code. Particular activities such as cooking or excursions may necessitate enclosed footwear.

### Homework

Please see the enclosed Homework Policy.

### Student Code of Conduct

Please see the Student Behaviour Management Plan.

### School Dress Code

Please see the enclosed Dress Code Policy.

## Interviews and Parent/Teacher meetings

Parents are always welcome to visit the school. Just before and after school are very hectic times for teachers as they prepare for your child's learning programs so should be avoided unless previously agreed by the teacher. If you would like to discuss any aspect of your child's progress, please contact your child's teacher to arrange a mutually convenient time for an interview. Teachers may also initiate a request for a meeting to discuss your child's progress.

Classroom teachers conduct an information meeting in weeks 3 – 5 of Term 1. Details of dates and times will be conveyed to you via a personal note from your child's teacher.

## Leaving School Grounds during the Day

Unless attended by a parent or written request, children must stay on the school grounds during school hours. If your child needs to leave the school grounds during the day, please report to the office prior to collecting your child to use the 'Sign Out' book.

## Lost Property

Labelled items of clothing will be returned to owners. Other items will be left for collection by owners. Parents are asked to encourage their child to take responsibility for their own belongings. Any items of lost property (clothing, lunch boxes, etc) are kept in the breezeway, between Room 8 and the Teacher Resource Centre. At the end of each term, unclaimed property will be forwarded to a charitable organisation.

## Labelling of clothes

All articles of clothing should be clearly marked with the child's name.

## Mobile Phones

Mobile phones are increasingly prevalent and some Brentwood students carry them to school. While parents provide mobile phones to their children for safety and other reasons, it is necessary that staff and students not be disrupted by mobile phones in classrooms.

Guidelines:

- ◆ Parents will, in writing, seek the permission of the Principal for their child to have a mobile phone at Brentwood;
- ◆ Mobile phones are to be switched off on arrival at school and handed to the class teacher for secure storage till 3:05pm;
- ◆ Students in breach of these guidelines will be subject to the 'Severe' clause as outlined in the school's Behaviour Management Plan.

## Newsletters

The Newsletter is distributed every second week in three different ways:

- As a PDF on the school website: <http://www.brentwoodps.wa.edu.au/newsletters.html>
- Via the Skoolbag app. (Details on how to log on is included in this package.)
- Paper version on request at the front office.

## Personal Property

Children should not bring valuable items of personal property to school (i.e. games, toys). When children bring toys to school there are invariably arguments about ownership and the possibility of damage or loss. Despite the best efforts of staff, loss or damage may occur and this causes distress to the child. Parents are requested to label all items of clothing. A lost property container is located in the breezeway beside Room 8.

## Reading and Library Books

All books are on loan and remain the property of the school. Children are required to look after them carefully. All children need to have a protective book bag before they are permitted to take a library book home.



## Reporting to Parents

Informal Reporting: Parents will be kept informed by class teachers of any issues about their child's progress and behaviour as the need arises. There will be opportunities throughout the year to view work and be involved in class activities.

Formal reports of student progress are written and sent home at the completion of Semester One and Semester Two. Parents are asked to make contact with their child's teacher so that they are well aware of information that will most likely be contained within a formal report.

NAPLAN: Years 3 and 5 students sit NAPLAN tests during May. Results are forwarded to parents during Term 3.

Feel free to make an appointment to meet with your child's teacher if you have any concerns or questions about their educational program.

## Attendance and Absences

If a child is enrolled at school from Pre-Primary to Year 6, attendance is compulsory. Brentwood has an excellent standard of attendance and expect Kindy to Year 6 attendance to be high. It is a legal requirement that all child absences are explained by a note, verbal explanation, a phone call to the office or via Skoolbag. In the event of a primary child being absent for more than two days without any explanation an Absentee Note will be sent home in accordance with Department of Education Regulations. If you know that your child will be away for an extended period, please try to catch up with any school work that was missed.

## Admissions

The school caters for students from Kindergarten to Year 6. All enrolments are carried out at the Office and are not complete until a Birth Certificate or Extract of Birth entry has been produced. Immunisation records and Proof of Residence is also required.

## Departures

When students are to leave Brentwood Primary School permanently, it would be appreciated if parents would notify the Office to allow sufficient time to complete the necessary documentation and ensure the return of school property.

## School Camp – Year 6



Our Year Six students attend a school camp during Term 1. This is a great social experience for the students and staff with many educational and social goals being achieved in a fun, safe environment.

### Year 6 Graduation Ceremony and Dinner

This is held at the end of Term 4. You will be advised of dates and times. Students accept that the right to participate is earned by consistently adhering to the School Code of Conduct

## SERVICES

### School Psychology Services

A School Psychologist is available at Brentwood each week to assist in assessing children with specific learning difficulties or conduct general tests as requested by the school in consultation with parents. The Psychologist works in collaboration with the Learning Support Coordinator, staff, students and parents.

### School Health Service

Visits are made to the school by a trained nurse several times a semester, mainly to screen the hearing and vision of students.

### Dental Therapy Centre

There is a School Dental Therapy Centre situated at Willetton Primary School. Upon enrolling in the school the Dental Therapy Centre is notified and once the relevant admission and parent consent forms are completed and returned to the school the children will be eligible for treatment.

This treatment involves:

- Regular dental check ups
- Tooth brushing and oral hygiene instruction and education
- Fillings and extractions as required
- Referral to specialists as necessary.

All treatment carried out at the Dental Therapy Centre is free of charge. If children are referred to a specialist then this treatment is at the parent's expense. Children are eligible for treatment from Pre Primary until the end of Year 11. The clinic is currently operating Monday - Thursday from 8:15am until 4:30pm and is closed during school holidays. **The phone number is: 9457 4624.**

### Brentwood Chaplain

A Youth Care Chaplain is available for the social and emotional well being of the whole school community.



## HEALTH AND WELL BEING

### Health Care Plans

Please inform the school if your child has a severe allergy or other health care needs that may require a special or Emergency Health Care Management plan. These plans will be developed in conjunction with parents and the family doctor to ensure all students are safe at school. Medication needs to be "in-date" and Health Care Action Plans renewed annually.

### Asthma

Parents of children who suffer from asthma will need to complete an Asthma Action Plan in consultation with their doctor and forward it to the office. This information is vital for the school to provide appropriate emergency care.

### Hats

Because of the dangers of skin-cancer, children outside classrooms should be wearing a hat. The wearing of broad brimmed, bucket or legionaries hats is compulsory all year. Please ensure that hats are clearly labelled with your child's name. A hat is a compulsory part of the School Dress Code. School hats can be purchased from the uniform shop.

### Head Lice

Please inspect your children's hair regularly as there are occasional cases of head lice infestation. Long hair should be tied back. When head lice are discovered, we will contact the parents of the student with head lice and ask them to collect their child. Students must be treated before they return to school. If you discover head lice at home, please advise the school so that the occurrence of the problem can be monitored. Notes will be sent home to the rest of the class so that parents can check their child. Parents can help enormously with this common issue if they regularly check their family. Shampoos are available from chemists and a sheet regarding treatment is available from the school. Also see the detailed information included in this handbook.

### Illness and Accidents

Please do not send a sick child to school as they may infect other children. We do not have the facilities or staff to tend to the needs of sick children. Should a child become ill or is involved in some mishap at school we will try to contact the parent, guardian or emergency contact and send them home. In the event of an apparent serious sickness, immediate medical attention will be sought. To ensure prompt contact it is very important that parents keep the school informed of changes of address, telephone and/or emergency numbers.

### Infectious Diseases

For your information, the following are the exclusion periods for common infectious diseases.

In all cases, children can be re-admitted on a Medical Certificate stating that the child is no longer likely to convey the infection.

## Periods of exclusion

- ⇒ **Chicken Pox:** At least 5 days from onset of last lot of blisters and if the child is well.
- ⇒ **Influenza** or like illness: Until child has recovered.
- ⇒ **School Sores (Impetigo):** For 24 hours after sores have been treated by antibiotics and any lesions are to be covered with a waterproof dressing.
- ⇒ **Mumps:** Exclude for 5 days after the onset of symptoms. Return to school only when well. Parents must produce a medical certificate of recovery.
- ⇒ **Conjunctivitis** Until eye discharge has ceased.
- ⇒ **Pediculosis (Head Lice):** Until hair is treated and free from lice and live eggs (Please check all family members at regular intervals)
- ⇒ **Ringworm** Exclude until child has received anti-fungal treatment for 24 hours.
- ⇒ **Rubella (German Measles):** 4 days after onset of rash and child is well.
- ⇒ **Measles:** Exclude for 4 days after the onset of the rash, in consultation with public health unit staff.

## Medication

Appropriate documentation is required before any medication is administered by school staff. Parents must complete Form 3 "Administration of Medication" which available from the school office.

## GENERAL INFORMATION

### Student Behaviour Management

Our school's Student Behaviour Management Plan has an emphasis on positive encouragement and acknowledgement of appropriate behaviour and clear boundaries for inappropriate behaviours. We encourage students to reflect on their behaviour and what changes they can make to ensure a safe and happy learning environment. Good behaviour is acknowledged through Virtues vouchers, Gold, Platinum & Gem gumnuts and faction points, Merit certificates, 'Aussie of the Month' awards, in-class reward programs, lots of praise, verbal encouragement and participation in end of term Good Behaviour Reward activities.

### Dogs

Dogs should not be brought to school when delivering or collecting children.

### Disabled Parking Bay

A disabled parking bay is located in the staff car park, near the Covered Assembly Area. This bay should remain clear at all times and is not a parking bay for general use.

## Parking

The main off road car parks associated with the school are situated in the BlueGum Community Centre and the Squash centre. There is also street parking around the school's boundary along Dawson Road on the school side of the road.

The staff car park is situated at the Dawson Road side of the school and is for the **exclusive** use of staff and official visitors. Please do not park on 'nature strips' of peoples' homes along Dawson Road. Parking is restricted to the school side of Dawson Road to allow the smooth flow of all traffic. Parents are reminded to park safely to avoid congestion and keep our students safe during the very busy times before and after school.

**To avoid congestion please consider the following:** If you live close to school take the opportunity to walk with your child (ren) whenever practicable.

## Smoke Free

The school reminds all parents and community members that school buildings and grounds are smoke free zones.

## School Watch

Your assistance in helping prevent vandalism and theft at school would be appreciated. If, outside of school hours, you see any suspicious behaviour in or around the school please contact one of the people on the numbers listed below. No further action will be needed as the person you contact will do whatever is necessary.

**Police Communication 131 444, if urgent dial 000**

**Palmyra Police Station (08) 9339700**

**Education Security (08) 9264 4771**

Do not hesitate to contact the school if you require further information. **THANK YOU FOR HELPING TO MAKE OUR SCHOOL A SAFER PLACE .**



# Brentwood Primary School

## Homework Policy



### Rationale

The Brentwood Primary School community believes that meaningful homework, on a regular basis, will enhance children's learning and assist in the development of self discipline and responsibility. It should recognize the wide range of 'after school' activities. Children, like adults, need free time for relaxation and recreation activities to keep healthy and develop the "whole" person and life skills as well as academic skills to cope with life beyond school and home. Homework should encourage positive family interactions and quality time spent together.

### Aims

- To develop a sense of individual responsibility towards learning.
- To develop study habits and reinforce learning (If children do some follow-up practice at home of things they have learnt at school they are likely to improve their learning rate and long term retention).
- To foster home support and have parents and teachers working together to benefit students.
- To build student self esteem as learners, through praise from parents and teachers.

### Implementation

- At the beginning of the year the teacher communicates (by letter or meeting) with parents outlining their homework expectations. Requests for parents to sign their child's homework will be left to the discretion of the teacher.
- Home work needs to be managed with care and sensitivity by parents and teachers if educational gains are to be made.
- Children should not have to do homework tasks that:
  - are not clearly understood or is time consuming
  - will require teaching of new concepts by the adults at home
- Homework should be acknowledged promptly and corrected at school in a timely manner.

### Appropriate Tasks

All children can be engaged in activities such as reading and mathematics including Mathletics. Revision of class work and the completion of tasks begun at school may be included.

### Phase of Learning:

- **K** homework will be informal.
- **PP to Year 3** homework will be informal (practicing or finishing work) and for as long as students are interested, eg. Home reading, spelling activities related to their current school spelling list, Mathletics online, basic facts/times-tables practice, etc.
- **Years 4 - 6** children will be encouraged to develop independent study skills, time management skills and a sense of responsibility towards their learning. It should be noted that formal homework may not always be set. Year 6 students should have some regular, set homework each week, no more than 30 minutes per day, eg. novel/library book reading, spelling activities related to their current school spelling list, Mathletics online, research assignments, etc.

### General Principles for Parents and Teachers

- Encourage children to discuss what they did at School/Pre-Primary and to write and to read
- Encourage lots of general discussion, especially about current events and issues
- Encourage children to listen and to ask questions
- Listen to children's talk, ask questions to encourage them to clarify and extend their ideas
- Read to or read with children on a daily basis where possible
- Encourage children to use home situations to learn to count, hear sounds in words, develop ideas about adding, subtracting, multiplication and sharing (division)
- Have a regular time during the week when children and adults read, draw, write, invent things, solve problems together, play games as a family

**NOTE:** *It is essential that students see their teacher as soon as possible if they have any difficulties with set homework. If completing homework becomes an issue at home parents should consult the teacher right away.*

# Brentwood Primary School

## Dress Code Policy



The Brentwood Primary School has a dress code for all students attending the school.

We believe that a dress code:

- Is similar for all students
- Fosters and enhances the public image
- Assists in building school and team spirit
- Ensures that students are safely dressed for specific school activities
- Encourages equity among the students and
- Prepares students for work, as many places have dress and safety codes
- Adheres to human rights, anti-discrimination and equal opportunity legislation

### **School Uniform**

Brentwood Primary School has a uniform that PP-6 children are expected to wear. Kindergarten parents are encouraged to dress their children in the school uniform also. School uniforms are available through the P & C Uniform Coordinator.

### **Girls' Uniform**

- Short sleeved polo, blue with school logo displayed on left chest (PP – 6)
- Blue & white checked dress or navy blue sports skirt/skort or shorts
- Girls may wear boy-leg sport pants under skirts, but they must not exceed skirt/skorts/shorts length.
- Track Pants/Trousers in navy blue
- Zip jacket (navy blue) displaying the school logo
- Closed in shoes/flat semi closed in sandals
- Full length to ankle tights or leggings in navy blue with skirt or skorts/shorts
- Ankle socks (white)
- School hat (Wide Brimmed/Bucket/Legionnaires) in Royal blue

### **Boys' Uniform**

- Short sleeved polo blue displaying the school logo, (PP - 6)
- Shorts in navy blue
- Trousers/Track Pants in navy blue
- Zip jacket (navy blue) displaying the school logo
- Closed in shoes/flat semi closed in sandals
- Ankle socks (white)
- School hat (Wide Brimmed/Bucket/legionnaires) in Royal blue

## **Physical Education Uniform**

- Faction Sports Polo Shirt in appropriate faction colour, blue, green or red. Students can wear their faction shirts on Fridays and other sport days, (eg. athletics carnival).
- Boys: Shorts (navy blue)
- Girls: Pleated Skort/Skirt or shorts (navy blue). Girls may wear 'boy-leg' sport pants under skirts, but they must not exceed skirt length.
- Students must wear closed in sports shoes appropriate for running and participating in physical activity.
- Interschool Sports - students selected will be provided with a sport's shirt for competitions except for Interschool Athletics Carnivals.

## **Year 6 Graduation Shirt**

Year 6 students can wear their Graduation shirts on all occasions.

## **Jewellery**

Excessive jewellery is not to be worn at school; this includes bangles, dangling earrings or any item of that nature. Items of jewellery that students are allowed to wear are:

- Small sleepers
- Stud earrings
- Jewellery that needs to be worn for cultural or religious reasons.

## **Hair and Make Up**

- Hair below the shoulders must be tied up neatly
- Make-up is not to be worn at any time

## **Hats**

The navy blue school hat is to be worn as part of the Brentwood Primary School uniform. No other hats are to be brought to school. Hats are required to be worn at all times for all activities outside the classroom. Brentwood Primary School endorses the 'no hat no play' in the sun policy.

## **Sanctions for Non-Compliance**

A student not complying with the school dress code may be:

1. Counselling by a staff member on why they are not wearing the correct uniform.
2. Excluded from the following:
  - School Photos
  - Assemblies
  - Important visitors to the school
  - Formal Presentations e.g. ANZAC Day
  - Any event identified by the Principal
  - School excursions

If the student fails to comply with the dress code on several occasions then parents will be notified which may result in a parent/school meeting.

# BRENTWOOD PRIMARY SCHOOL

## STUDENT BEHAVIOUR MANAGEMENT PLAN

As per the Department of Education 'BEHAVIOUR MANAGEMENT IN SCHOOLS'



### AIM

Brentwood PS is responsible for the creation and maintenance of a safe and positive learning AND teaching environment and the development of processes for the effective management of student behaviour.



### GUIDING PRINCIPLES

- Brentwood's Student Behaviour Management policy is preventative in nature;
- The school promotes pro-social behaviour, student well-being and the development of self-discipline;
- The policy outlines procedures for the management of ongoing or serious misbehaviour;
- Student wellbeing and the prevention of inappropriate behaviour will be enhanced through a focus on early intervention and prevention.
- The use of appropriate curriculum and learning programs will encourage engagement by students.
- Student behaviour is best managed in ways that promote restorative practices and are educative in nature.
- All decisions relating to the management of student behaviour and the implementation of policy are made according to the principles of procedural fairness.
- Teacher's behaviour management processes will acknowledge the duty to take reasonable care for the safety of staff and students.
- Student behaviour must not be viewed in isolation but as part of an interaction between the student, staff and the school community.
- School staff will demonstrate accountability for evidence based decision making, reporting and referral to appropriate support, and record keeping.

# BEHAVIOUR MANAGEMENT SCHOOL ORGANISATION

SCHOOL MOTTO

**Seek with Purpose**

## CODE OF CONDUCT

The school community has agreed that students:

<b>SCHOOL GROUNDS - STUDENTS:</b>	<b>CLASSROOM - STUDENTS:</b>
<ul style="list-style-type: none"><li>• use appropriate and courteous language in the school grounds</li><li>• walk peacefully and quietly on paths and around buildings</li><li>• only be in classrooms if a staff member is present.</li><li>• walk bicycles and scooters in the school grounds at all times. Keep off the driveways</li><li>• play safely and fairly, remaining within designated play areas</li><li>• wear school approved hats at all times for outside activities.</li><li>• stay on the school grounds unless permission to leave has been granted by the Administration</li><li>• be seated in designated area when eating food or drink</li><li>• arrive from 8:30am and leave school premises by 3:15 if unattended by parent. If arriving before 8:30am sit on the seat outside Staffroom.</li><li>• place all litter in the bins provided</li><li>• respect the rights and property of others</li></ul>	<ul style="list-style-type: none"><li>• show respect and use appropriate and courteous language to all people in the school environment</li><li>• follow all instructions the first time they are given</li><li>• Switch mobile phones OFF on arrival at school, hand in to class teacher, and not turned ON again till 3:05pm. Written permission needed from parents to bring phone to school.</li><li>• come prepared for class (e.g.; pens, pencils, rulers, etc)</li><li>• respect the rights and property of others</li><li>• enter / leave the room and move around the school in an orderly fashion</li><li>• wear correct approved school uniform. (Kindergarten students are encouraged to wear uniforms)</li></ul>

## MANAGEMENT OF STUDENT MOBILE PHONES

Mobile phones are increasingly prevalent and some Brentwood students carry them to school. While parents provide mobile phones to their children for safety and other reasons, it is necessary that staff and students not be disrupted by mobile phones in classrooms.

### Guidelines:

- Parents will, in writing, seek the permission of the Principal for their child to have a mobile phone at Brentwood;
- Mobile phones are to be switched off on arrival at school and handed to the class teacher for secure storage till 3:05pm;
- Students in breach of these guidelines will be subject to the 'Severe' clause as outlined in the school's BMIS Support Procedures;
- Students and parents are reminded regularly about the school's mobile phone policy.

# BEHAVIOUR MANAGEMENT PROCEDURES

## ESTABLISH A POSITIVE ENVIRONMENT

- Staff create and maintain a positive environment by using a variety of preventative techniques and strategies.
- Staff reflect continually on what is working effectively and how it can be improved.
- Staff identify at an early stage possible inappropriate behaviour and use low key responses, thus minimising disruption to flow of lesson or escalation of behaviour in playground.

### IN-CLASS

#### Formal In-Class daily procedures

Step 1 - Warning – verbal reminder of expectations

Step 2 - Consequence 1 – name recorded

Step 3 - Consequence 2 – ‘x’ recorded. (Class consequence)

Step 4 - Consequence 3 – ‘x’ recorded. Time-out in-class, 10 mins to rethink behaviour.

Step 5 - Consequence 4 - Sent to Time Out Class in ‘buddy’ time-out class. Complete a ‘Time-Out Reflection Sheet’ for parent to sign and return to class teacher, inform admin team.

Note: If a student regularly gets to Step 5, class teacher to contact parents plus remove Step 1 or 2, so they move straight to Step 3.

Step 6 - Consequence 5 – Sent to Admin with ‘Time-out Reflection Sheet’ from Step 5 above and a package of class-based work for completion while in Time-out. Parents contacted. Recorded in SIS.

Step 7 - Consequence 6 – ‘In-school’ suspension or ‘out-of-school’ suspension. Student will receive a package of class-based work for completion during their time of absence from the class.

#### Notes:

- I. If a student reaches Consequence 4 or above three times in a term they lose the privilege to join in the Good Behaviour Reward (End of Term Reward) activities.
- II. **Serious disruptive behaviour moves straight to Step 6, Consequence 5 and should be sent immediately to Admin.**
- III. In deciding the consequences for inappropriate behaviours the context in which they occur must be taken into account. On occasion, consequences such as those above are not prescriptive.
- IV. **Individual Behaviour Plans** may be created by staff in consultation with parents. These plans are designed to support children change/manage their inappropriate behaviour.

### PLAYGROUND

Playground management is the responsibility of ALL STAFF, teaching and non-teaching.

#### PLAYGROUND

Playground management is the responsibility of ALL STAFF, teaching and non-teaching.

Step 1 – Warning/Reminder if a minor offence. Recorded as a warning in the Playground behaviour booklet.

Step 2 - Consequence 1 – Shadow the duty teacher for 5-10 minutes time-out and receive counselling - staff use Restoration cards in Duty files. Name recorded in Playground behaviour booklet.

Step 3 - Consequence 2 – Withdrawn from playground and sent to Admin. Student completes a Reflection sheet, copy sent home to parents. Recorded in SIS. For three occasions in a term in conjunction with In-class Step 5 offences, loss of privilege at Good Behaviour Reward activity.

Step 4 - Consequence 3 – Severe or Repeated misbehaviour, sent to Admin. (See Severe clause below)

#### SEVERE CLAUSE:

Sent to Admin immediately for offences such as *fighting, verbal abuse, intimidation/bullying, continued defiance, escalation of Consequences 1 to 3*. Admin decides on consequence of behaviour, taking into account the needs of the child and context of incident.

#### POSSIBLE CONSEQUENCES

Stage 1 – Recess and/or lunch or after school detention

Stage 2 – Half or full day in-school suspension, parent informed.

Stage 3 – In-school or out of school suspension. Parent and student called for case meeting.

Stage 4 – Repeated serious misbehaviour – develop a playground IBP for student. Refer to school psychologist.

**Note 1:** In deciding the consequences for inappropriate behaviours the context in which they occur must be taken into account. On occasion consequences such as those above are not prescriptive.

**3 BREACHES/TERM (In-class + Playground) = LOSS OF PRIVILEGE AT END OF TERM REWARD**

## HEAD LICE

### What are head lice?

- Head lice are tiny insect parasites that live on your head and feed on your scalp (the skin covering your head).
- They reproduce by laying their eggs (nits) on your hair shaft (the part of your hair closest to the scalp).
- Head lice are not dangerous, do not carry diseases, and are not a sign of poor hygiene (cleanliness).

### How do you get head lice?

- Head lice are spread by head-to-head contact with another person who has head lice. This kind of contact includes doing group work at school, playing, or hugging.
- Head lice can run from one head to another in seconds. Head lice cannot fly, jump or swim, but they can sometimes swing from one hair to another.
- Brushes and combs are unlikely to transfer head lice or their eggs, as these are very hard to detach from the hair shaft.
- Head lice are not spread through bed linen, clothing or head gear (hats and helmets) as they do not leave the scalp unless they are moving to another scalp, or unless they are dead or dying.

### Signs and symptoms

Your scalp may itch as your skin reacts to the saliva of the head lice. This itchiness can take weeks to develop. If you have had head lice before, your skin may become less sensitive and there may be little or no itch.

You may also be able to see head lice crawling in your hair, although they can be difficult to spot as they move quickly.

- Adult lice are usually dark brown and about 2 to 3 mm long.
- Hatchlings (young lice) are often a lighter brown colour and about 1 to 2 mm long.

Eggs will be attached to the hair shaft. They can be very tiny and hard to see, especially newly-laid eggs close to the scalp. They are grey-white and about the size of a grain of salt.

### Checking for head lice

Unless you can easily see the head lice, the speed at which they can move makes checking dry hair unreliable.

To check hair for head lice:

- Carefully comb plenty of hair conditioner through dry hair. The conditioner slows the head lice down so they can be trapped in the comb.
  - Comb hair again in sections using a metal fine-tooth 'nit comb' (available from most chemists).
  - Wipe the waste from the comb on a white paper towel. Look for head lice and eggs using a magnifying glass in strong light, such as sunlight.
  - Use a magnifying glass in strong light to examine hair close to the scalp, especially behind the ears and at the back of the neck.
- Distract children while you check for head lice by offering them a favourite video or game, a book, or a head massage.

### What can be mistaken for head lice?

Other objects in the hair can be mistaken for head lice or eggs. These include sand, dandruff, flakes of hair spray, ants, aphids, or other small insects.

### If you find head lice

- Check to see if anyone else living in your house has head lice – use the hair conditioner method described above.

Choose the treatment method that best suits you and your family and follow the instructions carefully.

- Inform your school, child care centre, playgroup, neighbours and relatives so that other children and adults who have been in close contact can be checked.

When the treatment is completed and all head lice and eggs have been removed, continue to check hair weekly for further outbreaks.

### Stay home from school

Under the *School Education Act 1999*, if your child has head lice the principal may keep him or her away from school until treatment has started.

Your child may return to school when all live head lice have been removed. There is no need to stay away from school if there are only a few remaining eggs, but you must continue treatment over the following 10 days to ensure that all eggs and hatchlings have been removed.

- Check hair regularly for head lice and eggs. Early treatment of head lice can prevent it spreading further to close contacts.
- Tie long hair back.
- Hair gel or mousse may help keep stray hair strands from coming in contact with other heads.
- Avoid sharing combs or brushes.
- If you have recently had head lice, leave brushes and combs in hot water for 10 minutes after use to kill any trapped head lice or eggs. Clean them with an old toothbrush to help remove any waste.

Remind your child to avoid head-to-head contact with other children, for example when working at the computer with others, playing or hugging.



# Join us for Play Fun Friendship

## BRENTWOOD COMMUNITY PLAYGROUP

**WHEN:** Friday

**TIME:** 9:15am to 11:15am

**WHERE:** Brentwood Primary School  
Dawson Road, Brentwood

Terms 1 & 4: Meet in fenced playground next to school oval.

Terms 2 & 3: Meet in the school hall.

For more information:

Facebook: <https://www.facebook.com/groups/brentwoodpg/>

Email: [brentwoodplaygroup@outlook.com](mailto:brentwoodplaygroup@outlook.com)

Phone: 0431 598 625

Proud member of  **Playgroup**  
WA (Inc)

# Stay informed with the SkoolBag App



The SkoolBag app is the easiest way to stay up-to-date with school events, last minutes notices, newsletters and **all** school communications.

**1**

## Download the app

Search for the free SkoolBag app in the Apple App or Google Play Store

**2**

## Create an account

Sign up in seconds with your email address

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