

2021 Parent Information Booklet





Address	15 Hedley Street BENTLEY WA 6102
Phone	08 6455 8000
Website	www.bentleyps.wa.edu.au
Email	bentley.ps@education.wa.edu.au
Facebook	www.facebook.com/Bentley-Primary-School
Skoolbag	Bentley Primary School

2021 School Staff

LOCKWOOD Steve
GANNON Jacqui
GILHAM Shelley
GREED Fiona

Principal
Associate Principal
Manager, Corporate Services
School Officer

ARMITAGE Amy
BAINES Laura
FAIRHEAD Kerry
DAVIES Jayde
DAVIS Michelle
DEL FANTE Barbara
EVANS Tamara
FRANSE Vanessa
GREGORY Lorna
GRIFFITHS Jo
HARRISON Karyn
HURST Thalia
McNULTY Shelley
MYLES Danika
MURPHY Derren
NARRIER Chantel
PAGE Robert
POWDRILL Denise
SAUNDERS Diane
SONI Ambika
TAJ Parveen
WEGNER Sarah

Teacher
Teacher
Library Officer/Education Assistant
Teacher
Education Assistant
Teacher
Teacher
Teacher
Education Assistant
Teacher
Teacher
Teacher
Education Assistant
Education Assistant
Teacher
AIEO
Teacher
Education Assistant
Education Assistant
Education Assistant
Education Assistant
Education Assistant

CHEETHAM Jodi
GERARO Etagu
YU Zack

Gardener/Handyperson
Cleaner
Head Cleaner

School Board

Chairperson: Mr Angus Moore
Vice Chair and Parent: Ms Kerry Fairhead
Principal: Mr Steve Lockwood
Deputy Principal: Mrs Jacqui Gannon
Staff Members: Miss Amy Armitage
Parent: Brian Councillor





Vision and Values

Our Vision

Bentley Primary School is a welcoming, inclusive and engaging school that empowers learners to shape their future through proactive and responsive approaches.

Our Values

C hallenge

A cceptance

R espect

E xcellence

S afety

About Bentley Primary School

We welcome you and your family to Bentley Primary School and look forward to supporting your child's education in 2021.

It is extremely important for your child's learning that they attend school regularly and on time. Children may be dropped off at school any time after 8.10am and should go to the undercover area to be supervised. We kindly ask that your children are promptly collected at the end of each school day.

School Hours:

8.40am - 10.40am Teaching block
10.40am - 11.00am Recess
11.00am - 1.00pm Teaching Block
1.00pm - 1.35pm Lunch
1.35pm - 2.45pm - Teaching Block



Term Dates for Students:

Term 1: Tuesday 2nd February - Thursday 1st April
Term 2: Monday 19th April - Friday 2nd July
Term 3: Tuesday 19th July - Friday 24th September
Term 4: Tuesday 11th October - Thursday 16th December

Late Arrivals and Absences

Students who arrive at school after 8.40am will need to request a *Late Note* from the office. This will need to be taken this to the child's classroom teacher. If your child is absent from school, you will be notified by text message. If your child is ill or has another reason for their absence, please inform the school. Extended absences for illness should be verified by a medical certificate. The school can be notified of the reason for any absence through email, letter, our Skoolbag app (available for smart phones), phone call or text message. We appreciate your assistance.

attendance
MATTERS

Early Collection

The Western Australian Department of Education requires that all children outside of school grounds during term time carry a leave pass. Parents/guardians must obtain a pass from the office and give this to the class teacher when collecting their child early from school.



The school is not legally allowed to release any child to a person not listed on the child's enrolment card. Please provide phone or written notification to the school or classroom teacher if you are sending an alternative person to collect your child.

Dental Clinic

Free dental treatment is available for all primary school children. Parents are responsible for providing transport to the clinic which is located at 43 Mount Henry Road, Como. Emergency treatment can be obtained by contacting the Dental Clinic on 9313 0552. Hours of treatment are 8.15am-4.30pm.



Head Lice

Head lice are not uncommon in primary schools. If detected on a child's hair, parents/guardians will be notified by a note from the school. Comprehensive treatment of lice and eggs, along with regular checks is required.

School Nurse

The School Nurse visits Bentley Primary School regularly to test hearing and eyesight to identify issues requiring referral to outside agencies and services.



Medical Conditions

If your child has a medical condition requiring special attention, such as asthma, anaphylaxis, diabetes, please inform the office so that we may complete the appropriate medical documentation.

Administration of Medication

Medication should not be given to a child to self administer as this may result in incorrect dosage or consumption by another child.

Prescribed medications can only be administered once the appropriate form (available from the front office) has been completed by the prescribing medical practitioner.



The school is prepared to assist with any reasonable request to administer medication under the following guidelines:

- All requests to administer medication should be made directly to the Principal.
- Upon completion of the appropriate forms the medication is to be left at the school office.
- The child must then report to the office at the appropriate time.

The school **does not** dispense aspirins etc. for headaches.

NOTE: It is vital that all medical records are kept up to date along with current phone numbers for emergency contacts.

Collection of Money

Charges made by the school during the year, for various incursions and excursions will be consistent with our proposed charges schedule. To enable us to keep an accurate record of your child's payment, please make payments to your child's teacher. Correct money is appreciated as change is not always readily available.

School Voluntary Contributions

Voluntary contributions are charged to assist the school to offset costs in the areas of photocopying, physical education equipment, art supplies, library resources, etc. When paid by March, the school is able to purchase additional items to support student learning for the year. Please contact the office to arrange payment through instalments if required.



School Incursions and Excursions

Throughout the year classes may participate in incursions and excursions. It is essential that students are dressed in school uniform for all excursions. Permissions notes will be sent home for these activities and must be returned to the school prior to the event. Students will not be permitted to attend excursions without parent/guardian consent.



Bicycles

We ask that children walk their bicycles within the school grounds for safety reasons. During the day, bicycles may be stored in the racks outside room 2.

Personal Belongings

Students are required to leave mobile phones, mp3 players and other valuables at the front office for safe keeping. These items are not to be taken into classrooms or left in school bags during the day.



Lunch



The children at Bentley Primary School have lunch between 1.00pm and 1.35pm. We ask that you support us in providing a healthy lunch for your child without soft drink or cordial as this can impact on their attention and ability to learn. There is not presently a canteen at Bentley Primary School so food will need to be sent from home.

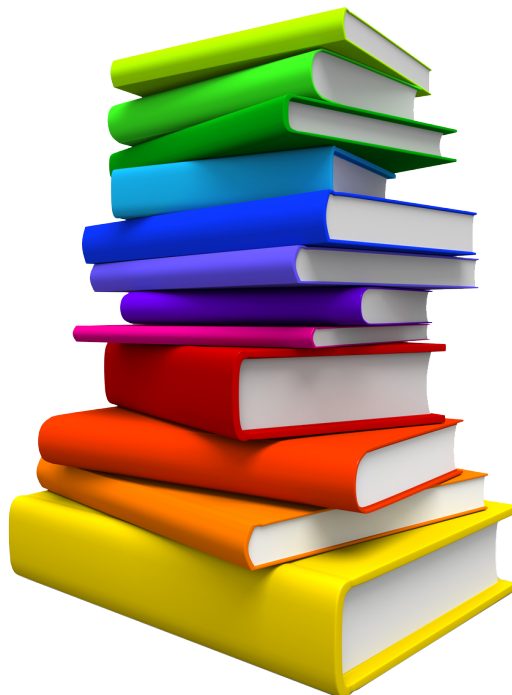
Parking

Families are asked to take note of the parking regulations in the streets surrounding the school. If you are dropping off children to the kindy or pre-primary areas of the school, you may find it more convenient to park in Baldock Street or in the Wyong Park carpark. Please do not use the staff carpark for dropping off and picking up your children.



Library Resource Centre

Our school Resource Centre plays a key role in our school as it supports our students in their learning. Mrs Taj is our Library Officer and is responsible for the smooth operation of the Centre. Please assist your child to ensure all materials borrowed are kept safe and returned when required.



Parent/Family Help

We are grateful for parent/family support with activities at school. Please let us know if you are able to assist us with any of the following:

- Listening to children read,
- Assisting with activities in class,
- Helping us out in the library,
- Coming with us on excursions.



Parent/Family Communication

We welcome open communication between our families and our school. If you would like to discuss your child's progress with their teacher, you may do this at any time. Students in our Bentley Kindy will bring home a portfolio of their learning twice a year. From pre-primary to year 6, students will receive a formal report twice a year.



School Uniform

Children at Bentley Primary School are expected to wear school uniform which has been designed to be attractive, comfortable, economical and assist our students in taking pride in their appearance. We ask that students do not wear denim, tank tops, thongs or items of clothing with offensive logos. Excessive jewellery is also not recommended. It is a requirement of Australian schools that a hat is worn when playing outside. Bentley has a '*No Hat - No Play in the Sun*' rule so your child will be required to sit in the shade if they forget to bring their hat to school. Uniform items are available for purchase through the school though generic items matching the school choices are acceptable and readily available at stores. School uniforms are available during the term from the Office.

The Bentley Primary School uniform consists of:

Shirt:	Green polo style shirt with school logo
Windcheater:	Green with school logo
Girls:	Green fashion skorts or shorts
Boys:	Green shorts
Track pants:	Green
Hats:	Green
Footwear:	Shoes, sandals or sturdy sports shoes



