



2017

**PARENT
HANDBOOK**

Welcome to Bakewell Primary School

Dear Valued Parents and Carers,
We welcome you and your family to Bakewell Primary School; an 'Independent Public School Delivering Excellence in Education'.

Bakewell Primary School is a large, innovative school located in Palmerston, Northern Territory. The school has an enrolment of approximately 800 students from Preschool to Year 6 with 15% identifying as Indigenous, 13% from Australian Defence Force families and 15% as English as a Second Language/Dialect.

The school provides an educational service for families residing primarily in the suburbs of Bakewell, Gunn and Johnston. The expectation is that Bakewell is a 'school of choice' for our community where we provide a safe and supportive environment and deliver high quality teaching and learning.

Bakewell Primary School is committed to 'Positive Relationships and High Expectations'.

Our Mission: Bakewell School is committed to delivering excellence in education. With a focus on positive relationships and high expectations we promote a community that is respectful, professional, inclusive and safe. At Bakewell all students have the opportunity to achieve their potential and become lifelong learners.

Bakewell School has a positive organisational and school culture with a strong focus on wellbeing. We promote and teach the You Can Do It Keys of Confidence, Organisation, Getting Along, Persistence and Resilience.

The Bakewell Code of Conduct forms an integral part of our school culture. All students are explicitly taught to: Be Respectful, Be Responsible and Be Part of the Solution.

Bakewell School offers programs designed to meet the learning needs of all students. We have a strong focus on literacy and numeracy and offer specialist programmes in the areas of Science, Visual Arts & Physical Education.

Key initiatives at Bakewell Primary School include Explicit Instruction, Visible Learning, AVID (Advancement Via Individual Determination), Envision Maths, Guided Reading and Information Communication Learning Technologies. Bakewell Primary is an approved Charles Darwin University Teaching School. Staff at Bakewell reflect on teaching practices and engage in coaching and mentoring within a supportive team environment.

The school has outstanding resources and facilities. Our spacious and well maintained school grounds provide students with the opportunity to play and socialise in a safe and child friendly environment.

Bakewell School values the contribution of all students, families and staff. We have a positive and committed School Board inclusive of parent members who work to inform and support the strategic direction of the school. It is our firm belief that optimal learning and outcomes for our students are achieved when school and community work in partnership.

If we can be of any further assistance please speak with our friendly staff. We would appreciate the opportunity to share more of our school and learn how we can best meet the needs of your child.

Kind regards,

Paul Nyhuis



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2017 TERM DATES

Semester 1, Term 1	Monday 30 January - Friday 7 April
Mid-Semester Break	Monday 10 April - Friday 14 April
Semester 1, Term 2	Tuesday 18 April - Friday 23 June
Semester Break	Monday 26 June - Friday 21 July
Semester 2, Term 3	Tuesday 25 July - Friday 29 September
Mid-Semester Break	Monday 2 October - Friday 6 October
Semester 2, Term 4	Monday 9 October - Thursday 14 December

1:1 iPAD LEARNING PROGRAM - YEAR 4 & 5 STUDENTS

The 1:1 iPad Program is for Years 4 and 5 students. It is designed to motivate and inspire our students through learning experiences requiring investigation, creation, communication and working responsibly together. It also allows for greater individualised learning, increasing independence and encouraging self-initiated learning beyond the classroom.

AGE OF ENTRY TO SCHOOL

For Transition there is a single intake. Children who turn 5 on or by the 30 June 2017 commence Transition at the beginning of Term 1, 2017.

For Preschool, children turning 4 on or by the 30 June 2017 may commence Bakewell Preschool at the beginning of Term 1, 2017. Children turning 4 after 30 June and before the last day of Term 3 may commence Preschool at the beginning of Term 3 if vacancies are available. This means the child will spend 18 months in Preschool.

ASSEMBLIES

School assemblies are held every Friday at 8.30am. These alternate between the Primary and Early Childhood teams. Each term one assembly will be nominated as a whole school assembly. Dates for these will be advertised through the Newsletter. Each assembly features a class item, the presentation of Student Awards and general information. Parents are very welcome to join us for school assemblies.

ATTENDANCE AT SCHOOL

Regular attendance at school is expected and highly valued. Our school embraces the NT Department of Education Policy of – Every Child Every Day.

Absences:

Parents/Carers must notify the school when your child is absent. This may be done by an email to the Front Office, (admin.bakewell@ntschoools.net) or class teacher, a phone call to the Front Office, Skoolbag app or a note to the class teacher when your child returns to school. Parents will be contacted for all un-notified absences. For safety and administration purposes the school is required to have accurate information about student attendance.

ADVANCEMENT VIA INDIVIDUAL DETERMINATION (AVID)

Bakewell will continue as an AVID School in 2017. AVID applies highly effective and evidence-based teaching methods and strategies to enhance student learning and outcomes. AVID provides students with the tools and skills required to achieve success and personal excellence.

WICOR is:

Writing

Inquiry

Collaboration

Organisation

Reading



All Bakewell students will continue to learn and engage with AVID as part of our whole school commitment to delivering excellence in education.

BICYCLES/SCOOTERS SECURITY

Children riding bicycles or scooters are required to supply and use a chain and locking device so that bicycles/scooters can be secured to the schools bike racks. Whilst every effort is made to ensure the security of the bicycles/scooters they are 'parked' in the school grounds at the owner's risk. The wearing of bicycle helmets is compulsory (and the law) for children in the Northern Territory.

COMMUNICATION

Newsletter/Snapshot

The school newsletter is emailed home on Wednesday of each week. We alternate between sending a full newsletter and a Bakewell 'Snapshot'. Every effort is made to keep parents informed of school and class happenings, coming events, sporting notices etc.

Messages to Students

Message bags are collected by classes at 2.10pm each afternoon. If it is necessary to phone the school with a message for a student, please try to do so before 1.45pm.

Parents/Carers Details

Keep the school up-to-date with current contact telephone numbers for both parents and/or carer. Please inform the school immediately when there is a change of address, phone number, emergency contacts etc. The school must have up-to-date contact details for families at all times.

Parent Information Handbook and Folder

This is issued to all families at the time of enrolment and should be kept available at home as a reference about a whole range of things associated with your child's attendance at Bakewell Primary School.

Class Letters

These are sent home at the commencement of each term and help to keep parents up to date with class programs, timetables, routines and expectations.

Teacher Contact

Teachers will contact parents if they have any concerns/matters about a student they would like to discuss. This may be via a note, over the phone, email or through an organised face to face meeting.

Parent Contact

Parents are encouraged to write to, phone, or email the school to raise any points of concern or matters to do with their child's education or wellbeing. Teachers welcome this contact and are very happy to make appointments to meet with parents at a mutually convenient time.

Parent Email Address

Please notify the school of your email address. This is an effective way to communicate with us and share information about your child/ren and school matters in general.

Website

Bakewell Primary School has its own website <http://www.bakewellprimary.nt.edu.au>.

Skoolbag App

Skoolbag is the ultimate school to parent/carer communication tool. This mobile phone app provides schools with an easy way to tell parents and carers everything they need to know about school news, newsletters, events calendar, cancellations, school notices, school information, school timetables, parent sick note forms, school documents and much more. It also enables parents/carers to notify the school of your child's absences.

For instructions on how to install Skoolbag on your Smartphone please visit <https://www.skoolbag.com.au/parentinstructions.pdf>.

Information Evenings

An information evening for parents/carers is held in Term 1.

DEFENCE SCHOOL TRANSITION AIDE (DSTA)

The DSTA is a part time position to support children and families of Australian Defence Force (ADF) members particularly in relation to educational needs when making the transition into their new school and community environment. The DSTA may be contacted through the school's Front Office (8931 0487).

DENTAL SERVICE

The Children's Dental Service is available to Bakewell Primary School students. If you have any queries about your child's dental health or treatment please call in or phone the clinic on 8922 6466. Parents are required to attend dental appointments with their child/ren.

EARLY LEARNING AREA

The Early Learning Area focuses on the education and development of our students in Preschool and Transition. The students will be given the opportunity to develop appropriate social skills, independence and pre Literacy and Numeracy skills. The purpose of the Early Learning Area is to ensure

- a smooth pathway for students coming from Preschool into a full time Transition program
- the students are well prepared for formal learning by the end of the Transition year.

EFTPOS

EFTPOS facilities are available in the front office for payment of all expenses e.g. Book Packs, Uniforms, Excursions, Camps, OSHC Fees, etc. We also accept Credit Card payments over the phone.

EMERGENCY CONTACT

The school must have accurate, up to date information on parents' whereabouts as well as emergency contact details. Please notify the school immediately if there is any change of employment, address, telephone number etc.

EXCURSIONS

Classes may go on a number of Educational Excursions throughout the year. Some classes may also organise a camping excursion. These are regarded as an integral part of the learning process and are considered a fundamental part of the children's education. They provide experiences that stimulate curiosity and create springboards for further learning. Fees/costs for excursions must be paid in advance. Teachers are required to give parents sufficient prior notice to allow time for payment. Parents are asked to pay the exact amount for excursions, as change is not readily available.

EXTRA-CURRICULAR ACTIVITIES OR PROGRAMS

These school programs or activities may include performances, excursions, electives, swimming, camps. The school operates on a user pays system for such activities or programs.

FACILITIES

Our premises include Bakewell Primary School, Preschool, and Dental Clinic. The Multi Purpose Hall Area, Basketball Courts and Oval are available for community use after hours. The school comprises 11 areas of operation.

Preschool Block	Preschool Classrooms
Block A	Transition
Block B	Year 1 and 2
Block C	Year 3 and 3/4
Block D	Year 1 and 4
Block E	Year 2
Demountables 1 - 8	Years 4, 5 and 6

Demountable 9	Playgroup and OSHC 3
Library Block	Academic Achievement Class (AAC)
Administration Block	Administration, Dental Clinic and Medical Room
Multi Purpose Hall Area	Visual Arts Room and Assembly Area
Outdoor Stage Area	Stage and Assembly Area

The fenced area that encloses the School Buildings, Basketball Courts and Primary Play Equipment is out of bounds after school and on weekends. Supervised groups have after hours access to the Basketball Courts and Assembly areas. The Oval is available for student and family access at all times.

FIRST AID

In the event of an accident the school administers appropriate First Aid and, if serious, notifies a parent or the emergency contact. If this is not possible the school will arrange transportation to a doctor/hospital if required. Outside school injuries or sores should be treated at home.

FUNDRAISING

Monies raised through fundraising initiatives assist the school in providing quality educational programs and resources for students. Where possible families are encouraged to support the school's fundraising initiatives throughout the year.

HEAD LICE

Bakewell Primary School follows the Northern Territory DoE'S Policy on Head Lice Infestation (Pediculosis). Children found with head lice infestations must be treated before being sent back to school the following day. Checking and treatment of children's hair is a parental responsibility. If head lice are found in a child's hair parents will be notified and before the child is sent back to school the next day appropriate treatment must be carried out. Information about the treatment of head lice is available from the Front Office on request. Please contact the school if you have any concerns about head lice.

HOMEWORK

Purpose of Homework - The completion and return of Homework is the joint responsibility of the student and parent.

Homework is set to assist with the development of:

- self and time management skills
- the routine of completing school work in the home environment
- independent reading skills
- parental understanding and links to class/school learning
- opportunities for parents to work and communicate with their children
- independent learning and organisational skills

What should Homework cover?

Homework activities will be presented in a homework matrix that parents must sign:

- Home Reading and Journal

- Response to reading or a writing task
- Spelling practice
- Maths skills component or learning tables
- Activities incorporating other Curriculum areas.
- Oxford Sight Words

Transitional Guideline Times for Homework

Transition and Year 1 - 15 mins per night
 Years 2 & 3 - 20 mins per night
 Years 4 – 6 - 30 mins per night

HYDRATION

It is very important, whether it be the Dry Season or the Wet Season that children drink plenty of water. It is a school procedure that children should have a personal drink bottle available to them at all times. Drink bottles must be clearly labelled and children are encouraged to take them home regularly for thorough cleaning. Water only is to be used in classroom drink bottles.

LIBRARY

The aim of the Library is to provide a pleasant place with a happy relaxed atmosphere for all children to enjoy. Children are encouraged to use the library and its resources. Many visit at lunchtimes when games and activities are available. We have a growing Parent Resource Section. Parents are welcome to come in and browse at any time and borrow resources. Parent borrowing is encouraged. We would particularly like to meet parents who are interested in helping in the library.

The Library supports and reinforces the educational goals of the school and children have the opportunity to:

- develop an enjoyment of literature
- be introduced and exposed to a wide variety of literature
- learn to locate and select resources appropriate to their needs
- learn to critically evaluate information and sources of information
- appreciate and learn that learning is a lifelong experience and as such they must learn to locate, use and evaluate information appropriately

Classes are timetabled for regular book exchanges and/or literature sessions. Children are encouraged to visit the library during lunchtimes for their own recreational purposes. The use of library bags is recommended and encouraged at all times to protect our valuable resources. A Bakewell Primary Library bag may be purchased from the Front Office at a cost of \$10.00. This is very hardwearing and should last for quite a while.

LIBRARY LOANS

Borrowing

Preschool to Year 3 - 1 book at a time
 Years 4 – 6 2 books at a time

If more are required for research purposes further loans may be negotiated.

ALL loans are made for 1 week but children may exchange each day or negotiate longer loan periods if required. Unfortunately it is necessary to disallow further loans if children have outstanding loans that are overdue. Once books have been returned normal borrowing rights will resume.

In the case of lost or badly damaged books/resources it is expected replacement costs will be met by the student/student's family.

LOST PROPERTY

Lost property is kept at the Front Office until the end of each term, after which it goes to a local charity. Students are encouraged to check the lost property on a regular basis.

LUNCH ORDERS

The School Canteen, which follows the NT Nutrition and Healthy Eating Policy, operates daily at recess and lunch breaks. A price list is issued at the beginning of each semester and is revised regularly. Students order their lunches in paper lunch bags supplied by parents through the classroom. Orders need to be placed by 8.30am daily. In addition our canteen has online ordering for lunch orders. Visit www.ouronlinecanteen.com.au and register. Online orders must be placed by 9am.

MEDICATION

We request that you do not give children's medication to the class teacher. If your child needs medication at school you must sign a permission form for staff to administer it at the Front Office. Written permission and advice from your doctor may also be required. Medication is to be sent to school in a clearly marked container and must be stored at the Front Office. It is strongly recommended, however, that medication be administered at home if possible. Ear and eye drops will not be administered by staff.

MIDDLE YEARS OF SCHOOLING

Bakewell Primary School provides Year 6 students with opportunities to begin their introduction into the Middle Years of Schooling and to support the transition process from Primary School to Middle School. This includes a visit for our Year 6 students to Rosebery Middle School.

As part of this learning our Year 6 students have the opportunity to participate in an interstate camp. Information about the Year 6 camp is sent home early in Term 1.

MOBILE PHONES – STUDENT PROCEDURES

- Where possible student mobile phones should be left at home.
- During the school day students and parents are to use the normal school communication channels [ringing the front office] for parent/student contact, emergencies, change of after school arrangements etc.
- Students should only use their mobile phones before or after school.
- Mobile phones should not be used in a manner or place that is disruptive to the normal routine of the school.

- The procedure for students to ensure that their mobile phones are always stored in a safe and secure place is to have them placed in the class message bag each morning and sent to the Front Office for safe keeping during the day.
- Appropriate action will be taken against any student who photographs or films other individuals without their consent or who sends harassing or threatening messages.

Mobile phones are brought to school and used at their owner's risk. No liability will be accepted by Bakewell Primary School in the event of loss, theft or damage of any device unless it can be established that the loss, theft or damage resulted from the school's negligence.

OUTSIDE SCHOOL HOURS CARE (OSHC)

Refer to OSHC information in the Parent Information Pack.

PARENT PARTICIPATION/VOLUNTEERS

Parents are important partners in the education process and are a valued resource at Bakewell Primary School. We have an open door policy and parents are always welcome.

Parents can participate in many ways at Bakewell Primary School. These include being part of the School Board, committees, helping with fundraising, sports coaching, library, class activities, excursions, being an audience at assemblies and performances and much more.

Please speak to your child's teacher about ways you can participate in class and school activities. If you are a working parent the teacher can suggest ways to be involved after hours too.

PERSONAL TOILETRIES AND TREATMENTS

Bakewell Primary School encourages low scented, hypoallergenic products (including natural scented products) for use by students and staff while at school. Inhalation of highly scented vapours, particularly in an air conditioned environment can cause breathing difficulties, rashes, asthma attacks etc.

Parents have the responsibility to inform the school if their child is highly sensitive to strong scented vapours/products.

In addition, for Health and Safety reasons aerosol spray cans are not to be brought to school.

REPORTING TO PARENTS

Written Reports are issued at the end of Term 2 and Term 4. Student Led Conferences are conducted in Term 1 and Term 3. All parents are encouraged to make a time to attend. In addition parents and teachers may have frequent contact through phone calls, emails and in an informal way. Please do not hesitate to contact your child's class teacher if you have any concerns about your child's progress at school.

ROAD SAFETY TIPS

- The 40km school zone speed limit applies from 7.00am to 5.00pm on school days.
- When the flags are up at School Crossings drivers must stop for pedestrians.
- Set a good example and use School Crossings to cross the road with your child/ren and teach your child/ren to do this correctly so it will be automatic for them if you are not there.
- Remember to stagger your afternoon pick up time to avoid the most congested time from 2.25pm to 2.40pm, particularly in the front carpark where the students are supervised until 2.45pm each afternoon.
- Use the Kiss and Go lanes correctly, whenever possible drive forward to allow vehicles to drive in safely from behind-just like a taxi rank. Parking is not permitted in the Kiss and Go lanes.
- Park your vehicle in a designated parking space if you have to leave your vehicle to come into the school.
- Please remember to always set a good example for your child/ren and choose safety over convenience every time.

SCHOOL BOARD

The Independent Public School Board meetings are held on the third Wednesday of each month at 6.00pm in the Staff lounge. The School Board consists of parents and teachers who are interested in the strategic direction of Bakewell Primary School. The Principal is an ongoing member. The contact email address for the Chairperson is chairperson.bakewell@ntschoools.net.

SCHOOL COUNSELLOR

The School Counselling and Wellbeing Program aims to support Bakewell's students through individual counselling, targeted small group work, and whole school wellbeing initiatives. To refer your child/ren to the School Counselling and Wellbeing Team please speak to your child's Classroom Teacher about the referral process.

SCHOOL UNIFORM

For students from Transition to Year 6 the wearing of full school uniform is compulsory.

School Uniform Description

Bakewell Primary School colours are burgundy and black. The full school uniform is compulsory and consists of:

- Bakewell Primary School Polo Shirt
- Black Bottoms - Shorts/Skorts with Bakewell Primary School logo
- Appropriate footwear (e.g. closed sandals, sneakers/runners, school shoes) not thongs, elevated or high heeled shoes or footwear that is otherwise deemed to pose risk when students are engaged in active play
- SunSmart black bucket hat

SCHOOL UNIFORM REQUIREMENTS

- Students are required to wear Bakewell Primary full school uniform to school each day (unless otherwise notified).
- In the playground the school follows the 'No Hat, No Play' procedure.
- Sun Visors and baseball caps do not fit with the school's SunSmart Sun Protection Policy and are not permitted.
- Students without appropriate hats or footwear are required to be in the Library during recess and lunch times.
- To participate in Physical Education lessons and sporting activities students must wear a SunSmart hat and appropriate footwear.
- Stud earrings and sleepers worn in the ears, plus watches are the only acceptable jewellery.
- Extreme hair colours and/or extreme hairstyles and face makeup are not considered appropriate for school.

Please refer to the Bakewell Primary School compulsory school uniform policy for more details.

SICK CHILDREN

Sick children are sent to the office by class teachers. If they are too ill to participate in class, parents will be contacted and asked to take their children home.

Children should be kept home from school if they contract notifiable diseases such as measles or others of a highly infectious nature.

SMOKING

Smoking is not permitted on school property (NT Government Policy).

SPECIAL EDUCATION

The school's Special Education Program supports students with identified special needs. Students who require significant adjustments to accessing and/or participating in the classroom and/or learning environment are identified and assessed. Provision of assistance is relative to their level of need.

In all cases our aim is to maximise the success of each individual in our school community through a collaborative, inclusive approach.

STUDENT BOOK PACKS

The Student Book Pack for Transition to Year 6 students costs \$85.00. The Book Pack includes such items as pens, pencils, crayons, rulers, textas, Art and Craft materials, ICLT resources, Home Reading materials. Book Packs are organised through the Front Office at the commencement of each year or on enrolment.

STUDENT LEADERSHIP COUNCIL (SLC) AND HOUSE TEAMS

The SLC comprises 12 Year 6 students including the Australia Day Citizenship Award student. Students who nominate for the SLC present a speech outlining why they would be a good leader to an assembly of Years 4 to 6 students. An election is then held to determine these positions. The School Captains and Vice Captains are elected from the SLC students who all have the opportunity to complete a Nomination Form outlining their qualities for the positions. An interview with the Bakewell Executive Team is then held to determine the School Captains and Vice Captains. The SLC meet on a regular basis.

The SLC program covers three areas- representation, leadership skills and community contribution.

On enrolment each child is allocated to a House team. A boy and girl House Captain from Year 6 and a boy and girl Vice Captain from Year 5 will be elected for each House Team.

Different species of geese were chosen for the names of the House teams. This aligns with the 'goose philosophy' of teamwork, support, encouragement and cooperation and is closely linked with our Motto and Values.

House Name	Colour	Represents
Woodies	Yellow	The Australian Mauve Wood Duck
Capes	Blue	The Cape Barren Goose
Pygmy	Green	The Pygmy Goose
Magpie	Purple	The Magpie Goose

STUDENT WELLBEING

Peer To Peer (P2P) Collaboration Program - 2017

At Bakewell Primary School the Peer To Peer (P2P) Collaboration Program aims to develop relationships between younger and older students, enhancing the sense of a friendly and supportive school community.

Program Learning Intentions:

Providing leadership opportunities through Peer to Peer Tutoring
Building respect and responsibility within our student body
Developing caring and considerate students who are able to connect and support others
Creating students who include others and have an awareness of diversity
Promoting social and support networks for all students

Program Requirements:

1 hour per fortnight
Wednesday 1.30-2.30 – All students at Bakewell Primary School will participate in the school's P2P Collaboration program at the same time. Learning Intentions linked to Wellbeing (refer to program Learning Intentions) need to be developed and explicitly shared with students.

TOYS, ELECTRONIC GAMES, VALUABLE ITEMS

Toys, electronic games and valuable items should be left at home for safe keeping. Playing with toys/games etc in the classroom can be very distracting for students and this interferes with their learning, being on task and completing class work. It is very upsetting for the student (and family) when items are damaged, lost or possibly stolen. Parents are asked to support with this matter and ensure such items are left at home.

WET WEATHER

We ask parents to make arrangements with their children now about what they are to do if it is raining at home time – eg wait on verandah, go to a friend or relative, leave bike at school. Students will not be automatically dismissed at home time (2.30pm) if there is a heavy downpour or an electrical storm. Parents must collect their children directly from the classrooms in such an event. Older siblings from within the school should not be sent to collect younger siblings. Children will be dismissed when it is judged safe for them to make their way home. If there is an impending storm parents may come earlier to collect their child/ren from the classroom.

Do not ring the school just before home time and ask for messages to be passed on. There are a number of reasons we stress this. Phones frequently drop out in thunderstorms, children cannot hear the loud speaker above the rain, the switchboard jams and power failures are common. If you make these arrangements now, children will know what to do and staff will not be faced with requests they cannot meet. Please read the “Wet Weather Procedures” in your Parent Information Pack.

SCHOOL HOURS

Children should not arrive at school before 7.30am.

Time	Bell/Music	Class
8.05	Music	Students Line Up
8.10	Bell	Commencement Session 1
10.25	Bell	Signals Recess Eating
10.35	Bell	Signals Recess Play
RECESS 10.35 – 10.55		
10.55	Music	Students Line Up
11.00	Bell	Commencement Session 2
12.50	Bell	Signals Lunch Eating
1.00	Bell	Signals Lunch Play
LUNCH 1.00 – 1.25		
1.25	Music	Students Line Up
1.30	Bell	Commencement Session 3
2.30	Bell	Signals Home Time

Formal Playground supervision commences at 7.45am.

BAKEWELL PRIMARY SCHOOL

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Fax: (08) 8931 0491

Email: admin.bakewell@ntschoools.net

Website: <http://www.bakewellprimary.nt.edu.au>

