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Bertram Primary School operates as an Independent Public School. This means increased operating flexibilities and a greater ability to work closely with the local community.

Bertram has the capacity to respond directly to the needs and expectations of the local community through the management and governance of the School Board. There is increased freedom and flexibility for the school community to make decisions about important matters impacting on each child's education such as curriculum, student support, staff recruitment, financial management, governance and accountability.

This is a very exciting and important progression in state school education within WA and allows for the school, community and parents to become actively involved in the future directions and decisions about their child's education.

Business Plan 2014 - 2017
This booklet has been produced to provide parents, caregivers and interested community members with general information about our school, and to assist parents and students to settle in and make a happy and smooth start to life at Bertram.

Parents are always welcome at school and we encourage your involvement. Please do not hesitate to contact us for any information you may require, or with any questions.

**Principal**

Geoff Hood

**Deputy Principals**

Jane Weir
Catherine Stott
Aimee Coffey
Kiera Slade
Kathryn Bold
Sian Bakewell
<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<tbody>
<tr>
<td>Manager Corporate Services</td>
<td>Liz O’Born</td>
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<tr>
<td>School Officers</td>
<td>Belinda Rodoreda</td>
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<td>Diane Brown</td>
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<td>Amy Foster</td>
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<tr>
<td></td>
<td>Marina Claasen</td>
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</table>
CONTACTS

Address: Champion Drive, Bertram, WA 6167
School Telephone: 9419 1762
School Fax: 9419 2052
Email: bertram.ps@education.wa.edu.au
Website: Bertram Primary

Register online for our fortnightly newsletter.

Facebook: Download our free school app for both android and apple devices.

Canteen: 9439 4291
Dental Therapy Centre: Orelia Primary School - 9419 1468

All Government Department premises are smoke free zones.
Smoking is not permitted on the school grounds.

Animals are not permitted on school grounds unless with specific permission.

For all other dates, including public holidays, please refer to the fortnightly newsletter, Facebook or the school app.
SCHOOL HOURS

School commences: 8:30am  
Lunch: 11:00 -11:35am  
Recess: 1:05 - 1:25pm  
School ends: 2:35pm

Please ensure students are collected from school promptly as delays often cause the students distress.

Kindergarten and pre-primary students must be collected from their LA. If you will not be collecting them, please advise the teacher who will be.

Leaving School Grounds

Once students have arrived at school they may not leave the grounds unsupervised. A form is to be completed in the office and taken to the Learning Area teacher when collecting students for appointments or due to illness. Teachers are instructed not to release students into the care of any adult without the appropriate office form.
## Term Dates

<table>
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<tr>
<th>School Calendar 2016</th>
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<tr>
<td><strong>First Term</strong></td>
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<td>End</td>
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<td>Break</td>
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<td><strong>Second Term</strong></td>
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<td>Start</td>
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<tr>
<td>End</td>
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<tr>
<td>Break</td>
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<td><strong>Third Term</strong></td>
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<td>Start</td>
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<td>End</td>
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<tr>
<td>Break</td>
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<td><strong>Fourth Term</strong></td>
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<td>Start</td>
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<td>End</td>
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<td>Break</td>
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[Future Dates]
## 2017 School Development Days

<table>
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<th>Term</th>
<th>Date</th>
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<tbody>
<tr>
<td>Term 1</td>
<td>Friday 3rd March</td>
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<tr>
<td>Term 2</td>
<td>Friday 2nd June</td>
</tr>
<tr>
<td>Term 4</td>
<td>Monday 9th October</td>
</tr>
</tbody>
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**Students do not attend school on these dates**
| **A** | **Aspire** | • Develop life-long learners  
• Strive for excellence  
• Lead by example  
• Engage our school community |
| --- | --- | --- |
| **C** | **Connect** | • With our community  
• Through collaboration  
• Through open communication  
• By valuing diversity  
• By being inclusive |
| **E** | **Enrich** | • A safe and supportive environment  
• A variety of learning experiences  
• Challenges  
• Opportunities |

*Our school vision was developed by our community as part of our school self-review process*
ENROLMENT INFORMATION

Bertram Primary School is a local – intake Kindergarten – Year 6 primary school. Check the school year your child should be enrolled in on the [school age calculator](#).

Schools declared as local – intake in the Government Gazette have a designated geographical area from which enrolment applications are accepted. All compulsory Pre Primary to Year 6 children who live within the Bertram local – intake area are guaranteed enrolment. The same guarantee applies for Kindergarten children subject to availability.

Please refer to the [map](#) for Bertram’s local – intake area.

All enrolment enquiries should be directed to Amy Foster on (08) 9419 1762 or email [bertram.ps@education.wa.edu.au](mailto:bertram.ps@education.wa.edu.au)

To enrol your child at Bertram Primary School you will need to provide proof of residence in the Bertram intake area, a copy of their birth certificate and immunisation records and a copy of any current Family Court orders.

[Bertram Primary Enrolment Process](#)

The school office is not open during school holidays and any enrolment applications received during this time will be attended to once school resumes.
STUDENT PLACEMENT

The school has a clear Student Placement Policy which has been ratified by the School Board. This policy clearly states how students are allocated to LA’s each year.

All parents are invited to submit placement requests in early Term 4. Final placements are at the discretion of the Administration.

Looping

The school has a looping policy with the placement of students. This means every effort is made to place students with the same teacher for at least two years. This supportive process is designed to improve educational outcomes, minimise ‘down time’, reduce the stress on students and parents and enable students to mentor and support their peers.

Multi Age Grouping

The school has a strong MAG policy which means most students will be in Multi Age Group classes. Teachers are able to plan, teach and evaluate the students as a whole class, with the teaching and learning program providing multiple access points for all students. The capacity for peer teaching is increased and students are able to mix and share learning across age levels.

Bertram Primary Student Placement Policy

MAG Information Booklet
KINDERGARTEN

Kindergarten is the first year of schooling in Western Australia and while not compulsory we highly recommend you enroll your child. A focus in Kindergarten is on language and literacy and developing an early understanding of letters, sounds and rhyming words. They also learn that pictures can tell stories, how written words can be read, and how spoken sounds can be written down.

The social and emotional development of your child is a very important part of learning. Play teaches your child about making friends, sharing and taking turns, becoming problem solvers and creative thinkers, all while developing coordination and confidence. Play activities include cutting, painting, gluing, drawing, dressing up, sand play, climbing, storytelling, singing and dancing.

You can find out when your child can start kindergarten with our school age calculator.

At Bertram, kindy students two full days one week and three full days the next week. Although kindy is not compulsory, once enrolled it is expected that a child will attend regularly and in full school uniform.

Bertram Primary School does not have separation fencing for kindy students.

Hello Kindergarten Information Booklet
HOUSE GROUPINGS

Bertram has four Houses and these are Earth, Water, Wind and Fire. Students are placed in a House at enrollment. Family members are placed in the same House. House shirts are recommended and should be worn on sports days, whole school activity days and assembly days.

House shirts and reversible sunsmart hats are available from the Uniform Shop.

<table>
<thead>
<tr>
<th>House</th>
<th>House Colour</th>
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<tbody>
<tr>
<td>Wind</td>
<td>Grey</td>
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<tr>
<td>Fire</td>
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<td>Earth</td>
<td>Maroon</td>
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<tr>
<td>Water</td>
<td>Teal</td>
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*Students are not permitted to wear House Shirts on school excursions or when representing the school.*
LIBRARY BOOKS AND BAGS

All students are encouraged to borrow books from the school library. Students will often select books to read themselves but may select more difficult books for parents to read to them.

All students are encouraged to have a library bag in which to transport their book to and from school. These are available for purchase from the uniform shop. Individual LA's may publish their library days. If a student damages or loses a library book, the parent will be responsible for replacement costs.
ASSEMBLIES

With the size of our school, assemblies generally alternate between junior (K - 1/2 LAs) and senior (2/3 LAs - 5/6 LAs) groups. Special assemblies, including the Easter Bonnet and Book Week Parade are whole school events. Assembly occurs every second Wednesday (even weeks) from 8:30 am in the undercover area.

Parents are welcome to attend all assemblies.

MERIT CERTIFICATES

Certificates are presented at each assembly. Certificates are awarded based on effort, behaviour and results and each student may not receive a certificate in any given year.
SECURITY AND EMERGENCIES

Grounds/Security

Once students have arrived at school for the day they are not permitted to leave the school grounds unsupervised for any reason. Parents are requested to remind students school grounds are out of bounds after school hours.

In the event you hear or see suspicious activity outside of school hours, please call the police non-emergency number on 131 444, Kwinana Police Station on 9411 4311 or Education Security on 9264 4771.

Evacuation/Emergency Procedures

In the event of an emergency a signal will be used to activate emergency evacuation procedures:
- Continuous short blasts of the siren
- PA announcement

When the alarm is raised all visitors to the school must report to and stay with the closest LA teacher. It is essential all visitors to the school, including parents, sign in. this allows us to account for everyone on site in the case of an emergency.
MOBILE PHONES

Students may have mobile phones for a variety of reasons. The following rules apply.

- Mobile phones are to be turned off immediately the student arrives at school.

- Mobile phones should be handed in at the front office before the student goes to their LA in the morning and collected in the afternoon.

- Mobile phones may be turned on once the student has been dismissed at the end of the day.

- Any student who disregards the above, who makes inappropriate text or voice calls; or takes photos or video images whilst on school premises will forfeit the right to have a phone at school. This will be for a period of time determined by the administration and the student may be suspended from the school for these actions.

- Phones will be confiscated in the instances described above and returned only to the student’s legal parent or guardian.

- No responsibility will be taken by the school for phones lost or stolen.
ACCIDENTS AND ILLNESS

Where possible, parents will be notified immediately if students become ill or are seriously injured at school. It is essential that information on the school computer system is accurate and up to date to enable this emergency contact. The school staff are not permitted to administer most medications and may only administer limited first aid. This makes ensuring the school has your current contact information vital to your child’s wellbeing.

If you receive a phone call from the office advising your child is sick and requesting you collect them from school, please first report to the office and sign your child out. Teachers will not release students without a signed student release form.

Should an ambulance be required, parents will be required to cover the cost.
MEDICAL EMERGENCIES

Please ensure all medical conditions are made known to the school office and the Learning Area teacher. If a student has a medical condition or allergy which may require emergency treatment, an Emergency Action Plan is to be completed. Please contact the Deputy Principal for this to be arranged.

For serious medical conditions parents must provide the school with written details of the condition including treatment. A form for this is available from the office. Depending on the severity of the ailment an interview with the Administration may be required prior to enrollment. This information must be constantly updated to ensure the school has the most current information and contacts.
SCHOOL BOARD

The School Board endorses and reviews the School Development Plan, monitors the School Budget, sets the Voluntary Contributions level and involves itself in relevant policy areas. School Board elections are held each year.

As an Independent Public School the School Board performs an important link between the school community and the school. It has a more vigorous role in setting, monitoring and reviewing the schools direction, finances and actions. Parents are encouraged to become involved with this group

School Board Members

Peter Feasey                           Board Chairman
Geoffrey Hood
Jane Weir
Diane Baker
Sarah Blythe
Paulo Cue
Emma Deans
Helen Dowson
Elizabeth O’Born
Jodie Papiccio
Belinda Rodoreda
Deborah Pino Pasternak
Craig Webb

Bertram Primary Annual Report
P & C

The P&C is an active group of parents who meet regularly at the school. The P&C manage the canteen and uniform shop. Elections for office bearers are held annually and any financial members are eligible to stand. The P&C also has a position on the School Board. Please consider if you are able to be involved with this group as strong parent participation is a key to the ongoing success of the students and the school.

Email: bertramprimarypandc@gmail.com

Facebook:  

P & C Executive Committee

President 
Vice President
Treasurer
Secretary

Executive Committee

Jo Greasley
Rachael Smith
Rebecca Cassidy
Jodie Papiccio

Kellie Power
Kathryn Alexandre
Peter Feasey
Tammy Bogaers
ATTENDANCE / ABSENCES

Explanations for all absences are required, with medical clearances in the case of infectious diseases. If your child is absent without the school being notified by 11am you will receive an SMS advising you of their non attendance. You are able to advise the school of the reason for the absence by:

- Responding to the text on 0409 881 202 (SMS only)
- Calling the school on 94191762
- Sending a note or speaking to the LA teacher when your child returns to school
- Using the Absentee Form on the school App
- Using the school email address bertram.ps@education.wa.edu.au

In the event of a prolonged absence, please notify the front office and follow up with a written note. If you are taking a vacation, please complete the the Future Absences form at the front office.

If you are leaving Bertram PS please provide the Learning Area teacher with a note to this effect before your child leaves the school. Where possible, please advise us where your child will be enrolling. Please be aware your child will remain on the Bertram Primary School roll until a transfer note is received from their new school.
HOMEWORK

Bertram Primary School recognises homework can reinforce understanding of basic facts, support learning implemented in the classroom and assist in the development of independent work habits. Homework should be a positive experience for both students and parents.

It is expected homework will directly relate to the teaching and learning programs appropriate to the students' needs.

Department of Education Homework Policy

The student’s role is to:

- Act responsibly to complete set tasks on time.
- Ask for help or resources from teachers and family if necessary.

Advice for parents:

- Parents are encouraged to organise specific homework routines with their child.
- Respect child’s prior knowledge and skills.
- Support students where necessary.
- Children need the opportunity to play and relax after school.
- Homework is best done at a quiet time set aside for homework completion.
CUSTODY OF CHILDREN

Where there is a separation in the family and one or both parents have custody of the child/children, the school must be made aware of custody details. Official documents relating to this should be made available to the school. All such information is confidential.

Without official court documentation both parents have equal access to the child concerned.

CONTACT DETAILS

Parents are reminded of the importance of providing the school with current contact information. A student update form is sent home at the beginning of each school year, however if changes occur during the year please advise the front office either in person, by emailing Bertram.ps@education.wa.edu.au or by using the Change of Details eForm on the Bertram app.

It is important that current contact details are provided for more than one person. If the office needs to contact you for any reason, they will first try the person designated Contact 1, then work down the list until they are able to contact someone.
INTERNET POLICY

Whilst at school all students access and use the internet under supervision. Parents are required to sign a permission form which is part of the enrollment process. Students who breach this process may lose their right to use this resource.

PHOTOGRAPHIC IMAGES

Parents are requested to complete a form allowing a student’s image to be used in the event a photograph or the like is to be published outside the school community. This form should be completed as a part of the enrollment process.

We understand parents will want to take photos of their children at various school events. We ask parents to follow societal protocols and not take unnecessary photos, take photos of other children or share photos including other children.

Internet Permission
BULLYING

Bullying is an aspect of our society and unfortunately primary schools are not immune from its influence. The staff at Bertram PS actively discourage all forms of bullying especially whilst the students are in our care.

We encourage parents to assist their child to develop positive and constructive strategies to cope with bullying situations. We urge parents to contact the child's teacher or if necessary the Administration if there is any evidence of a bullying situation.

Parents must not take direct action under any circumstance.

Although the school has a comprehensive Bullying Policy it is only effective when reinforced and supported by parents and the wider community.

School Bullying Policy
All members of Bertram Primary School community are committed to ensuring a safe, positive and inclusive environment where all members have the right to be respected and have a responsibility to respect each other.

Students, staff, parents, caregivers and the wider community have the right to a safe and supportive learning environment in school. For this to occur all school community members have a responsibility to prevent and respond to reports and observations of bullying.
Common Understandings About Bullying

Bullying is when an individual or group misuses power to target another individual or group to intentionally threaten or harm them on more than one occasion. This may involve verbal, physical, relational and psychological forms of bullying.

Types of Bullying

Bullying takes many forms and can include:

- **Verbal Bullying** - The repeated use of words to hurt or humiliate another individual or group. Verbal bullying includes using put downs, insulting language, name calling, swearing, nasty notes and homophobic, racist or sexist comments.

- **Psychological Bullying** - Includes repeated stalking, threats or implied threats, unwanted email or text messaging, abusive websites, threatening gestures, manipulation, emotional blackmail, threats to an individual’s reputation and sense of safety.

- **Relational Bullying** - Involves repeatedly ostracizing others by leaving them out or convincing others to exclude or reject another individual or group from their social connections, making up or spreading rumors and sharing or threatening to share other’s personal information.

- **Physical Bullying** - Includes repetitive low level hitting, kicking, pinching, pushing, tripping, ‘ganging up’, or wanted physical or sexual touching, and damage to personal property.

- **Cyber Bullying** - Involves the use of information and communication technologies such as e-mail, text messages, instant messaging and websites to engage in the bullying of other individuals or groups. This technology provides an alternative means for verbal, relational and psychological forms of bullying.

- **Bystanders to Bullying** - Bullying also involves the concept of ‘bystanders’. A bystander may be someone who sees bullying or knows about it but he or she is not usually directly involved. Everyone at the school can have a role in supporting those who are being bullied. All members of the whole school community at Bertram Primary School need to be aware of their role in supporting those who are being bullied and their responsibility to discourage bullying behaviors when they observe them. Any member of the school community can be a bystander and can act successfully to prevent or stop bullying. Sometimes it is difficult to act at the time of the bullying incident but reporting bullying behavior is also important. Bystanders are encouraged to report to someone who can help, such as a member of the school staff.
The Better Buddies, an initiative of the Alannah & Madeline Foundation, buddies up older primary school children with younger children to create friendly and caring primary school communities where bullying is reduced. Students are able to form unique relationships which allow younger students to feel safe and cared for and older students to feel valued and respected.

Better Buddies wear purple vests so they can be easily identified in the playground.

If your child would like to be a Better Buddy, or if you would like more information about the program, please see Mrs Gray.

Better Buddies Website
MEDICATION POLICY

Under no circumstances will medication be administered to students without full written instructions by parents and doctors. This is in line with school and Department of Education policy.

If a student requires medication during school hours, parents are asked to come to school and administer it. If this is not possible, parents must bring the medication to the office and fill in a Health Care Authorisation form. Medication should not be taken to Learning Area teachers. The school does not have ready access to a nurse so please ask your doctor for medication which may be administered out of school hours.

Under no circumstances is medication to be kept in the student’s school bag.

*If your child is not well, please do not send them to school. Sick children are much better off at home.*

Please supply us with current emergency phone numbers in case of illness or accident.
HEAD LICE

Whether you child’s hair is long or short, clean or dirty, many families with school aged children and teenagers will have contact with head lice. Be prepared and know how to treat and control head lice.

Head lice are tiny insect parasites that live in people’s hair and feed on the skin on their head. They lay eggs (nits) on the hair closest to the scalp. Some lice can cause itching. Head lice are not dangerous, do not carry diseases, and are not a sign of poor hygiene.

Under the School Education Act 1999 if your child has head lice a 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 ten days to ensure that all eggs and hatchlings have been removed.
3 CHARGES AND VOLUNTARY CONTRIBUTIONS
PERSONAL ITEMS LIST

The school distributes a Personal items list (Book List) each year. It is highly recommended all students have all items on the list.

Pre booking these items ensures your children have everything they require to start the school year.

During the year some students may be asked to replenish some items and your support is requested to ensure your child is able to make the most of their learning opportunities.

Bertram Primary Booklist
Ziggies
CHARGES

Charges refers to the anticipated cost of extra activities throughout the school year such as school camps, excursions or swimming lessons. Participation in extra activities that incur a charge is optional. Parents are required to pay for the activity before the deadline or enter into a payment plan in order for their child to participate. These activities are incorporated into the school’s educational program and it is highly recommended students participate.

Each year the school provides a list of approximate costs parents may expect to pay in additional charges for the following school year.

The items listed on the following page are an indication of approximate costs parents may expect to pay in 2016.

Your child may choose to become involved in additional activities throughout the year. These additional costs will be negotiated with parents if and when required.

REFUNDS

A refund will not be provided if you choose to withdraw your child from camp, excursion or school based activity. If your child is unable to participate, entrance fees may be refunded, however the transport component of the charge cannot be.

NOTE: The level of Charges and Voluntary Contributions has been approved by the School board as required by the Education Act 1999.
### List of possible, but not limited to, additional cost items for 2016

Additional Cost Items may be offered to parents throughout the year. Participation is optional and some items may have GST.

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VOLUNTARY CONTRIBUTIONS

To assist with the running of programs in this school and to supplement the grant provided by the Department of Education, parents are asked to support the school by paying a voluntary contribution of $60.00 per student.

Contributions collected at Bertram Primary School are used to purchase reading and library materials, curriculum resources, ICT and a variety of services and facilities which support our educational programs.

Contribution amounts are set and ratified by the School Board each year.

Voluntary Contributions are payable at the front office or online via the school website. A payment plan may be organised by contacting Manager Corporate Services, Liz O’Born. The school has EFTPOS facilities.

Although voluntary, these payments are greatly valued by the school and we appreciate payment at the beginning of the year where possible.
BUILDING AND LIBRARY FUNDS

These funds are deductible accounts set up to support the raising of funds for the school. Anyone may donate to these funds, stipulating Library or Building as their preferred fund of choice. All donations are tax deductible and you will receive a receipt articulating your contribution.
TIMES

School commences: 8:30am
Lunch: 11:00 - 11:35am
Recess: 1:05 - 1:25pm
School ends: 2:35pm

Please arrange on-site child care if your child is likely to be at school before 8:15am.

No student should be in an LA or activity area without a staff member being present.

Every effort is made to have LAs open from 8:20am each morning. This provides an excellent opportunity for your child to prepare for the day and for any informal contact between parents and staff to occur.

(Please ensure students are collected from school promptly as delays may cause distress)
HELPING HANDS

In Partnership with Bertram Primary School, Helping Hands Network provides convenient and affordable care for your children, while supporting the local community. They provide supervised care in a safe, healthy and friendly environment; a home away from home, where the children can feel relaxed and involved in the daily activities.

Program Hours

Before School Care  6:30am – 8:35am
After School Care  2:35pm – 6:00pm
Vacation & SDD Care  6:30am – 6:30pm

Helping Hands enrolment forms and parent handbook.

Contact Details

Phone: 0475 826 750
Email: bertram@helpinghandsnetwork.com.au
PARKING / KISS AND DRIVE

Parking

The car park at the oval side of the school has been set aside for staff parking only.

The remaining car parks have been sign posted to ensure safe and efficient movement of students. Please observe the signs posted in these areas as students safety depends on parents’ careful driving.

Kiss and Drive

The Kiss and Drive Zone along the Champion Drive car park has been painted with yellow stripes along with a safe crossing area at the west end of the car park.

These markings are to help overcome traffic congestion and improve safety before and after school.
How Does Kiss and Drive work?

In the morning:

Move to the forward most bay (south end) in the Kiss and Drive zone (it works just the same as a taxi rank). Ask your children to exit the car via the rear left hand side door while parents and carers remain in the vehicle. When children are clear of the vehicle, indicate and when safe, enter the traffic flow.

In the afternoon:

In order to ease traffic congestion on Champion Drive during school pick up in the afternoons, drivers are requested not to turn right into the Kiss and Drive driveway. Instead, please drive down to the roundabout at Mangart Road and travel back to the school turning left into the school Kiss and Drive zone.

Remain in the car with your engine running and handbrake on. Move forward as space is created - do not overtake.

When picking up students in the afternoon, here are a few suggestions which we believe will help ease traffic congestion and improve safety around our school.

• Discuss with your children your most preferred pick up point.
• Pre arrange a pick up place with your children.
• If possible, arrange to meet your children a little further away from the school.
• Arrange to meet your children 5 to 10 minutes later than school finish time to avoid congestion. If possible, always attempt to park on the school side of the road to collect your children.
• Park your car further away and walk to the school grounds to meet your children.
• If you wish to stop and chat, use the Trusty Way or Moombaki Avenue car parks on one of the side streets.

Kiss and Drive Map
General Information about Parking at Bertram Primary School

As we all know parking is an ongoing issue at any school. It is unlikely to ever be resolved satisfactorily, especially with our increasing numbers. It requires all our efforts to make the best of the situation.

- Please be patient
- Please drive slowly and safely around and through car parks
- Do not park illegally - you will be fined just like anywhere else
- Do not double park in car parks
- Do not park in the disabled bays without a permit
- Do not yell at staff or other parents, it doesn’t help
- Please use Kiss and Drive correctly
- Please be patient - things clear very quickly
- Try to park and walk - from shops, home or across the oval
- Support your children to walk, ride or scooter to and from school
- Walk with your children to and from school
- Explain the issues and processes to relatives and family who might be picking children up. This is especially important in relation to Kiss and Drive.
BICYCLES AND SCOOTERS

The Road Safety Commission recommends children under the age of 10 should ride under the supervision of an adult. An area at the front of the school is provided for bikes and scooters to be left during the school day. For security purposes please provide a chain and lock. While as much care as possible is taken by the school to ensure the safety of bikes and scooters, we do not accept responsibility for damage or theft.

Everyone must wear approved cycling helmets that meet Australian standards and fit correctly at all times while riding or scooting.

Road Safety Commission

TRAFFIC WARDEN

Our P&C worked hard to secure the services of a traffic warden on Champion Drive.

A children's crossing is designed to contribute to the safe travel of students to and from school and its proper use it vital to achieving the safety benefits for the children and accompanying adults. In addition, the correct and proper use of a children's crossing by children will assist them in learning how to cross words safely.

The traffic warden operates from 7:45am - 8:45am in the morning and 2:05pm - 3:05pm in the afternoon.

Parents and children crossing Champion Drive are requested to cross with the traffic warden during these times, following his instructions to cross safely.
UNIFORMS

All items are available from the uniform shop. The Uniform Shop is open on Thursday mornings between 8:30am and 9:30am. Students must be in school uniform to participate in school excursions.

The following list makes up the uniform requirements for Bertram Primary School. Please note: The State Government has decreed any form of denim is not appropriate for wearing to primary school.

**SHIRTS:** Royal Blue Bertram polo shirt with valley green and white trim in collar, Royal Blue polo shirt. Singlets or tank tops are not permitted. Shirts with advertising logos, graphics or obscenities are not permitted.

**SHORTS / PANTS:** Royal Blue shorts, Royal Blue long pants. Leggings are not considered to be pants. Denim and board shorts are not permitted.

**SKIRTS / SKORTS:** Royal Blue skirt, Royal Blue skort.

**DRESS:** Bertram School Dress with Logo.

**HOUSE SHIRTS:** House shirts may be worn with Royal Blue skirts, shorts or pants on the days students participate in physical education, sport, assembly and House activity events (e.g. Harmony Day).

**LEAVERS’ SHIRTS:** Year 6 students will have the opportunity to purchase a Leavers’ shirt. Leavers’ shirts may be worn at school with Royal Blue shorts, long pants, skirts or skorts. Leavers’ shirts are not permitted to be worn on excursions or to represent the school, with the exception of their graduation lunch.

**SKIVVY / LONG SLEEVED T-SHIRTS:** White or Dark Blue. Only to be worn under polo shirts or t-shirts.
STUDENT COUNCILLORS’ SHIRTS: Students who are elected as School Councillors will be presented with a special Student Councillor’s shirt. This shirt may be worn in place of their Royal Blue polo shirt and is permitted to be worn on excursions and when representing the school.

TIGHTS / LEGGINGS: White or Dark Blue. Only to be worn under skirts, skorts or shorts.

JUMPERS: Jumpers with advertising logos or graphics are not permitted nor are jumpers with obscenities. Hoodies are not permitted. Royal Blue Bertram jumper with valley green and white trim in the collar, Royal Blue jumper.

HATS: The School has a No Hat No Play policy for the whole year. Students are to wear a Sunsmart Royal Blue wide brimmed hat, bucket hat, legionnaire’s hat or slouch hat.
- Sun visors, beanies and caps are not deemed as appropriate hats
- The Cancer Council of W.A. recommends students wear broad-brimmed, bucket (deep crown and minimum 6cm brim) or legionnaire style hats whenever they are outside
- All students will need to wear a Royal Blue Sunsmart hat to attend school excursions or represent the school.

Hats with inappropriate pictures, logos or words are not permitted. Writing / graffiti on the outside of hats is not permitted.
SCARVES: Royal Blue, Dark Blue or White. Scarves should be plain or royal blue with the Bertram logo available from the uniform shop.

*Beanies and gloves are not permitted during school hours.*

SHOES: Students are required to wear sandals with a back strap or closed in shoes at all times. Students are expected to wear appropriate shoes for PE, sport sessions and morning fitness which occurs each morning.

Occupational Health and Safety requirements dictate students and helpers working in the kitchen and garden are to wear closed in shoes at all times. Students not wearing enclosed shoes will be excluded from kitchen and garden sessions.

**Bertram Primary Uniforms Video**

*Please note shoulders must be protected from the sun and brief clothing such as tank tops are unacceptable clothing for school. Black articles of clothing are not to be worn. It is important parents actively support the Bertram PS Dress Code.*
TEMPORARY TATTOOS: Students are not permitted to wear visible temporary tattoos.

MAKE UP: Students are not permitted to wear any make up or nail polish.

JEWELLERY/ EARRINGS/ BODY PIERCING: Jewellery is not permitted to be worn at school.

In the interest of personal safety students with pierced ears may wear only small stud earrings contained within the earlobe or sleepers.

Students may wear a wrist watch.

Other body piercing and decorative jewellery are not permitted without a granted exemption.

*Should you require an exemption to this rule, please put your request in writing addressed to the Principal. An exemption will then be considered and your request approved or denied. This response will be communicated to you in writing.*

HAIR: Hair should be worn neat and off the face.

- Shoulder length hair must be tied up. This applies to boys as well as girls.
- Students with long hair not tied back will be excluded from kitchen sessions.
- Headbands worn must be plain.
- Hair colouring is strongly discouraged.
- Shaved hair patterns are strongly discouraged.
LOST PROPERTY

Parents are urged to mark all clothes with their child’s name. Lost property is kept in each activity area and is available for inspection at any time. Items are displayed regularly.

Uncollected items are disposed of at the end of each term or may be recycled through the Uniform Shop.
LEARNING AT BERTRAM
STUDENT SERVICES

Bertram PS has a Student Services Team dedicated to supporting students at school. This team provides supports to students in different ways and communicates weekly to ensure students and staff receive the support they require for their individual needs.

**Chaplain:** Brittany Fenwick

Brittany is a non-denominational Chaplain who works with students who are referred to her. To refer your child, please complete a form in the front office. Brittany assists students who need support socially and emotionally, and liaises with teachers and the Student Services Team. Brittany also works with parents and families on a case by case basis.

**School Psychologist:** Brooke Addison

Bertram’s School Psychologist is a school-based referral service, responding to referrals from staff. Brooke assists staff with planning for students with learning difficulties and behavioural challenges; working with teachers to develop individual plans, and implementing programs to ensure a holistic approach to student health and wellbeing.

**School Nurse:** Trish Taylor

Trish is our Community Nurse and is on site throughout the term at different times. She conducts hearing and sight screening for students in the lower years and assists staff with implementing strategies to support students and families. Trish can be contacted via the school for any general health advice about your child, eg toilet training.
**Aboriginal & Islander Education Officer:** Judy Pickett
Judy supports students from Indigenous backgrounds with both social and academic programs. She ensures they are sustained and comfortable in the classroom and provides a critical link to the culture of the child. Judy makes contact with parents and families on a case by case basis and may become involved with cases involving attendance or behaviour.

**EAL/D Teacher and Assistant:** Joy Cheong and Donata Cesora
Joy and Dona work side by side to support students with English as an Additional Language or Dialect. Bertram students speak over 30 languages and dialects and Joy and Dona ensure that these students are exposed to English in a way that supports their learning in the classroom. Students often work one on one or in small focused groups on language and understanding skills that assist them when they participate in classroom activities. Students are identified to work with Joy and Dona depending on their EAL/D Stage. To identify this stage, it is vital information regarding entry to date of Australia, main language spoken at home and visa number are completed accurately upon enrolment.

**Student Services Team Leader:** Deputy Principal – Kiera Slade
The role of the SST Leader is to facilitate communication between all members of the SST and ensure that support and services are being provided where they are needed. Kiera addresses requests for support from teachers and parents, organises case conferences and communicates with all involved parties. The SST Leader is responsible for ensuring all SST Members communicate regarding their students and families.
PRE-SERVICE TEACHERS

Since 2010 Bertram PS has been a Murdoch Partnership School. This partnership has seen over 100 Murdoch students per year come through Bertram and be mentored by our staff. Bertram has offered support to both mentors and Pre-Service Teachers throughout this time, with a focus on student outcomes being a significant reason for the agreement. During 2016 Pre-Service Teachers from the University of Notre Dame have also been placed at Bertram.

Interns

Interns are placed at Bertram for a 12 month period. Throughout the year they teach collaboratively with their mentor and are considered staff members of the school.

Pre-Service Teachers

Pre-Service teachers are placed at Bertram for varying lengths of time, from one or two weeks to a full 10 week term depending on the focus of the placement.

The placement of interns and pre-service teachers at Bertram benefits all parties – the school, mentors, interns and pre-service teachers and students – in many ways.
KAGAN

Kagan Structures are simple teaching techniques or instructional strategies to guide the interaction of students with each other, the curriculum and the teacher. These cooperative learning structures are integrated across the curriculum at Bertram to boost student engagement and learning. When students are engaged, they pay attention, are motivated, learn more, and retain more. Kagan Structures require every student to participate frequently and equally.

By using PIES, Kagan integrates into the Learning Area
P—Positive Interdependence
I—Individual Accountability
E—Equal Participation
S—Simultaneous Participation

Kagan Video
BERTRAM SIGHT WORDS

The Bertram 1000 Sight Words are a whole school approach which incorporates the Dolch Sight Words and Fry's Words in order to promote greater reading fluency and spelling of everyday words.

You can help your child in a variety of ways:

· Practise reading and spelling the words at home
· Read the words aloud with your child
· Listen to your child spell the words and check they are spelling the words correctly in their writing
· Encourage your child to write the words in sentences
**Whole School Targets**

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<th>SPELL</th>
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<tr>
<td><strong>PP</strong></td>
<td>Lists 1 - 10 by sight and in context</td>
<td>Lists 1 and 2 correctly</td>
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<td><strong>1</strong></td>
<td>Lists 1 - 20 by sight and in context</td>
<td>Lists 1 - 5 correctly</td>
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<td><strong>2</strong></td>
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<tr>
<td><strong>3</strong></td>
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<tr>
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<td>Lists 1 - 60 correctly</td>
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<tr>
<td><strong>6</strong></td>
<td>All 100 lists by sight and in context</td>
<td>Lists 1 - 100 correctly</td>
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[Sight Words](#)
"Reading for pleasure is the single biggest factor in success later in life, outside of an education. Study after study has shown that those children who read for pleasure are the ones who are most likely to fulfil their ambitions. If your child reads, they will succeed—it’s that simple."

Bali Rai

Please find some time to read with your child every day. Snuggle up with a book or three before bed; listen to an audio book in the car on the way to footy practice or fit in a visit to the amazing Darius Wells Library and Resource Centre in Kwinana.

It doesn’t matter what you are reading or who is doing the reading—the more children see YOU value reading, the more encouraged they will be to come to love reading themselves.

Each student from kindy to Year 6 is provided with a Bertie Book Worm reading log to record their reading habits. They are asked to record, for each night they read, the title of the book and how it was read and to give it a rating. Once students reach nights of reading milestones they earn Bertie Book Worm rewards.

Please see Mrs Fontaine in LA 5 if you have any questions about the Bertie Bookworms reward poster.
SPECIAL INTEREST PROGRAM (SIP)

The Year 5 & 6 Special Interest Program challenges students in areas of interest.

Each term students complete a 9-week project. Some of these projects have pre-requisite skills and some have a cost. On the last week of the program each term, families are invited to join us for ‘open day’ to celebrate and share their child’s learning.

Parents of Year 5 and 6 students are encouraged to go through the SIP booklet with their child each term to select courses most suited to their interests and abilities.

If you have any questions about the Special Interest Program please contact your child’s LA teacher or email.
CHOIR

The Bertram Primary School Choir is directed by the school’s music teachers and is comprised of dedicated and music-loving students from Years 4 to 6. Students audition at the beginning of the year to join the choir and are expected to make a commitment for the full year if they are successful.

The Choir meets regularly once or twice a week during school hours; practicing and building on their musical repertoire.

The BPS Choir has opportunities to perform at assemblies and local community events, as well as the annual Western Australia Government Schools Music Society concert night, usually held at the Crown Theatre in Burswood.
EXCURSIONS

Staff may conduct excursions from time to time. These are wonderful educational opportunities and every student is encouraged to attend. The school reserves the right to refuse participation if behaviour is not appropriate leading up to the excursion. In order to attend excursions, students must be in full school uniform in accordance with the Bertram Primary School Dress Code Policy.

Students who represent the school or attend an excursion will be required to wear their Royal Blue polo shirt or t-shirt with Royal Blue shorts, skirts, skorts or pants or the uniform provided by the school or outlined by the teacher in charge of the group.

Final payment dates are published with each excursion and these must be adhered to. Should a family have concerns about meeting the payment required they should contact the Manager Corporate Services to organise a payment plan.

House shirts or Leavers’ shirts are not permitted on excursions or when students are representing the school.
SWIMMING

Interm swimming for all students pre-primary to Year 6 is a school based program offering two weeks of swimming instruction. The program provides quality swimming lessons across the State to ensure students develop vital swimming and water safety skills. Bertram Primary School interm swimming lessons are held at Kwinana Recquatic during Term 4.

While interm swimming is voluntary, all pre-primary to Year 6 students are encouraged to participate.

Swimming and Water Safety - Interm Swimming

The Department of Education meets the cost of instruction at Interm swimming. Parents are required to pay a fee to cover transport and entry costs into the swimming centre.
KITCHEN GARDEN PROGRAM

Bertram Primary School is part of the Stephanie Alexander Kitchen Garden Program. The vision of the Stephanie Alexander Foundation is for children to form positive food habits for life. Pleasurable food education teaches students to grow fresh, seasonal produce and use it to prepare nutritious, delicious food. Students are given all the skills, experiences and role modelling they need to learn to love their veggies and make healthier choices about what to cook and eat, for life.

Teaching children to grow, harvest, prepare and share their own fruit and vegetables is proven to have a positive impact on the food choices students make. This learning extends beyond the classroom – research shows that engaged, excited students are likely to share their new skills with their families.

At Bertram our Kitchen Garden Program is taught through the WA Curriculum, Design and Technologies context, Food and Fibre.

Pancake Wednesday, held every Wednesday before school and the Bertram Dragonfly range of jams and pickles provide ongoing funding for our Kitchen Garden Program.

Kitchen Garden Foundation
Technologies Curriculum
Kitchen Garden Slide Show
To help fund the Bertram Kitchen Garden Program a range of jams, pickles and relishes are made in our kitchen. Where possible the produce used in these preserves comes from our school garden.

Students are involved in the preparation of the ingredients ~ growing, harvesting, chopping and cooking before the preserves are packaged, labelled and sold. The label was designed by a Bertram student.

Jams and Pickles Price List
SUSTAINABILITY

The school has a Sustainability focus and students and families are encouraged to support the various programs being run under this banner. Caring for our planet starts with the individual.

Education for Sustainability develops skills, knowledge and values that promote behaviour in support of a sustainable environment.

Bertram Primary School is engaged in elements of Education for Sustainability including:

• Wetland (swale) regeneration and revegetation
• Revegetation Program
• Kitchen Garden Program
• Waste Wise and Waterwise Schools Programs

Benefits of the programs include:

• Providing students with the opportunity to plan and work together
• Developing positive cooperative behaviour and social skills
• Providing incidental physical activity
• Creating opportunities for leadership
• Developing a practical understanding of environmental issues
• Forming positive food habits for life
• Developing skills that equip students to lead lives not dependent on processed foods.

Sustainability at Bertram Primary Video
CLEAN SCHOOLS

Many schools experience difficulties managing litter and recognize the importance of a clean and healthy environment. Educating their students about the effects of litter and influencing beliefs and attitudes are key steps towards behaviour change and litter reduction in the community as a whole.

The Clean Schools program is aimed at changing the littering behaviours of student through a whole school approach to litter prevention.

Keep Australia Beautiful Council WA is working to issue through their Clean Schools program. They aim to educate all Australians, especially students, about the environmental impacts of litter and provide simple and effective strategies to manage and prevent the problem.

Schools can address this through a number of targeted activities including:

- Displays
- Daily messages
- Competitions
- Zero waste lunch days
- Enforcement/Mock Fines
WASTE WISE

The Waste Wise Schools program targets schools in WA with educational strategies for reducing waste to landfill by implementing the 3 R’s:

- Reduce
- Reuse
- Recycle

While developing positive environmental values in students and the whole school community.

Schools model responsible environmental behaviours through hands on learning experiences that are linked to the Australian Curriculum.

These activities include:
- Worm farming
- Composting
- Recycling
- Gardening
The Water Wise School Program provides support for teachers in implementing water wise strategies that teaches students about water consumption and conservation.

Bertram Primary is a Water Wise accredited school. To maintain this, we celebrate Water Week, wear blue for Water Day and instill Water Wise values in our kitchen and garden program.

Water Corp: In the Community
ICT
2015 - 2016 APPLE DISTINGUISHED SCHOOL

Apple recognises understanding schools and programs worldwide for innovation, leadership and educational excellence. Apple has identified Five Best Practices that sustain a successful one-to-one implementation.

- Visionary Leadership
- Innovative Learning and Teaching
- Ongoing Professional Learning
- Compelling Evidence of Success
- Flexible Learning Environment

Bertram Primary School has been recognised as an Apple Distinguished School 2015–2016 for its innovative and effective implementation of Apple technology to enhance teaching and learning.
IPADS

Digital technologies are increasingly transforming the way we work, live, learn and play, offering new opportunities, better tailoring educational choices, and unprecedented access to services and resources. iPads in an educational setting enable creation and composition and provide rich tools to capture and edit video, audio and images. The portability and flexibility make iPads ideal devices for student to develop their 21st Century skills such as creativity, innovations, communication and collaboration.

At Bertram students from Pre-Primary to Year 6 are invited to bring their own iPad to school every day. The 1:1 iPad program is completely voluntary. Students who do not have their own device have some access to school iPads, however this may not be 1:1. These are used on a rotational basis between the Learning Areas and available as often as practical.

It is critical parents support their child’s learning by ensuring the iPad is sent to school each day fully charged, and has all the required apps installed with updates regularly maintained. This process enables your child and the teacher to make the most use of these devices both at school and at home.

For more information about the 1:1 program, click here.

iPad Video
In May of every year, students in Years 3, 5, 7 and 9 take part in the National Assessment Program - Literacy and Numeracy (NAPLAN), completing assessments in Numeracy, Reading, Writing, Language Conventions and Spelling.

The Australian Government is committed to moving NAPLAN online, with all students completing the tests on an electronic device. Bertram was part of the NAPLAN Online trial in 2016 and all Year 3 and 5 students at our school will complete NAPLAN assessments on iPads from 2017.

The Department of Education has identified seven ICT skills which students need to develop to navigate online assessments:

- Locate and select an answer from a list
- Type an answer in a text box
- Manipulate objects on screen
- Read, comprehend and manipulate digital texts
- Plan and compose text
- Navigate web pages
- Listen using a headset

Parents are encouraged to provide their children the opportunity to develop these ICT skills in their choice of apps for their child’s iPad, right from when they first begin using a digital device.
GENIUS BAR

Each year, a group of Year 5 and 6 students are selected to be a part of the iPad Genius Bar Team. Working with the ICT Coordinator, the team develop their iPad knowledge and skills and use this to mentor other students.

Teachers are able to request time with the Genius Bar team, assisting with simple technical issues such as connecting to the internet; or supporting the teacher with implementing a new app or iPad lesson.

Early in Term 4 the iPad Genius Bar Team are given the opportunity to take a trip to one of the Apple stores and meet one of their Genius team members. They learn handy iPad hints and how to solve more complex trouble shooting problems; and bring this information back to our school to share with others.
What is coding? Coding is what makes it possible for us to create computer software, apps and websites. Your browser, your OS, the apps on your phone, and websites – they’re all made with code. Coding, in the simplest of terms, is telling a computer what you want it to do, which involves typing in step-by-step commands for the computer to follow.

The benefits of learning coding at a young age are enormous and include the development of problem-solving skills, computational thinking, persistence, collaboration, and a deeper understanding of a range of mathematical concepts and language.

Our Coding Club at Bertram Primary School is held in the library during lunchtime and caters for students in Years 2 to 6. The aim of the club is to engage children in Computer Science, and allow them to gain a practical understanding of basic coding.
E-LIBRARY

The Bertram eLibrary provides a secure environment for students to borrow and read books electronically. In order to borrow from the Bertram eLibrary you will need:

- An account
- An Adobe ID
- A device that can connect to the eLibrary
- An app to download books if you are using an iPad
- An open internet connection

Using the Bertram Primary School eLibrary

Register on the website to request a Bertram Primary eLibrary account.

Bertram Primary ePlatform

The library welcomes suggestions of titles to add to the Bertram eLibrary.
Our focus at Bertram is to foster a safe, positive and inclusive environment. The school staff endeavours to deal with all aspects of unacceptable behaviour in an open and equitable way. Parents are asked to reinforce what is acceptable behavior and to support the school in its processes. The school uses the whole school strategy of 1-2-3 Magic! for its behaviour management. All staff are continually upskilled in its use.

Parents may also attend sessions to become competent in its application at home. 1-2-3 Magic! provides opportunities for the student to modify their behaviour, removes emotional involvement by the teacher and supports positive learning. Should you have any questions regarding any aspect of Behaviour Management please contact the LA teacher initially and the Administration if you require further support. Parents are an important and integral part of that process and all input is welcome.

Kids Matter: 123 Magic
POSITIVE BEHAVIOUR SUPPORT (PBS)

At Bertram we expect all members of our school community to display our FRREE behaviours:

- Friendly
- Respectful
- Resilient
- Engaged
- Everyone is Responsible

Positive Behaviour Support is a whole-school approach to creating a positive, safe and supportive school climate in which all students can learn and develop. Teachers, administrators and family members work together to teach and support behaviour expectations at school.

As a PBS school, ‘behaviour expectations’ replace ‘rules’ and our behaviour matrix is displayed in all areas of the school. In conjunction with the PBS team, teachers develop lessons to explicitly teach the Bertram behaviour expectations. In 2016, our Bertram PBS mascot, Bertie was introduced along with extra posters and visual reminders of these behaviour expectations. All members of the community are encouraged to adopt the language of the behaviour matrix.
Bertram has developed a behaviour matrix to support the introduction of PBS across the school. The matrix articulates desired behaviors which are taught and explained to the school community.

PBS focuses on the expected behaviours of a person in a given situation and supports both student learning and social behavior.

<table>
<thead>
<tr>
<th>Friendly</th>
<th>Respectful</th>
<th>Resilient</th>
<th>Engaged</th>
<th>Everyone is Responsible</th>
</tr>
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<tbody>
<tr>
<td><strong>• Acknowledge others</strong></td>
<td><strong>• Respect other people’s opinions and property</strong></td>
<td><strong>• Be a problem solver</strong></td>
<td><strong>• Celebrate success</strong></td>
<td><strong>• Respond promptly</strong></td>
</tr>
<tr>
<td><strong>• Be helpful</strong></td>
<td><strong>• Agree on and follow game rules</strong></td>
<td><strong>• Smart ignore</strong></td>
<td><strong>• Be an active learner</strong></td>
<td><strong>• Be prepared and organised</strong></td>
</tr>
<tr>
<td><strong>• Include and encourage others</strong></td>
<td><strong>• Pick up rubbish and use the correct bin</strong></td>
<td><strong>• Accept change and advice including coaching</strong></td>
<td><strong>• Set goals</strong></td>
<td><strong>• Look after the safety of yourself and others</strong></td>
</tr>
<tr>
<td><strong>• Share and take turns</strong></td>
<td><strong>• Walk between LAs quietly</strong></td>
<td><strong>• Do your best</strong></td>
<td><strong>• Embrace challenges</strong></td>
<td><strong>• Keep areas tidy</strong></td>
</tr>
</tbody>
</table>
WHOLE SCHOOL REWARD SYSTEM

Bertram has a multi-layered whole school reward system.

**Stamp Charts**
Students receive stamps on their stamp chart or dojo points for displaying FRREE behaviour or following LA expectations. Once they have completed their stamp chart they earn a Yellow Token. Completed Stamp Charts, put into the letterbox outside the deputies’ office earn 1 House point.

**Yellow Tokens**
Once a student has 5 Yellow Tokens they take them, stapled together, to the deputies’ office at recess time and exchange them for 1 White Token. Bundles of Yellow Tokens put into the letterbox outside the deputies’ office go into a weekly lucky dip draw.

**White Tokens**
Once a student has 5 White Tokens they receive a White Certificate at assembly.

**White Certificates**
Winners of White Certificates at each assembly go into a draw for lunch with the principal the following week. Once a student has 5 White Certificates they enter the Hall of Fame.

**Hall of Fame**
Hall of Fame winners are presented with a medallion at assembly and are eligible for Hall of Fame rewards.

In 2017, some components of the Whole School Reward System will be replaced with dojo points.
CLASS DOJO

Class Dojo is a web based program which allows teachers to reward students with positive feedback in real time. Staff members can reward students with dojo points when they display the behaviours expected at Bertram Primary School, with emphasis on rewarding FRREE behaviours. Teachers can see reports and progress for all behaviours and share reports and results with parents and students.

In 2017, a whole school rewards system will be put into place following the ClassDojo program. The yellow tokens and stamp charts currently used to reward positive behaviour will be replaced with dojo points, which will provide students the opportunity to receive White Certificates and earn their place in the Hall of Fame.
COMMUNICATING WITH BERTRAM PRIMARY SCHOOL
COMMUNICATION

Newsletter
Our parent newsletter is uploaded to our website each Wednesday fortnight. The newsletters are our primary means of communication to parents, as they contain information on school policy and coming events.

To receive an alert when the newsletter is uploaded please sign up on the school website.

Facebook
Bertram has an active Facebook page and all interested parents and community members are invited to follow the school on Facebook. Please take a few minutes to familiarise yourself with the Bertram Primary School Facebook Guidelines. Accessing and commenting of the school’s Facebook page indicates you have read, understood and accepted our Guidelines.

The school will not respond directly to requests or messages on Facebook. If you need to contact the school, please speak to your child’s LA teacher, call us directly on 9419 1762 or email.

Facebook’s user policy dictates that persons under the age of 13 are not permitted to have a Facebook account. We ask parents to support this policy.
Skoolbag app

The Bertram Primary School app is free from the App store for iDevices and Google Play for android users. By installing the school app you will receive notifications when new items are uploaded. Events can be saved directly from the app to your calendar so you always know what is happening at the school.

eForms within the app may be used to advise the school of a change in contact details or to let the school know your child will be absent.
REPORTING TO PARENTS

Schools are required to provide information to parents regarding their child’s progress four times a year. Twice a year this must take the form of a formal report. Bertram’s reporting schedule includes a mix of formal and informal opportunities for the teacher to inform parents of their child’s progress and achievement.

Term 1: Parent-teacher interviews
Term 2: Semester 1 Reports
Term 3: Open Night
Term 4: Semester 2 Reports

Where a child requires individual learning adjustments, for example an Individual Education Plan (IEP) or Group Education Plan (GEP) parents will be asked to meet with the teacher before the commencement of each plan to discuss intended goals and strategies and how the parent is able to support their child. Individual plans are reviewed after approximately 10 weeks, at which time teachers and parents will discuss any further needs of the child.

Progress against individual education plans will be referred to when reporting to parents.
INTERVIEWS

Information provided to parents in formal reports are just one form of the communication process. Parents are asked to liaise on a regular basis with their child’s teacher, either personally or through written or digital means. Many teachers use online communication platforms such as Seesaw, Showbie or Connect and will provide information to their families on how to join.

If you have any concerns about your child’s progress or other aspects of their school life, please make a time to meet with the relevant teacher either through the office or by contacting them directly to arrange a mutually convenient time.
PARENTAL INVOLVEMENT

Family and friends are most welcome to join in classes and offer students additional help and support. Individual teachers will make their own requests however; your involvement is encouraged and appreciated. Parent rosters will be displayed and you are encouraged to place your name on them whenever you are available. Younger brothers and sisters are most welcome but you must appreciate staff cannot accept responsibility for them. We appreciate any help parents give to the school. Some areas which may appeal to you include:

- assisting in the Kitchen Garden Program
- listening to students read
- assisting in your child’s LA
- laminating - this may be done from home
- assisting in the library
- assisting in the canteen
- joining the P&C

Should you have any spare time or special skills you are able to share with the school and students please contact the office on 9419 1762. All long term NON PARENT helpers must produce an approved police clearance, complete a statutory declaration and/or provide a Working with Children Check. This can be easily organised through the front office.
COMMUNITY CHAT

Community Chat is held every Friday morning between 8:45am and 11:00am. Chats are an opportunity for parents to find out more about a whole range of topics relating to being the parent of a school-aged child, while at the same time meeting other Bertram parents. Chats are presented by Bertram staff on topics such as, helping your child learn their basic facts, and external agencies such as Ngala and The Smith Family also share their knowledge and skills.

Children are welcome under your supervision and a light morning tea is provided.
THE SHED

‘The Shed’ is a chance for the Year 2-6 boys and their fathers/male caregivers to get together. Once or twice a term they are invited to participate in a bit of light hearted sport/activity and share a meal afterwards. The evening involves some fun, games and activities based around sporting activities which students are being introduced to during PE time.

The cost involved is a gold coin donation per family.

‘The Shed’ is held on our school oval (or in the undercover area if the weather is not good).
The school canteen is run by the P&C and provides healthy food at a fair cost. It raises funds to provide equipment for the school. Whilst the P&C pay for some staff they are always grateful for additional support. The canteen operates 5 days a week opening at 8.15am. Price lists for winter and summer menus are sent home each term and are available on the school website. Ordering can be placed at the canteen before school or online through Flexischools.

Healthy snacks and drinks are available from the canteen during lunch and recess breaks.

To comply with the Department of Education’s Healthy Food and Drink Policy, we aim to provide nourishing, home cooked meals using fresh fruits and vegetables.

**GREEN** items are good sources of nutrients, contains less saturated fat and/or sugar and/or salt and help to avoid an intake of excess energy.

**AMBER** items can be offered two days per week. These products have some nutritional value, contains moderate levels of saturated fat and/or sugar and/or salt and can, in large serves, contribute to excess energy.

**RED** items cannot be sold at the canteen. These products lack adequate nutritional value, are high in saturated fat and/or sugar and/or salt and can contribute to excess energy.

Bertram Primary Canteen Menu
BREAKFAST CLUB

Breakfast Club operates from our School Kitchen daily from 8.00am to 8.20am. This is supervised by staff and parents and gives students an opportunity to start their day with a meal they may not normally have or to ‘top up’ when they have eaten breakfast early. Students have the chance to make lunch if they are without it for the day. Breakfast Club provides opportunities for students and their families to build and expand their social circles.

The Bertram Breakfast Club is supported by the Australian Red Cross and Foodbank.

There are a number of reasons why children and adolescents do not consume breakfasts of a regular basis. These include:

- Lack of time
- Not being hungry in the morning
- Not wanting to eat alone
- A lack of food (or appropriate food) in the house
- Having to leave home early in the morning

Participation in Breakfast Club Program contributes to improving student nutrition and academic achievement as well as reducing student absenteeism and behavioural issues.
Parents are encouraged to provide their child with brain food and a bottle of water to take into their LA. This is particularly important for the long morning session.

Brain food is managed differently as students move through the school, with LAs in the early years often having a common brain food break, while middle and upper primary LAs generally leave it up to the students to eat as they feel their concentration lagging.

Foods which may be brought to school as brain food are:
• Pieces of fruit or vegetable
• Popcorn
• Dry savoury crackers
• Rice cakes

Please do not send:
• Fruit in syrup
• Yoghurt
• Drinks other than water

Bertram Primary School encourages healthy eating for children.

http://childparenting.about.com/od/nutrition/