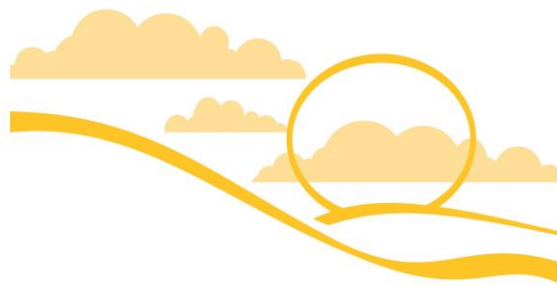


# Bagdad Primary School Parent Handbook



*Bagdad  
Primary School*

Updated – 22<sup>nd</sup> July 2024

## Contents

Bagdad Primary School Staff List.....	3
Contact Details.....	4
School Office Hours .....	4
School Hours.....	4
Student Absences.....	5
Leaving Early .....	5
Student Information Forms.....	5
Breaktimes – Recess and Lunch.....	6
End of the School Day - Buses and Cars.....	6
Student Positive Behaviour Supports .....	7
Calendar of Events .....	7
School Uniform.....	7
Canteen.....	7
Property and Safekeeping.....	7
Bikes and Scooters on Grounds .....	7
Assemblies.....	8
Breakfast Club.....	8
School Association .....	8
Emergency Procedures.....	8
Social Media.....	8
Mobile Phones and Devices for Students .....	8
Policies .....	8
School Houses .....	9
Reporting to Parents.....	9
Parent Help and Volunteers.....	9
Mandatory Reporting .....	9
Newsletters .....	9
Rivulet – Outdoor Classroom.....	9
Student Supports.....	10
Safeguarding.....	10
All Other Questions .....	10

## Bagdad Primary School Staff List

Principal:	Phil Novak	
Senior Staff:	Lleander Creese Chris Lewinski Tania Oates	AST/Quality Teaching Coach AST/Student Support/STEM School Business Manager
Teachers:	Chelsea Matthews  Phoebe Williams Amrita Sarker Frazer Wood Rachel Shephard Oliver Balzer Laura Stokes Miles Griggs Tamara Arthur	Kinder Launching into Learning (LIL) Prep and Year 1 Year 1 and 2 Year 2 and 3 Year 3 and 4 Year 4 and 5 Year 6 Music P.E./Art
Support Staff:	Karina Harback Janna Leaman Kristy Abbott Rowenna Ward Jo Orchard Stephanie Giao Penny Howatt	Literacy Intervention Literacy Intervention Educational Support Specialist School Psychologist Social Worker Speech Pathologist School Health Nurse
Administration Staff:	Stacey Jenkins	
Teacher Assistants:	Michelle Oakley Leeza Walker Nicole Bean Diana Cowen Teena Wheeler Tania Kay Jess Vanderdoes	
Library Technician	Michelle Oakley	
First Aid Officers:	Nicole Bean Tania Kay Jess Vanderdoes	
Educational Facility Attendants (EFA):	Tom Glascott (Grounds and Maintenance) Sandra Alderton (Cleaning)	
IT Support:	Luke McDiarmid	

## Contact Details

Below is a list of important contact details for the school:

School Phone	(03) 6268 6127
Web Page	<a href="https://bagdadprimary.education.tas.edu.au/">https://bagdadprimary.education.tas.edu.au/</a>
Public Email Address	<a href="mailto:Bagdad.primary@education.tas.gov.au">Bagdad.primary@education.tas.gov.au</a>
Seesaw	Invitation sent via class teacher.

## School Office Hours

The school office is open from 8.00am to 3.30pm Monday to Friday. Please call 03 6268 6127 for all enquiries.

## School Hours

Teaching staff will assume duty of care from 8.25am and this is when classrooms open for students. When the bell rings at 8:25am the doors are to open, and duty of care commences.

Times for the school days are as follows:

Prep to Grade 6	Times
Before School Duty	8:25am – 8:55am
Daily fitness	8:55am – 9:15am
Morning Block	9:15am - 10:45am
Recess	10:45am – 11:15am
Middle Block	11:15am – 12:45pm
Lunch	12:45pm – 1:15pm
Lunch Eating	1:15pm – 1:25pm
Afternoon Block	1:25pm – 2:55pm
End of Day Duty	2:55pm – 3:25pm

## Prep to Year 6 Day Structure

At the start of each day the music will go at 8:55am. Students will then go to the basketball court to meet their teachers for Daily Fitness which is ran by our Year 6 Sports Leaders.

When the music goes at the end of recess students go to the basketball court for line up with their class. During line up any relevant messages are given to students as well as any relevant celebrations of students' achievement or behaviour.

When the bell goes at the end of lunch students go to their classroom doors and line up. Teachers are there to meet them. Students then eat their lunch in the classroom with their teacher and classmates.

## Kindergarten

Kinder students slowly move towards the routines listed above as the year goes on.

## Student Absences

If your child is unable to attend school, it is your responsibility to call the school office. Please call the school office during office hours the next day, preferably before 10:00. The office will check up on unexplained student absences with is a requirement of the [Tasmanian Education Act \(2016\)](#).

If your child is still unwell and requires additional time off, please let the office know.

A Doctor's Certificate or Statutory Declaration may be requested from the Department of Education, Children and Young People (DECYP). It is your responsibility to provide this when requested by the school.

DECYP has an extensive [Student Attendance Policy](#) along with our [School Procedure for Attendance](#), which can both be found on our school website.

Teachers are responsible for completing daily student attendance by 9:15am (after Daily Fitness). Text messages are sent out to parents via our automated system from 9:30am each morning. All students who arrive late must sign in at the office.

## Leaving Early

It is recognised that due to the distance between Bagdad and Hobart, there are occasions when it is necessary for students to leave early to keep a medical appointment or for other important reasons.

Should you need to pick your child up early please come into the front office in person and collect your child from there. You will need to sign out at the Office upon collection.

## Student Information Forms

At the start of each school year there are forms that need to be completed to ensure we have up to date information and permissions for our students. We are here to help you and understand how daunting forms can be at times.

### Validation Forms

- We ask that you check this form making sure that all information is correct and up to date.
- When doing so please note that the Other Parent/Guardian Relationship information does not copy over in this system.
- If changing the status on any immunisation, we now must sight evidence of the date this occurred.
- Make sure that you complete both the permission and signature sections on the last page.

### Pink Emergency Forms

- Please remember that if your information changes after you have filled this form in, please let the office know immediately.
- Remember when adding the additional emergency contracts only put someone on who can help by picking your child up if the need arises, this will only happen if you the parents or guardians are not available.

### Water Based Activity Forms

- You need to fill out a separate Consent form for multiple Aquatic Activities for each of your children.

## **School Bus Code of Conduct**

- Please read the [Department of Transport School Code of Conduct for School Bus Services](#) with your child and discuss the expectations of catching a bus with them. A copy of this can also be found on our school website.

## **Breaktimes – Recess and Lunch**

There are three main play areas/duty areas that are Kinder, Top, and Oval. The Top area covers from the play equipment, between Kinder and Prep/1 and all areas back towards and including the basketball court. The Oval area covers the oval, swings, and overlaps with the play equipment. Kinder duty is in the fenced off Kinder Playground. These areas are supervised by teachers during all break times.

During wet weather or other weather conditions, students will stay in their classrooms and be supervised by teachers.

Teacher assistants may be allocated duties where they will need to support a child at playtime but are also out there to help all students when needed.

At breaktimes all duty teachers and teacher assistants wear a High Vis Vest and carry a basic First Aid Kit. If a student needs to go to the office for further support, they first need to speak to a duty teacher.

## **End of the School Day - Buses and Cars**

The end of the school day is an extremely busy time with increase traffic and people on the school site. During this time, we ask that parents be very mindful of young students near the gate or of unfamiliar adults in and around the school.

Between 2:55pm and 3:25pm there are a substantial number of students who catch a bus home. During this time there are two duty teachers who ensure all students get onto their bus. Attendance is taken prior to students getting on their bus.

Students and parents are asked to read the [Department of Transport School Code of Conduct for School Bus Services](#) at the start of the year. If students do not adhere to this Code of Conduct, it will result in further action by the bus operator, which is supported by the school.

The early bus (Yellow) departs as soon as possible at approximately 3.00pm. The late bus (Yellow) returns for the second run at approximately 3.15pm. The Rainbow Bus also arrives at approximately 3.20pm. However, these times may vary slightly from time to time depending on circumstance for example traffic hold ups, or students do not know if they are on the bus or not.

Any concerns parents and carers may have about bus behaviour must be directed to the principal who will then discuss this further with the driver and bus company.

Please ensure your child knows if they are getting home, as it can hold up buses and staff for a considerable amount of time if a student is not sure how they are getting home.

## **Student Positive Behaviour Supports**

All members of our school base their conduct on the DECYP Values of Respect, Growth, Responsibility, Courage, and Connections. Our school has a comprehensive set of documents supporting our Respectful Behaviour and Respectful Schools Processes. All supporting documents can be found on our [School Website](#).

These supporting documents include detailed policies for our Visitors and Volunteers on site, School Supports and processes in place and supports for the Zones of Regulation.

There are a range of positives in place for all students at a school wide level and in their own classrooms.

## **Calendar of Events**

We have an online [calendar on our school webpage](#) that can be filtered for specific classes or events. On the back of each newsletter there is an up-to-date calendar of events. In addition, staff will put reminders on Seesaw and Facebook for events.

Please keep an eye out for events coming up throughout the year as we want to see as many families as possible at our school events and assemblies.

## **School Uniform**

School uniform must be worn at all times unless parents have been notified for example free dress days, dress up day or Book Week. If your child cannot wear uniform (in the wash or other disasters at home) please let the class teacher know. We have a comprehensive [School Uniform Policy](#) which covers in detail all expectations.

Hats are to be worn in all outside areas as outlined in our [SunSmart Policy](#). Caps are not acceptable and must be removed when students walk in the front gates. They are allowed to wear them when the bell goes at the end of each day at 2:55pm.

If you have any difficulties the school can support, through our School Social Worker.

## **Canteen**

The canteen is operated by the School Association in conjunction with Parkside Foundation. All students must place their order and money in a paper bag or reusable bag and then place it in the canteen box provided for each classroom on Tuesday (the day prior to canteen). The box is then taken to the canteen by monitors on Tuesday. Monitors collect the lunches on Wednesday after lunch outside time.

Over the counter sales are available on Wednesdays at recess and lunch.

## **Property and Safekeeping**

Students are strongly advised NOT to bring valuables or items that are precious with them to school. The school is not responsible for any missing or broken items that students bring along. If a student wishes to share something valuable with the class, please negotiate this with their teacher.

## **Bikes and Scooters on Grounds**

All students who ride to or from school must be wearing approved helmets. During school hours, bikes and scooters are not to be ridden in the school grounds and must be stored outside the office.

## **Assemblies**

Whole school assemblies take place 3 times each term. Kinder will not attend assemblies until they are ready to as it can be a long time for little ones to sit still. Assemblies involve presentations of awards and presentations from various classes. Parent and carers of award recipients are invited to attend and will be notified by the school prior to the assembly.

## **Breakfast Club**

The breakfast club program is available 5 mornings a week. Parent volunteers run our breakfast program each day, and we are always happy to have more parent help! Students from across the school are welcomed as helpers. This program is funded by Variety Tasmania and Aurora Energy.

## **School Association**

The School Association at Bagdad Primary School has a key role in discussing and ratifying school policies and the schools' annual budget and levies.

Membership is made up of one teacher representative, two community representatives, four parent/carer representatives and the principal. Reminders for meetings will be shared via social media. We meet in the third week of each month at the school. Everyone is welcome to come along.

## **Emergency Procedures**

Lockdown, Fire, Bushfires and Bomb Treats all have their own individual plans that are updated and reviewed each year with DECYP and other relevant agencies. We conduct drills each term for Lockdown and Fires and will let you know about these before students head home for the day via social media.

Copies of these plans are available on parent request.

## **Social Media**

We have School, School Association, and Launching into Learning Facebook pages and they are a great way of sharing what we are doing at school.

Please keep an eye out for information through our posts, we always post information to multiple sites to ensure the information is clearly communicated to families.

## **Mobile Phones and Devices for Students**

Our [School Mobile Phone and Device Policy](#) outlines the expectations for our students to follow in relation to their mobile phones and devices at school such as for medical needs.

If students bring a phone to school or other device (Nintendo Switch or Tablet) these need to be signed into the office first thing in the morning and collected at the end of the day. If a student is found to have a phone on them in class, it will be confiscated, and parents will be contacted.

## **Policies**

School Policies are the documents that state how our school functions and outlines expectations and behaviours for all members of the school community.



These are created in conjunction with staff, students, and our parents. All policies are ratified by our School Association and are reviewed yearly.

All the latest versions of school policies can be found on our school webpage in the [School Policy and Procedures page](#).

## School Houses

- Chauncy – Yellow
- Cornelian – Red
- Huntington – Blue

Students are allocated to a House when they start at Bagdad Primary School.

## Reporting to Parents

Reports are sent home to parents twice a year for our Year 1 to Year 6 students. Our Prep students only receive an end of year report. Reports do not have comments on them but a rating scale for English, Mathematics, Science, and History and Studies of Society and Science (HASS).

Throughout the year parents will be sent home evidence of learning, which are samples of your child's work. These are sent home at different times for different subjects. You will be kept updated of what is coming home and when through our newsletter.

## Parent Help and Volunteers

All parents who help in the classroom, around the school or on come to help on an excursion are required to hold a current 'Working with Vulnerable People' card. Check with the School Business Manager if you are unsure. All parents/volunteers are required to sign in and out at the office and have their card checked. It is at the discretion of the teacher if they need parent help.

## Mandatory Reporting

All DECYP staff and volunteers are mandatory reporters under the [Tasmanian Education Act \(2016\)](#).

**If we believe, suspect, or are told that a child is at risk we MUST report as required by law.**

Frequently we contact parents before making a report, however at times we do not due to safety concerns or other factors involved.

## Newsletters

Our Newsletter comes out twice a term and has a range of information, student work, student activities and other reminders. Our Newsletter is completely digital, and a link is sent out via Facebook and Seesaw.

## Rivulet – Outdoor Classroom

We are lucky enough to have access to the rivulet and bush area behind the school. The school has a strict set of procedures that are undertaken before students can go down to ensure they are safe and have fun.

Things to know about when students go down to the Rivulet:

- Gumboots or other waterproof shoes are recommended. Your child will get wet and muddy.
- It is fine to send a change of clothes along, they will most likely be needed for our younger students, even some of our older ones!
- Teachers will let parents know the day before via Seesaw that they are going to the rivulet.
- Teachers discuss safety on arrival each time and remind students of expectations and boundaries when down there.

## **Student Supports**

At Bagdad Primary School we have a range of support staff who work with our students for a variety of reasons.

The following support staff are available:

- School Social Worker (1 day per week)
- School Psychologist (1 day per week)
- School Health Nurse (1 day per week)
- School Speech Pathologist (1 day per week)

There is a referral process in place and teachers will talk to parents about this. If students need to see a social worker for a valid reason, please let us know immediately.

## **Safeguarding**

All children and young people have the right to be respected and protected from harm.

The DECYP Safeguarding Framework is a living document that underpins our commitment to promoting the rights and safety of children and young people, supported by the work we are doing to strengthen our governance, culture, systems and practices to keep children at the center of our work and protect them from harm.

Bagdad Primary School has a its own specific Safeguarding Risk Management Plan which can be provided to parents upon request.

## **All Other Questions**

There are so many other things that you may have questions about at our school, please remember to always check if you are unsure or need any supports.

Always remember if you have any questions at all firstly speak with you child's teacher or contact the school office.