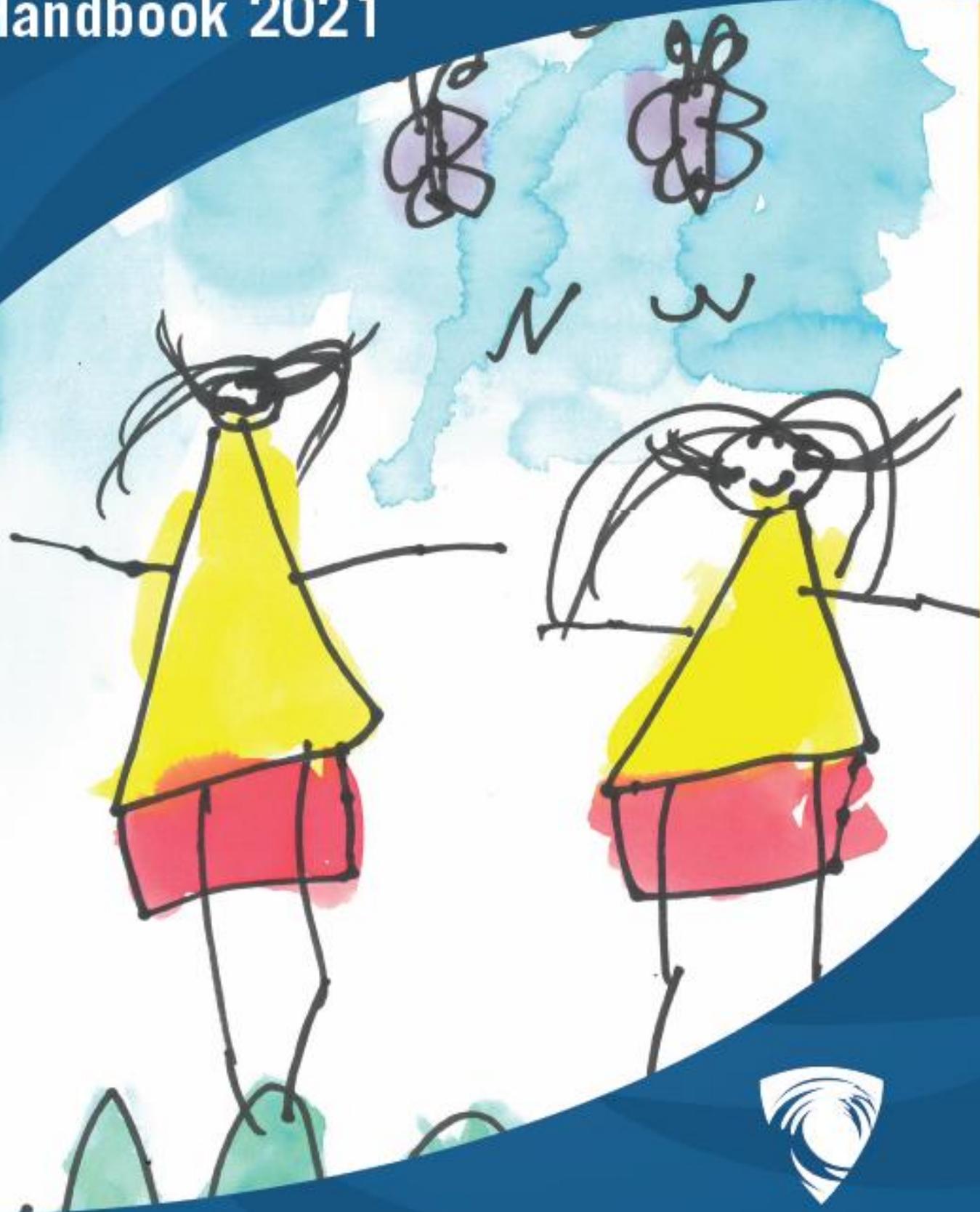


South Coast Baptist College Kindy and Pre-Primary Handbook 2021



SOUTH COAST
BAPTIST COLLEGE

Principal's Welcome to South Coast Baptist College

We are glad you've chosen South Coast Baptist College for your child's education.

Children in our school community will experience God's love, feel safe, enjoy developing lifelong friendships and take a developmental journey that will help them to educationally thrive. Every staff member at SCBC loves working with children and helping them to draw upon their strengths.

SCBC intentionally focuses on shaping rigorous minds and compassionate hearts. Our school motto is drawn from an essay written by Martin Luther King called 'Strength to Love'. He reflects on a verse from the Bible (Matthew 10:16) that encourages us to be both tough minded and tender hearted.

Our school Vision is to be a thriving Christian Community that inspires learning as a means of transforming and empowering lives. Our values for Rigour are Wisdom and Grit. For Compassion, our values are Hope and Love.

Our school's founding pioneers established a work ethic that continues to permeate SCBC's culture of God-inspired excellence. With our 35-year history, I've had the pleasure of meeting many past graduates. I have noticed they are distinguishably respectful, friendly, kind, and successful in their chosen vocation.

You have my assurance that our staff will work hard to use their available resources to optimize your child's school experience.

In service to your family,



Mr Des Mitchell
Principal

M.App.Pos.Psych., M.Ed.Man., B.Ed., Dip.Teach., MAICD

Overview from the Head of Primary

It is our pleasure to welcome you to South Coast Baptist College's Primary School Kindergarten and Pre-Primary Classrooms. We consider it a privilege to have the opportunity to contribute to your child's education in these formative years. Our College consists of a community of staff who are passionate, professional and committed in working with you to create an exciting, nurturing and positive learning environment for your child.

This Handbook provides you with much of the day to day information you will require to ensure your child experiences a smooth start to their Kindergarten and Pre-Primary education at the College. The following page outlines our philosophy statement for Kindergarten to Year 2 Junior Primary classes, this describes the learning environment and beliefs that our staff have regarding learning in the early years.

Throughout the year there will be several special events for Kindergarten and Pre-Primary children and their caregivers. These events contribute greatly to our collaborative family culture. We strive to develop students with 'Compassionate Hearts and Rigorous Minds', equipping them with our core values of Hope, Love, Rigour and Grit. We want to equip our students with these values and the essential knowledge that effectively prepares them for the challenges that life and schooling holds for them in the future.

The College has adjacent services for those families who require some extended before or after school care, vacation care or long day care. The South Coast Baptist College Childcare, an award-winning centre, is a separate building located next to the Kindergarten and Pre-Primary classrooms. If you require information on Childcare services for your child, please call 9540 4444 during office hours between 8.00am and 4.00pm weekdays.

Further information on the Primary School years can be gained via the College website at <https://www.scbc.wa.edu.au> If you have any further queries regarding your child's education, please Make an appointment to see one of our leadership staff via Primary School Administration on 9540 4422

Kind Regards,



Mr Anthony Moses
Head of Primary

M.Ed. (Ed. Leadership), Grad Cert. (Ed. Leadership), B.Ed., B.A.Ed, MACE

"For I know the plans I have for you," declares the LORD, "plans to prosper you and not to harm you, plans to give you hope and a future." Jeremiah 29:11

Early Childhood – Philosophy Statement K-2

Creating Confident Learners

At SCBC Kindergarten and Pre-Primary, we believe in research based best practice in education. For this reason, we are committed to explicit teaching of fundamental literacy and numeracy skills whilst being inspired by the philosophy of the Reggio Emilia approach.

Reggio Emilia is an educational philosophy based on the principle that all children are unique, strong and capable of constructing and co-constructing their own knowledge and understanding. Best practice asserts that children learn through play, and our educators listen to children's ideas and plan experiences that foster learning. As our Junior Primary years are Reggio Inspired, we provide opportunities where educators can be responsive to student's ideas while linking them to the curriculum. Through inquiry-based projects our educators provide a pathway for children to explore, hypothesize and collaborate in their learning.

Our classroom environment supports the Reggio approach that sees the environment as critically important. We believe that children are created by God to be unique. Therefore, our educators provide an environment rich with creative, sensory, and intentional learning stations that engage and encourage children to become confident learners who express themselves in multiple ways.

The core tenet of our pedagogy is that education and care is based on meaningful and equitable relationships, which stems from our Christian belief that all people are created equally, and all are worthy of respect and love. The quality of the relationship developed between teacher and child has a direct correlation to the success of the child's learning, as well as their drive to discover new things and think for themselves. We believe that if the teacher-child relationship is based on mutual respect, active listening and the sharing of knowledge and skills, the child's capacity to learn and discover the world is enhanced.

Our goal is to capture the heart of a child through project-based learning, which develops a love and excitement for learning – the foundation on which social, emotional, psychological, spiritual and creative wellbeing is developed and ultimately sustained into adulthood.

'Learning and teaching should not stand on opposite banks and just watch the river flow by; instead, they should embark together on a journey down the water. Through an active, reciprocal exchange, teaching can strengthen learning how to learn.'

Loris Malaguzzi

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Kindergarten & Pre-Primary Yearly Calendar Overview 2021

*Dates and times indicated are subject to change – The dates below are a tentative indication of scheduled events for 2021.

	January	* For Uniform Shop appointments, please see our website to book your appointment.	
	Wednesday	20 th	Primary Admin Office Staff return – Principal Returns
	Tuesday	26 th	Australia Day Public Holiday
	Wednesday to Friday	27 th -29 th	Uniform Shop open*
	Wednesday	27 th	Teaching staff return – Class list 2021 posted outside classrooms
	February		
Term 1 2021 Monday 1 st February to Thursday 1 st April	Wed, Thurs & Friday	27 th & 29 th	Staff PD Days/Uniform Shop Open
	Monday	1 st	First Day of Term 1 for Students for 2021
	Monday to Friday	1 st to 5 th	Kindy half days Monday 1 st – Friday 5 th
	Tuesday	2 nd	Pre-Primary Start full time
	Mon to Fri	8 th - 19 th	Swimming Lessons Years 1 to 6 Rockingham Pools Council Ave
	Tuesday	16 th	Classroom Meetings Pre-Primary to Year 6
	March		
	Monday	1 st	Labour Day - Public Holiday
	Wednesday	10 th	Year 3 to 6 House Swimming Carnival Rockingham Aquatic Centre
	Tuesday	23 rd	2021 Year 7 information Evening
	April		
	Thursday	1 st	Final Day of Term 1 for Students
	Friday	2 nd	Good Friday Public Holiday
	Monday	5 th	Easter Monday
Term 2 2021 Tuesday 20 th April to Friday 2 nd July	Monday	19 th	Pupil Free day
	Tuesday	20 th	First Day of Term 2 for Students
	Monday	26 th	ANZAC Day Public Holiday
	May		
	Wednesday to Friday	5 th -7 th	Mother's Day Events Kindy and Pre-Primary
	June		
	Tues to Thurs, Fri	1 st to 4 th	Book Week & Character Dress Up Day on Friday, 4 th June
	Monday	7 th	WA Day Public Holiday
	July		
	Friday	2 nd	Final Day of Term 2 - Primary Semester 1 reports sent home
Term 3 2021 Wednesday 21 st July to Thursday 23 rd September	Monday & Tuesday	19 th & 20 th	Pupil Free Days
	Wednesday	21 st	First Day of Term 3 for Students
	Thursday	22 nd	Student Progress Interviews PP to Year 6 4:00pm-8:00pm Session 1
	Thursday & Friday	29 th & 30 th	Primary School Photos 2021
	August		
	Thursday	5 th	Student Progress Interviews PP to Year 6 4:00pm-8:00pm Session 2
	September		
	Friday	3 rd	Footy Colours Friday 2021
	Wednesday to Friday	1 st , 2 nd & 3 rd	Kindy & Pre-Primary Father's Day Evenings
	Thursday	16 th	Pre-Primary to Year 2 – Junior Primary Athletics Carnival
	Thursday	23 rd	Final Day of Term 3 for Students
Friday	24 th	Pupil Free day	
Term 4 2021 Monday 11 th October to Wednesday 8 th December	October		
	Monday	11 th	First Day of Term 4 for Students
	Thursday	21 st	Pre-Primary Orientation – 3:40pm-4:30pm/Year 1 Orientation 4:45pm-5:30pm SCBC Hall
	Thursday	28 th	Kindy 2021 Parents Info session 4:45pm-5:30pm SCBC Hall
	November		
	Thursday	11 th	Remembrance Day
	Thursday	25 th	Kindy and Pre-Primary Presentation Evening
	December		
	Wednesday	1 st	Years 1&2 Presentation Evening 5:30pm-6:45pm/Years 3&4 Presentation Evening 7:15-8:30pm
	Thursday	2 nd	Years 5&6 Presentation Evening 5:30pm-7:00pm
	Friday	3 rd	Primary Christmas Assembly
	Wednesday	8 th	Term 4 & 2021 Ends - Students Semester 2 Reports sent home

College Teaching & Learning Executive 2021

Mr Des Mitchell – Principal
Mr Anthony Moses – Head of Primary
Mr James Trimble – Head of Secondary

During their school life children can arguably spend more time with their teachers than their parents, Therefore, the College employs teachers who are trained to be professional, personally committed to Christ and dedicated to Academic Excellence.

Primary Leadership – Teaching Staff

Mr Anthony Moses – Head of Primary – mosesa@scbc.wa.edu.au
Mrs Jo-Anne Gudgeon – Deputy Head of Primary (Curriculum) – gudgeonj@scbc.wa.edu.au
Mr Jon Lituri – Deputy Head of Primary (Wellbeing) – liturij@scbc.wa.edu.au
Mrs Julie Bottomley – Primary Literacy & Learning Support Coordinator - julie.bottomley@scbc.wa.edu.au
Mr Craig Stoffberg – Primary Numeracy Coordinator - stoffbergc@scbc.wa.edu.au
Mrs Laura Cooper – Primary School Enrichment and Relief Coordinator - cooperl@scbc.wa.edu.au
Mrs Adele De Wet – K/PP Coordinator - deweta@scbc.wa.edu.au
Miss Sharonne Hart – Year 1 & 2 Coordinator - harts@scbc.wa.edu.au
Miss Akila Senanayake – Year 3 & 4 Coordinator - akila.senanayake@scbc.wa.edu.au

Classroom Teaching Staff & Assistants – Kindergarten & Pre-Primary

Kindergarten 1	Teacher: Mrs Ellen Janssen	Assistant: Mrs Emily Bosveld
Kindergarten 2	Teacher: Mrs Alicia Cawood	Assistant: Mrs Carole Render
Kindergarten 3	Teacher: Mrs Alicia Cawood	Assistant: Mrs Carole Render
Kindergarten 4	Teacher: Mrs Ellen Janssen	Assistant: Ms Gabriele Susnik
Pre-Primary 1	Teacher: Miss Lauren Vaughan	Assistant: Mrs Janine Scheepers
Pre-Primary 2	Teacher: Mrs Molly Grainger-Williams	Assistant: Mrs Samantha Moses
Pre-Primary 3	Teacher: Mrs Adele De Wet	Assistant: Mrs Sue Gunn

Specialist Teaching Staff – Kindergarten & Pre-Primary

Pre-Primary Gymnastics and Physical Education – Mrs Melissa Ellis

Pre-Primary Music – Mrs Hannelie Peck

Pre-Primary Art – Mrs Karen Le Roux

Parent/Teacher Contact, Interviews and Conferences

Parents are encouraged to assist in their child's classroom via the parent help roster located at each classroom. Teacher contact may take place in any of the following forms:

- Classroom Meetings – Early Term 1.
- Individual Appointments following Classroom Meetings – Early Term 1.
- Informal contact after school.
- Formal Parent / Teacher interviews – Early Term 3 (Pre-Primary only).
- A formal interview made by a parent, guardian or teacher via Primary Administration (phone extension: 9540 4422).
- An email, letter, note or a telephone conversation with the classroom teacher.

Staff recognise the importance of predictable daily routines in helping children to establish a sense of security and to develop their understanding of time. We also recognise the importance of being flexible within this routine so that we remain mindful of the needs of the children and we can take advantage of the spontaneous 'teachable' moments that occur throughout the day. Periods of time will be planned for whole group teaching and instruction, as well as times for children to work in smaller groups or to engage in individual inquiry-based learning experiences.

The daily timetable flows smoothly, with thought being given to the way in which transitions between different types of activities and experiences are handled. The most significant transition that will occur each day is that of the child from home to school. The arrival routine that we follow is one that provides gentle transition for the child and the opportunity for the development of positive relationships between the school and home.

Breakdown of the Day

* Kindergarten and Pre-Primary classes commence at 8:40am

Teachers greet parents & children on arrival – settling in period – parents are welcome to stay until the teacher rings the bell or signals for parents to leave.

**Please note that this will cease at the end of Term 1 of Pre-Primary, where students will line up outside their classrooms before the bell rings at 8.40am. Then the teacher will welcome all students to the mat*

- Morning session (including morning tea break)
- Lunch, quiet time
- Afternoon session
- Handover of children to parent or caregiver/Childcare - Classes officially conclude at 3:10pm

**Different outdoor activity times have been designated for the students in Kindergarten and Pre-Primary in order to make best use of the resources and to ensure that the outdoor areas and activities are not too crowded and overwhelming for the children.*

Birthdays

All Kindergarten and Pre-Primary students are considered special and we love to celebrate with your children. If you choose to send a birthday treat to your child's classroom, please provide enough for each child in the class. * *Cupcakes are a child friendly option.*

Any parent arranged lolly bags must be handed directly to parents or to the teacher / afterschool care provider. These should never be handed directly to students in order to minimise potential allergic reactions.

Toys

Please do not allow your child to bring toys to school. An exception to this is 'News' items, which are usually kept in a safe place in the Kindergarten and Pre-Primary classrooms. Please check with your child's teacher for the routine specific to the class. Toys brought to school can cause negative peer pressure and inappropriate play. No responsibility will be taken for lost or broken toys.

**Kindergarten and Pre-primary are war-toy free zones.*

The College Library provides students with suitable resources that will meet the educational and personal needs, and interests of students as well as providing for the professional needs of the staff. Materials are selected as relevant to the curriculum, age appropriateness and moral and social significance of the students accessing the material. Kindergarten children use the College Library from Term 2, whilst Pre-Primary classes utilise the College Library once a week starting in the Term 1.

Toileting

When your child attends Kindergarten staff will provide reminders as part of the routine throughout the day to encourage students to use the toilet/bathroom. The general expectation is that the children in these classes can take themselves there and use the toilet independently. We recognise that some children even after they are toilet trained, may require minor assistance and may have small accidents.

If this happens then staff will deal with the child sensitively as required, and if necessary, help them to get changed. If you think your child may have any concerns regarding toileting, please do not hesitate to contact either your child's classroom teacher or the Deputy Head of Primary (K-2).

We ask that parents send in a change of underwear and clothes for their child in case of accidents (this does not need to be a school uniform). Students should keep their change of clothes in their school bag front pocket.

Student Wellbeing

Student wellbeing at South Coast Baptist College involves the integration of academic, social, emotional and spiritual dimensions in such a way that promotes a general atmosphere of wellbeing and safety within the school community. We seek to develop empathetic relationships so that students are nurtured into wholesome maturity. The way we care for students is an expression of our values and beliefs.

We provide proactive and preventative care for all students through lessons, excursions, the discipline system and an orderly and supportive environment. Through these means we seek to promote a sense of belonging and self-worth.

Additional care is provided for individual students as the need arises. All members of the school community, Teachers, parents, students, administrators - work together to identify needs and inform those responsible. Class teachers are the first line of support and work in conjunction with the Deputy Head of Primary (Wellbeing), Deputy Head of Primary (Curriculum), School Councillor and Chaplain.

Safety Drills

Fire and lock down drills are conducted annually at the College. When it becomes necessary to evacuate or lock down buildings at the time of a drill or emergency, a continuously ringing siren will be sounded.

During Fire Drills, under the supervision of a staff member, students are required to proceed quickly and quietly out of the building in an orderly fashion as directed by the Principal.

In a lock down situation, students will remain in their classrooms and all external doors will be locked until staff have been advised that the College is once again secure. Further instructions from the Principal or Head of Primary School will be given if required during safety drills.

Settling into School - Kindergarten

For some children, the Kindergarten year will be their initial stage of independence which is a significant experience in a child's life. This may also be their first experience of separation from the family environment.

Your assistance in preparing your child for school is invaluable, especially if this is your first child. Some parents find sending their child to school very traumatic. If you feel this way, plan some periods of separation before the beginning of the school year.

The first day may produce excitement or some possible anxiety. To help the transition into the school, parents can assist by developing positive routines when preparing for school. Explain the time frame of the day and make it clear that the day will be enjoyable and that you will be back at the close of the session. Kindergarten classes finish at 12pm each day during the first week at school. This gives children the opportunity to slowly build up their readiness for a full day of school. If your child is experiencing difficulties in this area, please speak to their classroom teacher.

Grievances

It is important for the home not to undermine the authority of the College by openly questioning the actions of staff, nor for the teacher to undermine the values of the home by openly questioning a parent. A Biblical procedure taken from Matthew 18:15-17 is followed:

Any concerns from a parent should firstly be discussed with the staff member in question.

Secondly, if the grievance is unresolved, after meeting the classroom teacher, the parent should make an appointment with the relevant Kindy and Pre-Primary Coordinator or the Deputy Head of Primary (Curriculum).

If the grievance is unresolved, after meeting the Deputy Head of Primary (Curriculum), the Parent/Guardian should make an appointment with Deputy Head of Primary (Wellbeing).

The fourth step if the grievance is still not resolved an appointment can be made to see the Head of the Primary School to discuss concerns still requiring resolution.

The fifth step in the process is an opportunity to discuss the concern with the College Principal.

Finally, if no resolution is reached, the matter should be directed to the College Board in writing.

**Please refer to the relevant flow diagram in the SCBC Parent Handbook (whole school) for further information*

Kindergarten Days 2021

From Week 2 of Term 1 & onwards, Kindergarten at South Coast Baptist College will operate on a full 5-day fortnight. Classes run from 8:40am to 3:10pm, as shown on the tables below:

Term 1 – First Two Weeks of Term 1 only

Week 1 Monday 1st February

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	K1 & K3	K2 & K4	K1 & K3	K2 & K4	K2 & K4
Afternoon	12.00pm pick-up				

Week 2 Optional half days

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	K1 & K3	K2 & K4	K1 & K3	K2 & K4	K1 & K3
Afternoon	*full day				

*Half day optional for second week

Remainder of the Year

Week 3 (& following odd weeks)

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	K1 & K3	K2 & K4	K1 & K3	K2 & K4	K2 & K4
Afternoon					

Week 4 (& following even weeks)

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	K1 & K3	K2 & K4	K1 & K3	K2 & K4	K1 & K3
Afternoon					

What to Bring - Kindergarten

At the beginning of the year:

- 1 spare set of clothes in a named plastic bag to be placed in the front pocket of school bag (this does not need to be school uniform)

Each day:

- SCBC College backpack from the Uniform Shop
- Morning Tea: Please place your child's morning fruit in a small container or zip-lock bag that is clearly labelled with their name. For morning recess, we strongly encourage healthy eating so would suggest that your child brings either a piece of fruit or vegetables (already prepared for your child to eat). Other suitable options include cheese, plain crackers, yogurt or dried fruit *Packaged snacks are not encouraged for morning tea.
- 1 plastic water bottle (reusable/ refillable sealed & named)
- A nutritious packed lunch
- SCBC hybrid hat for outdoor time (name clearly written inside the hat)

On Library day: (Commencing Term 2 in Kindergarten)

- SCBC Library Bag & clear homework pouch (available from the Uniform Shop)

Pre-Primary Days 2021

Pre-Primary classes will have a half day staggered start on the first day of school and then move into full days in their classrooms. (Weekly)

Term 1 – First Two Weeks Only

Week 1 *Monday 1st of February*

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Half day 8.40am to 12noon	PP1, PP2 & PP3			
Afternoon					

Remainder of the Year

Week 2 (& following weeks-every day)

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	PP1, PP2 & PP3				
Afternoon					

What to Bring – Pre-Primary

Each day:

- SCBC College backpack to be purchased from the Uniform Shop.
- SCBC hat for outdoor time (name clearly written inside the hat).
- Morning Tea: Please place your child's morning tea in a small container or zip-lock bag separate from lunch, that is clearly labelled with their name. For morning tea, we strongly encourage healthy eating so would suggest that your child brings either a piece of fruit or vegetables (already prepared for your child to eat). Other suitable options include cheese, plain crackers or dried fruit *Packaged snacks are not encouraged for morning tea.
- 1 plastic bottle (reusable/ refillable sealed & named).
- A nutritious packed lunch.
- 1 spare set of clothes in a named plastic bag (this does not need to be uniform clothing).

On Library day:

- SCBC Library Bag & clear homework pouch (available from the Uniform Shop).

Kindergarten to Pre-Primary Transition

As your child moves from Kindergarten to Pre-Primary you will notice that there are some differences between the two-year levels.

The class size in Pre-Primary is likely to be bigger than in Kindergarten. Kindergarten classes in 2021 will normally have a maximum size of 18 students; Pre-Primary classes have a maximum size of 24 students. Class size is dependent on enrolments and is always at the discretion of the College Principal.

The Deputy Head of Primary (K-2) will organise a meeting with all Kindergarten families to discuss the transition process to Pre-Primary for the following year.

Year 1 Orientation – Term 4

In Term 4 of the academic year, a meeting will be held for all Pre-Primary parents to discuss the transition of Pre-Primary students to Year 1. The meeting will be with the Deputy Head of Primary (Curriculum), Head of Primary and relevant teaching staff. In the weeks following the meeting, transition activities will occur where students have exposure and orientation to a Year 1 learning environment and Junior Primary settings.

Uniform – Kindergarten and Pre-Primary

South Coast Baptist College has an established Uniform Policy which states that all students who attend the College are required to wear the College uniform. This contributes to:

- The fostering and enhancement of the public image of the College
- Improving morale and pride in the College
- Ensuring students are safely dressed for all College activities
- Encouraging equity among students, reducing rivalry
- Identifying non-College children on campus

All children are required to wear College uniform in a manner which is a credit to the student and the College. Kindergarten and Pre-Primary students wear the SCBC College Sports uniform each day. Students will continue to wear College sports uniform every day in Year 1 and Year 2.

Kindergarten to Year 2 Uniform (Boys & Girls)

SCBC Sports polo
SCBC Sports shorts
SCBC Sports socks
SCBC hybrid hat
SCBC Primary tracksuit pants
SCBC Primary tracksuit jacket
Predominantly white sneakers (Velcro or lace-up cross trainers or running shoes)
<small>*The main colour of the shoe must be white. The shoes are permitted to have colours on them as long as the base colour of the shoe is white.</small>

*Please see the SCBC College Uniform Shop, should you have any queries.

Non-Uniform items:

SCBC College backpack – (small)	Library bag (book folio)
Gum Boots/Raincoat - Terms 2 & 3 <small> See your child's classroom teacher</small>	Clear zip folio

Jewellery

Girls are permitted to wear one pair of plain studs or sleepers, (gold or silver), in their ears (one in each ear lobe). *Studs may have a small coloured stone.

Primary School boys are not permitted to wear earrings.

A Medic Alert bracelet or Medic Alert necklace can be worn if applicable. No other jewellery of any description is permitted.

Footwear

As in other areas of the college, students are to wear predominantly white sports shoes. In Pre-Primary and Kindergarten Velcro sport shoes are recommended (*skate shoes, Dunlop volleys, gym boots and retro basketball shoes are not permitted*) with College sport socks. Students may sometimes play without shoes at outdoor activity sessions, weather permitting. If parents prefer their child to wear shoes for general play, verbally informing the classroom teacher will allow the child to wear shoes for this activity. Shoes will be worn on extremely hot or cold and/or on wet days.

Footwear will also be worn when moving around the College. The classroom teacher will decide whether footwear is worn in the classroom based on the activity / learning time which is taking place.



Hats

A 'Wear a hat to play' policy is implemented throughout the year in the Primary School, including the Kindergarten and Pre-Primary areas. Students who are not wearing a hat during break times will be required to remain on the veranda or shaded areas. Students in Kindergarten to Year 2 must wear the SCBC Hybrid hat. SCBC caps are not permitted for Kindergarten to Year 2 Students.

Hair

The general rule is that all students' hair should be neat and tidy. No extremes of hair style are permitted. No 'Mohawks', tracks or cut lines are allowed. Girls and boy's hair that is shoulder length, or longer, must be tied up at the back of the head with black hair ties or navy 'Alice' band, ribbons or scrunchies. Hair clips, slides or combs must be black or brown. Small silver clips are permitted (Hair must be kept out of the student's eyes at the front). Hair dyes, tints and rinses where used must be of one natural colour. Extreme variations in hair colour and style are not permitted.

Uniform Shop

All items of the College uniform are available from the College Uniform Shop, except for footwear, raincoats and footwear.

For Uniform Shop appointments prior to the academic year commencing please phone the Uniform Shop (9540 4430), email (uniformshop@scbc.wa.edu.au) or view our website to book an appointment on-line.

Opening hours during school terms:

Tuesday: 1:00pm – 4:00pm
Wednesday: 8:30am – 10:30am
Thursday: 1:00pm – 4:00pm

*Opening hours vary during the school holidays. Please check the College website or newsletter for any variations and additional opening days and times for each holiday period.

Sensible Lunch Box Tips

Children are to bring lunches (including drinks) in well-sealed and clearly marked containers. At Kindergarten and Pre-Primary, we aim to encourage healthy eating. When your child eats their lunch, staff will encourage them to eat their 'healthy food' first. It is very important that children get the right nutrients during the day to help sustain high levels of concentration and energy.

It is important to provide a healthy lunch box that provides a balance of foods from the different food groups. Pre-packaged snacks can often be high in preservatives, salt, sugars and fats – we ask that you please keep to a minimum the number of 'treats' in your child's lunch box, as consumption of these type of snacks can often have an adverse effect on children's behaviour.

The College actively encourages '*allergen minimisation*.' We encourage students to eat a healthy and well-balanced diet. Staff actively encourage parents to have their children keep consumable products that are known allergens for consumption at home.

Canteen

The College canteen is open each weekday. Lunch orders can be ordered on-line through the SCBC website, at the canteen in person, or through the 'canteen' container, kept in each classroom, first thing each morning. Please note that morning recess items are not available to be ordered by Kindergarten and Pre-Primary students. Ice creams and icy poles are not available for purchase by Kindergarten or Pre-Primary students.

Stationery

An annual levy for stationery is included in school fees. This fee is used to purchase stationery items including scrap books, pencils, felt pens, crayons, glue sticks, etc. on your behalf in our bulk order. You will not be required to supply any further stationery and this method of bulk purchasing represents a substantial saving to parents and ensures each child in Kindergarten and Pre-Primary has the same standard of materials required for the year.

Excursions

Each class will undertake some incursions/excursions per year. During this time students are required to wear their school uniform, unless otherwise specified by a staff member. Students on excursions will always remain under the direct supervision of a College staff member in a small group. Parental assistance may be requested for some students due to safety reasons, at a classroom teacher's request. Students may be precluded from attending an excursion if it is felt that attendance at the excursion is a risk to themselves or others. Our prime concern with excursions and young children is that of safety off campus.

Pets

The College is not a place to bring pets, including dogs and cats, unless under consultation with the classroom teachers, to add to the class learning program. Pets need to remain at home unless prior arrangements have taken place.

School Gate

All parents entering and leaving the Kindergarten and Pre-Primary must do so through the front gate (alongside College Reception). The College front gate will be opened at 8:10am each morning and then be closed from 9:00am until 3:00pm each day. The gate will be opened at 3:00pm for end of the day collection.

Outside these times all parents/visitors will need to enter the College via Reception and sign in before proceeding to either the Kindergarten or Pre-Primary classrooms. It is a parent's responsibility to:

- 'sign-in' late students – with slips being given to the Teacher; and
- 'sign-out' early leaving students at the College - sign-out slips must be handed to Reception on departure.

Before and After School

A staff member will be on duty inside the Kindergarten & Pre-Primary area before school from 8:30am to 8:40am each day. Rosters will be drawn up by the Kindy & Pre-primary Coordinator. Please note that all playgrounds are clearly marked 'out of bounds' and are not to be used by any person either before or after school.

Leaving and Collecting your child

If you arrive early and the door is shut, please be aware that staff are preparing for the day and appreciate that you wait with your child until the door is open. Once the door is open, please bring your child into the classroom rather than letting them come in by themselves (for safety reasons). If you need to leave straight away, please let staff know as they can keep an eye on your child and help settle them if necessary.

In each class the teacher will establish a morning routine which may vary slightly between classes. Part of this routine usually includes a signal to students to put away their morning activities and say goodbye to their parents. It is important that parents let their child know they are leaving and that they will return at the end of the day. This allows children to become secure that you will always let them know when you are leaving. * Please note that this changes at the end of Term 1 of Pre-Primary each year.

Initially some children may experience some separation anxiety and become distressed at their parents leaving them, however sometimes the best (and hardest) way is to simply leave your child with the teachers, wave goodbye and leave. We will not let your child continue to cry and will phone you if your child does not settle.

At the end of each day the children will be seated on the mat ready to go home. When the door opens we will dismiss each child when we see you. This allows for a safe handover to you. If someone different is to pick up your child from the College, we ask that you notify us by informing the teaching and administration staff. Children will not be allowed to leave with an adult or sibling other than the parent or carer nominated on the parent release form at the beginning of the year, unless parents have notified the College in writing. Siblings in Year 3 or above may collect Kindy or Pre-Primary children and may be added to the parent release form. We have this Policy in place to protect you and your child and feel that any inconvenience caused is worthwhile to ensure your child's safety. Please communicate with your child's teacher any changes to your child's collection arrangements. Introducing the person to the teachers or photo I.D. is always helpful in such situations. Students using SCBC Childcare services (before and after school care will be directly signed over from / to the SCBC Childcare Centre Staff Member. Please remember it is the parents' personal responsibility to inform the Childcare Centre directly should there be a change in before or after school arrangements.

Please make every effort to be punctual when picking up your child. Children can become distressed when their parents or caregivers are late to collect them. Please note that children may be escorted to Student Services if a parent or caregiver is late and the teacher has duties after school that require them to leave the classroom.

Student Services and Illness

Late Arrival

Students in Kindergarten & Pre-Primary who are not outside their classroom by 8:40am on set learning days must report to Reception where they are to be 'signed in' as a late arrival. It is the parent/guardian's responsibility to ensure this takes place. Please hand in the 'ticket' to the teacher. If a child is not 'signed in' it may cause the child to be incorrectly marked as absent for the day.

Procedure after an Absence – Kindergarten and Pre-Primary

In order to comply with College Policy, a written or emailed note of explanation must be provided to the College on the day a student returns to school after an absence. This note must be written and signed by a parent or legal guardian and should include the date/s of the absence as well as a specific reason for the absence. An email sent to Student Services at absentees@scbc.wa.edu.au will also cover as written communication in regard to an absence. The College is regularly audited in regard to student attendance. Frequent absence and lack of parent notification in this regard, may result in loss of Government funding for a child and substantial extra fees being required from parents to cover the loss of such funds.

Illness and Preventative Medication

Please remember that if your child is sent to Kindergarten or Pre-Primary when they are unwell, this has a direct impact on other families and teaching staff. The following illnesses require exclusion from school:

- Chicken Pox, Head Lice, Conjunctivitis, Vomiting, Cold Sores, Diarrhoea, Influenza, School Sores, Ringworm, Slap cheek, Measles and Mumps.

Parents of children who are on any other regular preventative medicine need to discuss the management of their child's needs with the class teacher and Student Services.

Management plans are drawn up in Student Services for students with serious allergies or illnesses, in consultation with parents and guardians. If you feel this is necessary in the case of your child, please contact Student Services regarding requirements for an Action Plan to be drawn up.

Absences Other Than Illness or Unavoidable Absences

Those parents or guardians who have an unavoidable appointment for a child during school hours, (e.g. a visit to the dentist, doctor or family reasons etc.), must make this known to the College in advance, if possible. Send an email to absentees@scbc.wa.edu.au with the name, reason and collection time (if removing from the College during the school day).

The parents or guardians collecting the student must report to Reception where they will be guided to 'sign out' the student, and 'sign in' via Reception when arriving back at the College (if appropriate).

Extended Student Absence During School Terms

From time to time an extended leave of absence from school is sought by parents for their child/children. If you are intending to take a leave of absence of three or more school days, we ask that you complete the Extended Student Absence Notification form at least one month prior to the expected departure date. These can be collected from Student Services (Room G8).

Behaviour Management in Kindergarten and Pre-Primary

In the Kindergarten & Pre-Primary we recognise that we are dealing with young children who are only just beginning to develop the social skills necessary to be part of a larger group and for some students this is their first experience of being in a 'large' group of children. Over their time in Kindergarten and Pre-Primary we hope to help your child to develop self-control, the ability to take responsibility for their own behaviour and respect for others. Each classroom teacher aims to have clear expectations of the children's behaviour and to communicate these to the children at their level. We recognise that the children are still very young, and they may not be aware of the implications of their behaviour or actions, so as adults it is often necessary for us to help the children to become aware of these.

In the Kindergarten & Pre-Primary classrooms behaviour management is primarily the responsibility of the classroom teacher. There are times, however when it may be necessary for the Education Assistant to be involved in the behaviour management of the child. The Deputy Head of Primary (Curriculum), Deputy Head of Primary (Wellbeing) and Head of Primary may also be called upon depending on the level of behaviour exhibited. If at any time you are concerned with something that has happened at school, please make sure to discuss this with the classroom teacher.

Classroom Management Strategies and Discipline Options

Each teacher will implement their own classroom management strategies and techniques. Some of the behaviour management options that may be used in Kindergarten and Pre-Primary level are as follows:

- Redirection – Staff will seek to divert a student's attention to positive behaviour or other activities as a strategy to support good choices and assist social interactions.
- Choices – Students will be given sufficient time to acknowledge instructions and act appropriately. Students are given the opportunity to choose the right action and self-correct.
- "Thinking Time" – When a child has made a bad choice or needs time to calm down they may be sent for a few minutes to a 'Thinking Spot' in a designated area of the classroom. At this time staff will assist children to think through the situation and teach alternative solutions.
- Referral to the Deputy Heads of Primary or the Head of Primary– If a child has significant behaviour problems that continue to persist, hurt others or cause disruption to the class in a significant manner, it may be necessary for them to be referred to Senior Staff, the Deputy Heads Primary or the Head of Primary. Parents will receive a formal behaviour notification at this time. *See page 19 for further information on our formal levels of discipline.

Formal Levels of Discipline

The formal discipline process is designed to support student character development and facilitate 'solution focused' discussions with parents and teachers. Generally, there are three formal behaviour notifications between each level. This however is at the discretion of the Deputy Head of Primary (Wellbeing), Deputy Head of Primary (Curriculum) and the Head of Primary, who will act in good faith for the welfare of all students.

Level 1

- If the Deputy Head of Primary (Wellbeing), Deputy Head of Primary (Curriculum) or Head of Primary decides to place a student on Level 1 a detention slip, and a personal letter or email will go home to this effect to inform parents. A detention will also be issued.
 - ❖ *Level 1 is primarily a warning level indicating inappropriate student behaviour/action.*

Level 2

- If the Deputy Head of Primary (Wellbeing), Deputy Head of Primary (Curriculum) or Head of Primary decides to place a student on Level 2, a personal letter or email will go home to this effect to inform parents.
 - ❖ *At Level 2 a meeting is called by the classroom teacher and parents to formally discuss the student's behavioural record and infringements, along with possible resolutions and actions of assistance.*

Level 3

- If the Deputy Head of Primary (Wellbeing), Deputy Head of Primary (Curriculum) or Head of Primary decides to place a student on Level 3 a personal letter or email will go home to this effect to inform parents.
 - ❖ *At Level 3 a meeting is organised with the parents and a Deputy Head of Primary (Wellbeing) to formally discuss the student's behavioural record and infringements, possible resolutions, along with an outline of consequences for further inappropriate actions.*
 - ❖ *Students who reach Level 3 will not be permitted to attend class excursions*

Level 4

- If a Primary student reaches Level 4 of the Behaviour Management Policy, the relevant Deputy Head of Primary or the Head of Primary will contact the parents to arrange a meeting.
 - ❖ *A 2-day internal/external suspension will be decided on in discussion with the student's parents, and at the discretion of the Head of Primary. At this stage the student's enrolment will come into question.*

Level 5

- This is a position of last resort for the Primary section of the College. A student at Level 5 has reached this stage of the Primary School behaviour management system, due to not modifying their behavioural standards. Ongoing negative behaviour patterns have serious consequences.
 - ❖ *At Level 5 the Head of Primary and Principal will discuss the student's behavioural record and the student's enrolment at the College. Reaching Level 5 will result in parent being contacted and immediate suspension of the student. At this point a meeting with the College Principal is recommended.*
 - ❖ *At Level 5 Parents are advised in writing of a withdrawal option for the student or permanent exclusion from South Coast Baptist College.*

**After 10 weeks of appropriate behaviour and standards following a Level it will be withdrawn in consultation with the student's classroom teacher, the Deputy Head of Primary (Wellbeing) and/or the Head of Primary.*

Kindergarten & Pre-Primary Curriculum Statement

At South Coast Baptist College, we use the Early Years Learning Framework (E.Y.L.F) to guide our practice in both Kindergarten and Pre-Primary. The Kindergarten Curriculum Guidelines of Western Australia informs our teaching programs, while in Pre-Primary the West Australian Curriculum is used. These programs are outlined for Kindergarten and Pre-Primary parents on the following pages.

**REGGIO Emilia Inspired Philosophy: Children learn best when they discover the world through asking questions and exploring these questions. Please refer to our philosophy for more information*

The Early Years Learning Framework – Kindergarten Classroom Curriculum

The Federal Government has developed the Early Years Learning Framework (EYLF) to ensure your child receives quality education programs in their early childhood setting. This is a vital time for them to learn and develop. The Framework 'vision is for all children to experience play-based learning that is both engaging and builds success for life. Kindergarten Curriculum Guidelines of Western Australia is a guide for Kindergarten Staff at the college. The framework will be implemented in partnership with families, to develop learning programs that are responsive to children's ideas, interests, strengths and abilities.

The Early Years Learning Framework describes childhood as a time of *belonging, being and becoming*.

- **Belonging** is the basis for living a fulfilling life. Children feel they *belong* because of the relationships they have with their family, community, culture and place.
- **Being** is about living here and now. Childhood is a special time in life and children need time to just 'Be'—time to play, try new things and have fun.
- **Becoming** is about the learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they will become.

Play is very important for children. When children play, they are showing what they have learned and what they are trying to understand. This is why play is one of the foundations of the Early Years Learning Framework. In using this Framework staff will guide your child's play by carefully designing learning activities and stimulating indoor and outdoor learning environments.

It is well known that children learn best when they have secure relationships with caring adults. When children from a very early age develop trusting relationships, they feel more confident and able to explore and learn.

The EYLF Framework focuses on your child's learning. Kindergarten staff will work with you to get to know your child well. They will observe your child's learning by listening, watching and talking to your child. The information that they gather from these observations will be used to create a learning program that builds on your child's interests and abilities. Staff will keep in touch with you regularly to discuss your child's progress. They will use Seesaw to show what your child is learning and particular interests in class.

Through the Framework's five learning goals, Kindergarten teachers will assist your child to develop:

- a strong sense of their identity
- connections with their world
- a strong sense of wellbeing
- confidence and involvement in their learning; and
- effective communication skills

By working together parents and educators can enhance a child's learning and wellbeing. As the most important person in your child's life, you can make a difference by talking regularly with your child's teacher and asking about their learning. Information you provide allows Kindergarten staff to link your child's experiences at home with the time they spend together in the classroom setting.

The Western Australia Curriculum – Pre-Primary Classroom Curriculum

The Western Australian Curriculum covers the core knowledge, understanding, skills and general capabilities set out for all Australian students by SCSA. It clearly and explicitly explains what all Australian children should be learning and achieving as they progress through their schooling.

In the early years of schooling, children have a natural curiosity about their world. Their desire to learn and make sense of it provides a platform to construct and review their learning through interactions with others, experimentation, scaffolding, explicit teaching, practice and play in the classroom and beyond. This helps branch into a world that is outside their immediate experience, as they connect new knowledge with what they already know, believed, and have experienced.

The Western Australian Curriculum builds on the national Early Years Learning Framework. The Western Australian Curriculum is designed to accommodate the varied learning experiences and diverse backgrounds that children bring to school.

The Western Australian Curriculum for Pre-Primary emphasises the importance of essential skills in literacy and numeracy as well as core capabilities. It gives priority to foundational knowledge, understanding and skills that all children are expected to develop in order to enhance opportunities for continued learning. Priority is given to English and Numeracy development as these are the foundations on which further learning is built.

Students in Pre-Primary also participate in the other core subjects including Health, Physical Education, Sport Specialisation, Art, Drama, Geography, History, Music, Science, Digital Technology and Design Technology.

Reporting

The purpose of reporting a student's performance is to provide both parents and student with specific and targeted information about their academic progress. This process also provides teachers with the opportunity to notify parents about a student's achievements, effort, attitude and classroom behaviour.

Formal reports for Kindergarten and Pre-Primary are provided to parents at the conclusion of Semester 1 (end of Term 2) and at the conclusion of Semester 2 (end of Term 4). Pre-Primary and Primary school reports are based upon the Achievement Standards of the Western Australian Curriculum in all learning areas. In journal (photo) documentation of your child will be provided through the Seesaw platform.

Homework

We understand that all families are different and therefore decisions on homework is always left to parent discretions. Students will be given a Reading Egg log-in password in case you would like to continue with this at home. Once your child demonstrates a readiness to read a home reader and sight words will be offered for homework. One short oral presentation task will be given each term.

**Please note that homework is not compulsory in Pre-Primary.*

Reading

At South Coast Baptist College, we teach reading as a part of the Western Australian Curriculum - English. Reading is a complex process and there are many skills, understandings and developmental milestones that children need to progress through before they are 'ready to read'. As with any type of development, some children may be 'ready to read' before others within the normal spectrum of development, just as some children learn to walk earlier. The pre-reading milestones include aspects of physical development such as balance and fine and gross motor development which have been shown to have a significant impact on a child's readiness to read. It is important that children are allowed to develop in all areas before they are expected to formally, read in order to give them the best chance of success. If children are not ready to read, then they may become frustrated and develop negative attitudes towards reading, which will hinder their reading development in the long term. We always encourage reading for pleasure.

Through the Kindergarten and Pre-Primary years, we aim to develop the children's phonological awareness (i.e. their awareness of the sounds of language). This involves recognising and producing rhymes, syllables and an introduction to letters of the alphabet. In Pre-Primary students consolidate the initial letter sounds, as well as digraphs and sight words. It is necessary for the students to learn to listen to and identify the sounds of language before being expected to do more formal work.

All skills that students learn in Kindergarten and Pre-Primary are then built upon when they enter Year 1, as part of a continuum from Kindergarten through to Year 6. During Terms 3 and 4 of the academic year all Pre-Primary students will be able to take home readers in preparation for Year 1.

As educators we are often asked by parents how best they can help their child learn to read. One of the best things that you can do to help your child with reading readiness is to read to them every day. On the following pages are some suggestions of how you can help your child with their reading at home.

The Pre-Primary children will also participate in a computer reading program called *Reading Eggs*. This is an online program which helps children to learn to read. The program provides one-on-one lessons that help children to develop at their own rate. Students will be given their login and password by their classroom teacher so that they can continue with Reading Eggs at home.

If you feel your child is demonstrating a keen interest in reading and is showing signs of readiness to read or if you have any further enquiries about pre-reading, please contact either your child's classroom teacher or the Deputy Head of Primary (Curriculum).

Read with your child every day

Reading a book to children is an enjoyable and interesting experience. It should be part of the daily family routine. It is the most important way in which parents can help children to learn to read."

Some other ideas to encourage your child to develop an enjoyment of reading are:

Create a "Reading Area" for your child.

- ❖ Store your child's books in a special place that is easy for them to access.
- ❖ Place a small rug or pillow in the area to create a cosy and comfortable place for reading.
- ❖ Talk to your child about how to care for books, including how to return books to their storage place.

Give your child a variety of reading materials.

- ❖ Provide a wide variety of books for your child, including Nursery Rhymes and Fairy Tales.
- ❖ Get a library card for your child and visit the local library.
- ❖ Let your child read age-appropriate magazines/newspapers.
- ❖ Provide non-fiction (factual) books as well as storybooks for your child to read.
- ❖ Point out print in the environment (signs, cereal boxes, restaurants)

Set aside a special time each day to read with your child

- ❖ Read your child's favourite stories over and over again
- ❖ Read with your child in a special place away from distractions
- ❖ Hold your child close to you when you read to help develop a positive attitude towards reading Accept your child's "pretend reading"
- ❖ Allow your child to select the story that he/she would like to hear.

Let your child participate in book reading

- ❖ Show your child how to read a book (from left to right, from front to back and how to turn pages).
- ❖ While reading a book with your child talk about the story.
- ❖ Ask your child to look at the pictures and predict what the book will be about.
- ❖ Ask your child to retell the story in his/her own words.
- ❖ Read stories with lots of rhyme and rhythm (books by Dr Seuss, Mem Fox and the Hairy Maclary stories by Lynley Dodd are good for this).

The Value of Play

The Kindergarten and Pre-Primary teachers recognise that play is the primary way in which young children learn. Through play children are presented with the opportunity to learn and practice skills in a safe, non-threatening and enjoyable way.

What do children learn from each of the play areas in the Kindergarten & Pre-Primary?

Some of the areas that are available for children to actively participate in on a regular basis:

Play dough/Clay/modelling materials

- ❖ Development of muscles in hand
- ❖ Creativity
- ❖ Size and shape
- ❖ Collaboration

Puzzles

- ❖ Hand-eye co-ordination
- ❖ Size, colour and shape

Reading corner

- ❖ Pre-reading skills i.e. left to right eye movements, reading top to bottom of page, text is language written down
- ❖ Use of picture cues
- ❖ Develops imagination
- ❖ Respect for books for enjoyment and sources of information
- ❖ Beginnings of library skills

Manipulative Equipment (e.g. Lego or Mobilo)

- ❖ Perception of size, shape, space, form, colour, pattern
- ❖ Fine motor control and co-ordination
- ❖ Language development
- ❖ Problem solving
- ❖ Accuracy and precision
- ❖ Matching
- ❖ Creativity with construction sets

Home Corner/Dramatic Play

- ❖ Language development
- ❖ Acting out roles – imitation and identification
- ❖ Social skills – co-operation, sharing, interpersonal relationships
- ❖ Creativity and imagination
- ❖ Problem solving

Painting

- ❖ Eye-hand co-ordination
- ❖ Manual dexterity
- ❖ Creativity
- ❖ Appreciation of colour, form, design, rhythm
- ❖ Emotional release

Collage/box construction

- ❖ Colour, size, 2D & 3D shape
- ❖ Creativity
- ❖ Texture
- ❖ Problem solving
- ❖ Experimentation
- ❖ Fine motor control

Drawing

- ❖ Eye-hand co-ordination
- ❖ Expression
- ❖ Creativity

- ❖ Fine motor control

Blocks

- ❖ Creativity and imagination
- ❖ Matching, comparing and classifying
- ❖ Concepts of size, shape, number and equivalence
- ❖ Eye-hand co-ordination
- ❖ Problem solving

Climbing

- ❖ Small and large muscle development and control
- ❖ Flexibility and balance
- ❖ Judgement of distance, strength
- ❖ Awareness of safety pre-cautions
- ❖ Self-confidence
- ❖ Body awareness
- ❖ Sharing and taking turns
- ❖ Exploring

Water play

- ❖ Develops mathematical and science concepts
- ❖ Sensory experience
- ❖ Coordination

Sand play

- ❖ Exploring and experimenting with texture
- ❖ Constructing and building creatively
- ❖ Developing hand-eye co-ordination
- ❖ Creativity and imagination
- ❖ Use of communication skills
- ❖ Sharing of space and equipment

Pedestrian Safety Tips – To revise with your child

Be alert. Everything else on the road is bigger and moving faster than you are - from skateboards to bicycles to cars.

Don't assume drivers have seen you! Make eye contact - especially at intersections and driveways. Obey adult crossing guards or the traffic police.

Be predictable. Do not jump off the curb for a fast start or make other sudden moves that place you in the path of oncoming traffic. Wait your turn at traffic lights.

Cross at Stop signs, traffic lights or pedestrian crossings. Although you generally have the right of way at intersections, use caution and look both ways. If you cross between intersections or outside designated crosswalks, you must yield to motorists.

When a red pedestrian traffic signal appears, DO NOT start to cross an intersection. Wait for the next green light before walking.

Traffic Flow

Please help to keep SCBC a safe place for all students and their families by adhering to the College's car park safety regulations. Drivers in the College car park must always:

- Drive carefully and slowly
- Obey the directions of the crossing attendant
- Park in the designated areas if they are walking children to or from the College grounds.
- Be courteous to other drivers and pedestrians

Handwriting Style

South Coast Baptist College Primary Students use the New South Wales Font for handwriting lessons and purposes. Many children begin school believing that they know a lot about writing and some are familiar with many alphabetical letters. If your child is trying to write, please encourage the following letter formations:

Lower Case Letters

a b c d e f g h i j k l m n
o p q r s t u v w x y z

Upper case letters

A B C D E F G H I
J K L M N O P Q R
S T U V W X Y Z

Upper case letters (for left-handers)

A E F H T

Numerals

0 1 2 3 4 5 6 7 8 9

College Administration

The College Administration Office hours are 8:00am to 4:00pm (From 20th January 2021)

College Website

www.scbc.wa.edu.au

Our website is kept up to date. You can view:

- College Life – Secondary, Primary, Childcare, Extra-Curricular Activities
- Parent & Community – Before/After School Bus, Handbooks & Booklists, Parent's Area (Term Dates, Uniform Shop, College Bell Times, Canteen incl on-line ordering, School Calendars, Music Registration)
- News – Newsletters, Open Day/Community Fete
- Enrolments & Fees – Fees, Registration, College Tours, Testimonials & Scholarships
- Specialty Programs – Gifted & Talented, Vocal Academy, Football Academy, Gymnastics Academy, Debating, etc.

College Facebook



South Coast Baptist College

News, Events, Contact Details, Employment Opportunities,

College App



SCBC School App 17+

South Coast Baptist College

Absentee Notification, Canteen incl. on-line ordering, Uniforms, Calendars, Contact emails for all staff, Newsletter, Update your details, etc.

Quick Reference Contact Details

Absentees	E: absentees@scbc.wa.edu.au	P: 9540 4111
Accounts	E: fees@scbc.wa.edu.au	P: 9540 4407
Canteen	E: canteen@scbc.wa.edu.au	P: 9540 4431
Enrolments	E: enrolments@scbc.wa.edu.au	P: 9540 4401
Main Reception	E: reception@scbc.wa.edu.au	P: 9540 4400
Primary Administration	E: primary@scbc.wa.edu.au	P: 9540 5122
Uniform Shop	E: uniformshop@scbc.wa.edu.au	P: 9540 4430



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