General Information Booklet 2017

The Future Begins With Us
PRINCIPAL’S WELCOME

It is with much pleasure that I, on behalf of the Bonbeach Primary School community, welcome you and your child/ren to our school.

Our school was established in 1958 and has a proud tradition of being a family-oriented school with a particularly caring, supportive and friendly atmosphere. We offer the programs found in large schools whilst retaining an intimate climate of mutual respect and care so often found only in country communities. Being nestled in spacious, treed surroundings adds to the atmosphere.

In 1995 Bonbeach Preschool was established within the school and enjoys well equipped facilities and excellent staff.

At Bonbeach Primary School we strive to ensure all students achieve to the best of their abilities. This we do through a varied curriculum encompassing core subjects as well as additional specialist programs.

The staff works in co-operative teams to plan and implement the programs within the guidelines of the school’s policies.

The influence and support of the Bonbeach community is very significant and is an aspect of the school, which is valued most highly. Parents are actively encouraged to become involved and assist in whatever capacity they wish to contribute.

This handbook is intended to familiarise parents with the routines and organisation of the school. It is the framework upon which we as teachers care for your children, developing in them the ideals of worthy citizenship and the skills to enable them to excel in the future.

To the parents, we, the staff and School Council of Bonbeach Primary School, look forward to joining you in partnership in the education of your children.

Ken Jones
Principal

Child Safety

Bonbeach Primary School is committed to child safety and to our children to being principled, caring, balanced members of our community. We are committed to the safety, participation and empowerment of our children and have zero tolerance of child abuse. All allegations and safety concerns will be treated very seriously and consistently. We have legal and moral obligations to contact authorities when we are worried about a child’s safety, which we follow rigorously. We support and respect all children, as well as our staff and volunteers, and are committed to the cultural safety of children from diverse backgrounds, and to providing a safe environment for children with a disability.
Bonbeach Preschool – The Future Begins With Us

Our dual room Preschool offers our community two three-year-old preschool groups and two four-year-old preschool groups taught by experienced teachers and qualified educators.

Our Preschool program aims to introduce each child to an enjoyable and challenging environment where each child can develop a love of learning. The program encompasses all areas of development, intellectual, social, emotional, physical and language enrichment. Each child is recognised as unique with individual developmental needs, interests and talents. Differences are catered for by incorporating a variety of learning experiences in the program; art, language, music, science, mathematics, movement, dramatic play, social development, and exploration of the natural world as well as a wide range of outdoor activities. Educational objectives are found to enhance each child’s developmental skills within a group setting. Acknowledging children’s interests (both group and individuals) makes learning meaningful.

The program is also guided by the Early Years Learning Framework which outlines the key principles and significant practices that underpin and guide the work of all early childhood educators and clarifies current understandings about how young children learn. The framework is structured around a central view of children living within the context of family, community, culture and place. It recognises that, from birth, children live in an environment of ongoing relationships with their family and are significantly influenced by them. There are three interwoven concepts in the framework about children’s lives: belonging, being and becoming.

The Victorian Early Years Learning and Development Framework also guides our Preschool program, identifying five Early Years Learning and Development Outcomes for all children:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of well-being
- Children are confident and involved learners
- Children are effective communicators

The Victorian framework describes each of these outcomes for children from birth to eight years, linking the learning outcomes from the Early Years Learning Framework to the AUSVELS Levels 1 and 2.

The Preschool aims to continually improve the quality of the education and care of children enrolled in the service and this is achieved using the National Quality Standards. In 2014 the Preschool was rated and assessed against the Standards across seven Quality Areas. The Preschool received ratings of ‘Meeting the National Standards’ and ‘Exceeding’, demonstrating it’s consistent commitment to providing a quality early childhood service.

The Preschool is committed to ensuring that all children who attend our Preschool are provided with a safe environment. In complying with the Child Safe Standards our Preschool:

- promotes the cultural safety of Aboriginal children;
- promotes the cultural safety of children from culturally and/or linguistically diverse backgrounds;
- promotes the safety of children with a disability.

Children are able to play and experiment with materials and activities provided. Play is their work, and through play they learn. Children are free to select where they will play with limits being set on their behaviour. Each child works at their own pace and level and are encouraged and appreciated.

The Preschool fosters in each child a feeling of self worth, kindness, independence, respect for others, tolerance and self discipline. The preschool program introduces these concepts to the children by using the ‘You Can Do It’ program focused on building self esteem.

We have a unique transition program that is run with the primary school. Children participate in visits to the prep classrooms and school playground. They have an older school buddy and participate in special whole school events. During the second half of the year, they are able to borrow library books from the school library.

Bonbeach Preschool aims to make the kindergarten experience a happy one for your child. By working together, parents and staff can make this aim possible.

Emily Malone
Directress
School Contacts and Important Dates for 2017

Principal: Mr Ken Jones
Assistant Principal: Mr Patrick Walsh
Business Manager: Ms Sharon Keates
Administration Assistant: Mrs Wendy Helling

School Office Hours 8:30am – 4pm

Contact Information

School Address: 29-63 Breeze Street, Bonbeach 3196
School Telephone: 9772 3471
School Fax: 9776 1517
School Email: bonbeach.ps@edumail.vic.gov.au
School Website: www.bonbeachps.vic.edu.au
Preschool Telephone: 9776 3077
Preschool Email: bonbeach.kin@kindergarten.vic.gov.au
Before and After School Care: Camp Australia 1300 105 343

Student School Hours

School day 9am to 3:30pm
School starts 9am

It is important for children to arrive on time for school as latecomers are disruptive to the class learning program.

Fruit Snack Break (in class) 10am
Morning Recess 11:30am to 12pm
Year Prep-1 Lunch (students will eat in class around 12:40pm)
Year 2-6 Lunch (students will eat in class around 1:30pm)
Lunch Break 1:40pm to 2:40pm
School dismissed 3:30pm

Students are dismissed at 2:30pm on last day of each term and at 1:30pm for the Christmas Vacation.

2017 Term Dates

Term 1: Monday 30th January 2017 to Friday March 31st 2017

Staff return on Monday 30th January 2017

Year 1 – 6 students resume on Tuesday 31st January 2017 at 9am
Prep students start on Thursday 2nd February 2017 at 10am
Prep students are not required at school on Wednesdays through Term 1

Easter – Friday 14th April to Monday 17th April 2017

Term 2: Tuesday 18th April 2017 to Friday 30th June 2017
Term 3: Monday 17th July 2017 to Friday 22nd September 2017
Term 4: Monday 9th October 2017 to Friday 22nd December 2017
Bonbeach Primary School operates according to the following Purpose Statement:

**Purpose**
Our school’s purpose is to provide programs that teach skills and values to assist children of all abilities reach their full potential in a friendly, community environment. Our aim is to extend and support students in their endeavours to become effective, productive and healthy members of the global society.

**Values**
The following Values underpin all our operations across our learning community.

At Bonbeach Primary School we value:

**Respect**
- Treating others as you wish to be treated.
  Be polite and well mannered.
  Look after your and others’ property.
  Value other people for who they are.

**Honesty**
- Behave in a way that is truthful to you and others.
  Always tell the truth.
  Do your best at all times.
  Be open and honest in your actions.

**Trust**
- Trust is:
  Believing in each other.
  Relying on each other.
  The ability to ask for help.

**Compassion**
- Compassion is caring for each other.
  Show empathy by putting yourself in other people’s shoes.
  Show sympathy and caring when people are upset or sad.
  Be a good listener.
  Think about the well being of others.

**Individuality**
- Be who you are and accept it.
  Be the best you can be.
  Do the best you can.
  Everyone is good at something.

**Commitment**
- Finish what you start even if it is difficult.
  Represent the school in a proud and positive manner.
  Enthusiastically participate in school work.
  Follow school rules.
  Attend school regularly.

**Integrity**
- Integrity is:
  Doing the right thing by yourself and others.
  Standing up for what you believe in.
  Defending the rights of others.
  Treating others as equals.

**School Goals:**
At Bonbeach Primary School a Strategic Plan is developed every three years. It focuses on continuous improvement in Student Learning Outcomes, Student Engagement and Wellbeing and Student Pathways and Transitions.

Current School Goals are:
1. To improve student outcomes in English and Mathematics.
2. To increase students’ independence as personal learners.
3. To improve students’ transitions through their primary years of schooling.
Absence from School and Absence Notes
If your child is absent from school, please inform the school either by telephone, by leaving a message on the absence line or email. Please send a note on the first day that the child returns. If your child or children are away for an extended length of time for illness or holiday we must have it in writing. This information is essential as it must be recorded in the Class Attendance Roll. The Department requires a reason to be recorded for all absences.

Advance Australia Fair
Advance Australia Fair is sung at Monday morning assemblies. Students are encouraged to face the flag and participate in the singing of the anthem. Parents are also invited to participate.

Australians all let us rejoice,
For we are young and free;
We've golden soil and wealth for toil;
Our home is girt by sea;
Our land abounds in nature’s gift
Of beauty rich and rare;
In history's page, let every stage
Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.

Beneath our radiant Southern Cross
We'll toil with hearts and hands;
To make this Commonwealth of ours
Renowned of all the lands;
For those who've come across the seas
We've boundless plains to share;
With courage let us all combine
To Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.

Anaphylaxis
Children who have a severe (potential life threatening) allergic reaction or are identified as a child at risk of an anaphylaxis reaction require an action plan/risk minimisation strategic plan provided by the child’s medical practitioner. Should the plan indicate that the child requires assistance in taking medication and/or medication being brought to school, please complete the ‘Long Term Medication Authority Form’ or ‘Short Term/Infrequent Medication Authority Form’ available from the school office or www.bonbeachps.vic.edu.au. Please ensure all medication and accessories are labelled with the child’s full name.

Art Smocks
All children require an art smock or an old long sleeve shirt to protect clothes during art lessons.

Assemblies
Assemblies are held on Monday mornings at 9am and Friday at 3:10pm. In Terms 1 and 4, assemblies are held on the basketball court. In Terms 2 and 3, assemblies are held outside or in the Hall if the weather is inclement.

Monday assemblies include singing the anthem and upcoming notice of events.
Friday assemblies include Student of the Week, House Awards and Student performances.

Parents are encouraged to attend assemblies as they are a forum for information as well as an opportunity to celebrate whole school, group and individual achievements. We ask that you help the children concentrate by gathering behind the children. We encourage both students and parents to remain silent during assembly and would appreciate your co-operation.
Asthma

Asthma Victoria encourages parents to keep schools informed of their child’s current Asthma status by completing a ‘School Asthma Action Plan’ in consultation with their child’s doctor. The School Asthma Action Plan should be completed whenever there is a change in the child’s Asthma status and/or regularly updated at the beginning of the school year. This will ensure the school and teacher are aware of your child’s condition and are able to manage your child appropriately, should the need arise. School Asthma Action Plans are freely available from the school office or www.bonbeachps.vic.edu.au. Parents are encouraged to show and discuss with their child their Asthma Action Plan. Should the plan indicate that the child requires assistance in taking medication and/or medication being brought to school, please complete the ‘Long Term Medication Authority Form’ or ‘Short Term/Infrequent Medication Authority Form’ available from the school office or www.bonbeachps.vic.edu.au.

Please ensure all medication and accessories are labelled with the child’s full name.

Attendance

Education is compulsory for children between the ages of 6 and 16 years. When children are enrolled it is expected they will attend school every day of each term. All schools record the daily attendance. Two staff members are on duty between 8:45am and 9am; as well as between 3:30pm and 3:45pm. Students who arrive at school too early will be taken to the Before School Care program run by Camp Australia in the BER Building. Similarly, students who are unsupervised in the yard after 3:45pm (as indicated by the 3:45pm bell) will be taken to the Office and emergency contacts called. If the Office will be unattended after 3:45, students will be taken to the After School Care Program run by Camp Australia in the BER Building and fees charged accordingly. While we realise that this may cause some inconvenience, we do this to ensure your child’s safety, and that an appropriate level of supervision and care can be provided.

School commences at 9am each day and we ask for your co-operation by ensuring your child is at school and in line on time. It is extremely disruptive to teachers and other students when children arrive late to class. School finishes at 3:30pm, except on the last day of term, when the finishing time is 2:30pm in Terms 1 to 3 and 1:30pm on the last day of Term 4.

Before and After School Care Program

The school has engaged Camp Australia to run a Before and After School Program at the school. Before School Care runs from 7am to 8:45am and After School Care runs from 3:30pm to 6pm. These are fully accredited programs and, as such, parents are eligible for the Government Rebate.

Bicycles, Scooters and Skateboards

For safety reasons, parents are requested to ensure their child’s readiness for using a bicycle, scooter or skateboard to travel to and from school. It is expected that all students will wear a properly fitted bicycle helmet which is named and have a good understanding and capacity to ride safely and obey road rules. Bicycles, scooters and skateboards are to be walked in the school grounds. During the school day all bicycles, scooters and skateboards will be locked in the bike shed. The key to the bike shed is available from the school office if children need to be collected early.

No responsibility can be accepted for bicycles, scooters and skateboards. They are brought to school at the owner’s risk.

Bicycles, scooters and skateboards are not to be ridden in the school grounds.

The wearing of helmets is COMPULSORY and children below Grade Three are not permitted to ride to school without written parent permission.

Booklists

Each year the Finance Sub Committee of the School Council deliberates for some time over the financing of the school and its educational programs. The Government provides basic funding directly to the school and the community is asked to complement this funding in support of the provision of quality programs.

A booklet is distributed to all parents towards the end of each year. This system of supplying books and requisites provides parents with a considerable cost saving and ensures that children are not disadvantaged because they do not have correct supplies. The associated costs include each pupil’s personal books and requisites, supplies for general classroom use, incidental classroom materials, photocopying and printing costs, paper, art and craft supplies, class texts, reading materials, computer software and hardware as well as costs towards equipping the Library and the areas of sport, physical education, visual and performing arts and LOTE.

A contribution is requested from parents in order to meet our budget requirements. This is also detailed on the booklet. This contribution ensures equipment and educational aids are provided and upgraded to meet the needs of your children.
**Buddy Program**
Children entering prep will be allocated a ‘buddy’ from the senior class to aid their transition into primary school. The buddy will be introduced to the new prep during the orientation program run in the preceding year and this association continues into the following years. Our senior buddies are trained to support and ‘look-out’ for their prep buddies, providing them with additional support both in the classroom and in the playground.

**Camps**
Overnight off-site camps are conducted from Year 4 to 6. These camps enrich students’ experiences, especially in social interaction and reinforce educational programs. Students who, in the judgement of the teachers, are considered likely to jeopardise the enjoyment and/or safety of others may be excluded.

**Canteen**
The school canteen operates with the help of volunteers e.g. parents, grandparents etc. and a roster is formed and distributed through the school. The days and hours of the canteen will depend on the roster and parents will be notified through the newsletter. **The canteen is CLOSED the first and last week of each term.**

Orders must be placed in the child’s classroom basket at the commencement of the day.

Price lists will be distributed early in each term and parents will be notified of any changes in prices or availability of products through the newsletter. The Canteen Price List is available on the website www.bonbeach.ps.vic.edu.au

The canteen provides a service to the children and also provides funds for the school. **This can only be maintained if parents are willing to assist on the roster.** Helping in the canteen is a most enjoyable experience as you meet other parents and get to know the children.

*If you would like to help but are unsure of what to do, don’t worry. Someone friendly will be able to assist you. Just complete and return the roster sheets sent home throughout the year.*

**Car Parking**
Parents are asked to observe the car parking restrictions outside the school and in the surrounding streets. In the interest of children’s safety, please do not stop to pick up or drop off a child within the NO STANDING areas. The area near the School Crossing must be clear to enable motorists to easily see the children using the crossing. Encourage your child to use the school crossing correctly by using the crossing yourself.

*Car parking on school property is only available in the first car park. There is strictly no parking in the lower car park.*

For student safety we ask you to please assist us in this matter.

**Casual Relief Teachers - (CRT)**
When your child’s teacher is absent the school may employ a casual relief teacher (CRT). Generally, the school attempts to employ a casual relief teacher who is well known to the children and who has a good understanding of the school’s philosophy and procedures. There may be occasions where your child’s class is split across other grades. In this case children will be provided with appropriate work that supports their classroom program.

**Computers**
The school provides students with classroom computers, iPads and netbooks. All computers are networked and have internet access. The Department of Education constantly screens internet sites and blocks are automatically placed on inappropriate content.

**Concerns**
Parents with questions, concerns or positive feedback about their child’s education are encouraged to speak with the classroom teacher. It may be necessary for you to make an appointment at a mutually convenient time. This will facilitate discussions and the teacher will be able to give you their full attention. If you still have concerns or positive feedback following these discussions, please request a meeting with the Assistant Principal or Principal. It would be appreciated if parents made a formal appointment so that sufficient time may be set aside to discuss the issues raised.

**Custody Restrictions**
It is vital that the school be kept informed of any access or custody restrictions. Original copies of orders must be presented to the school and a copy will be taken and placed with the students enrolment form. We cannot deny access to a parent based on a verbal request.

**Dogs**
Please note that dogs are not allowed on school grounds – this includes dogs that are muzzled and on a leash. **The City of Kingston prohibits the presence of dogs from all schools other than Assistance Dogs.**
Early Departure and Late Arrival

Parents wishing to collect children other than at the normal dismissal time must go to the office to sign out their child and collect an ‘Early Leave Pass’ before collecting them from their classroom. The pass is to be taken to the classroom and handed to the teacher. If your child arrives at school after 9am they must go to the office to sign in on the iPad, and get a ‘Late Arrival Pass’ to take to their classroom and hand to their teacher. Our children are not permitted to leave the school grounds during school hours unless accompanied by an adult and have been signed out.

The class teacher must be informed that a child is leaving, in case of an emergency.

If making arrangements with others to collect your child, please make sure the person and the child know the arrangements. If the person is someone not included in your child’s enrolment form, please inform your child’s teacher of the arrangements.

Emergency Contact Information

Please ensure your contact information is up to date (including phone numbers and email addresses). It is critical that the school is able to contact you or your emergency contacts in case of an accident or illness. Contacts listed on the enrolment form are the only people that who collect a student during school hours.

In all cases, attempts are made to contact parents first then emergency contacts in cases of emergency, but where it is impossible to do so and the situation is urgent, medical assistance will be obtained. All costs of such assistance are the responsibility of the parent/guardian of the child.

Enrolment Procedures

To enrol a child at Bonbeach Primary School, parents need to contact the school office and complete an enrolment form. All children enrolling in school must be at least 5 years of age by 30th April of the year of enrolment. Parents must show their child’s original birth certificate and immunisation status statement (completed at the age of 5 years). It is recommended that parents come along for a tour of the school and meet with the Principal. If a student is transferring from another school, it is useful for you to provide our school with school reports and some of the work the student has been doing at the previous school.

Excursions and School Visits

First hand experiences are part of a vital educational program. Participation in these group outings is a valuable aspect of your child’s social development.

When organising an excursion we seek your written consent, money to cover the costs and sometimes your assistance with supervision. Please return permission forms and payment by the due date. Students are not able to attend an excursion without parent permission AND payment.

When children are representing their school it is compulsory that they wear school uniform as it ensures that they are easily identified. Depending on weather conditions they will also need to bring raincoat, sunhat etc.

Hats

Bonbeach Primary School is a Sun Smart School. Children are to bring their wide brimmed hats and 30+ sunscreen to school in order to provide protection from harmful UV rays during outdoor play periods, Physical Education and sport classes. Caps are not permitted as they do not offer enough protection from the sun. PLEASE ensure hats are clearly labelled with child’s full name.

It is Sun Smart policy that the wearing of a wide brimmed hat is compulsory from the 1st September to 30th April.

Head Lice

Head Lice is a community health issue which is not confined to schools. All head lice matters are dealt in a confidential and sensitive manner. Parents/Guardians are encouraged to undertake regular inspections of their child’s hair and commence appropriate treatment should they detect head lice.

A courtesy call to the school office or bringing this matter to the attention of the class teacher so that other parents can be notified of the presence of head lice in the class will assist us all with our efforts.

Illness

The best place for a sick child is at home. A child is not capable of effective learning whilst ill. Infections spread quickly in the school environment. A note with date/s and reason/s of absence must be provided to the school. It is not the school’s responsibility to care for an ill child for an entire school day. Parents who work must make arrangements for friends/relatives to be available to collect their child to be cared for at home if they are unable to leave work.

Immunisation Status Certificate

When enrolling your child it is a requirement that parents provide an Immunisation Status Certificate, which states completed at the age of 5 years. This can be obtained online through Medicare Australia.
**Infectious Diseases Exclusion**
The Department has produced a comprehensive list of infectious diseases and exclusion guidelines for schools. This information is available at the back of this booklet and from the school office.

**Lost Property**
It is most important that all uniform and personal articles be clearly labelled with the child’s full name. Lost property, such as clothing, hats, drink bottles and lunch boxes can be found in a crate in each building. Jewellery items and watches will be held at the school office and may be collected at any time during school hours. At the end of each term, unnamed clothing is sold as second hand uniform or forwarded to a charitable organisation.

**Lunches and Snacks**
It is expected that children will have breakfast before leaving for school each morning. Children should bring a snack for recess at 11:30am. Students have a fruit snack during the morning, where they may eat a piece of fresh fruit or vegetable.

Lunch is eaten at 1:30pm and is supervised by teachers in classrooms. Please consider appropriate food for your child to handle, nutrition and the quantity appropriate to your child’s appetite when preparing lunches. The school encourages healthy eating and independence and as such, teachers will not heat up or microwave student lunches. We will not allow students to handle boiling water for obvious safety reasons and the staff cannot be responsible to heating up lunches in the microwave as they are supervising the rest of the grade. Suitable insulated containers are readily available from Kmart, Big W and the Reject Shop.

Please do NOT send glass containers or cans of drink to school. To combat litter in the playground, please help by sending food in reusable containers rather than disposable wrappers.

When a child has no lunch at school, siblings are asked to share their lunch. If this is not possible, the teacher will ring the parent to organise lunch to be brought to the child.

**Medication**
Where medication is required to be administered ‘three times’ a day, we request (where possible) this be administered at home at breakfast time, immediately after school and in the evening. This is a recommendation by the Royal Children Hospital. Parents should note that staff would prefer that parents administer medicines to their children where possible.

Parents wishing their child to have medication at school must ensure that a ‘Long Term Medication Authority Form’ or ‘Short Term/Infrequent Medication Authority Form’ is lodged with the school before medication will be administered. All medication sent to school must be clearly labelled with the child’s full name, grade and the times and quantity of the doses to be administered. Pain relief medication (which must be provided by parents) will not be administered to children without a completed ‘Short Term/Infrequent Medication Authority Form’ available from the school office or www.bonbeachps.vic.edu.au.

Please ensure all medication and accessories are labelled with the child’s full name.

All medication will be administered in accordance with the directions on the pharmacy label or manufacturer’s instructions or Asthma Action Plan, whichever is most appropriate.

Parents are required to hand any medication their child needs to take during school hours to the class teacher.

**Mobile Phones**
Students are discouraged from bringing mobile phones to school. Parents who allow their children to bring mobile phones to school must sign a ‘Parent Permission - Student Mobiles & Other Valuables Form agreeing these items will be left at the office during class times. This form is available from the school office or www.bonbeachps.vic.edu.au.

**Money**
It is important that any money brought to school is placed in an envelope with the following information listed clearly on the front: the child’s full name, room number/teacher, the correct amount of money and what the money is for with a permission form if required.

Please encourage your children to give the money to their teacher or the office as soon as they unpack their bag. Large amounts of money are not to be brought to school.
Newsletters and Notices
Newsletters (Jumbunna) are an important communication link between the school and home. Jumbunna is an Indigenous word meaning ‘place to meet and talk.’

To access the newsletter please subscribe through the school website – www.bonbeachps.vic.edu.au

Those parents who do not have access to the internet will be able to collect a copy from the office.

The class teacher will distribute notices regarding excursions and special events to each child. These will also be available from the website. Many Newsletters and Notices contain ‘cut off and return slips’ and it would greatly assist the school if parents could attend to these and return them promptly and if payment is required please enclose correct money. It is extremely important to have permission slips and payment to the office on time as we will not accept any late replies.

Parent Involvement
Throughout your child’s days at Bonbeach Primary School there will be numerous ways and opportunities for you to assist not only the school as a whole but also your own child’s classroom activities.

The role of both School Council and Parents’ and Friends group is very important. There is the opportunity also for you to be involved in either or both of these groups or their sub-committees.

Parental assistance is often sought by class teachers to support with excursions and various other activities such as reading, maths, PMP, clubs and physical education activities. Just talk with your classroom teacher and they will let you know how and when you can help in the classroom. To comply with the Education Department’s Emergency Management Plan, all persons entering the school grounds (other than to drop off or collect children) must sign (on the office iPad) the Visitor’s Register at the school office on arrival and departure.

If you are able to help, the school is glad to have your involvement.
As of the 1st January, 2017 it is compulsory that a Working with Children Check is provided before helping at school. There is no cost for a voluntary Working with Children Check.
You can apply for a WWCC through the Department of Justice www.workingwithchildren.vic.gov.au

Parent/Teacher Interviews
Early in Term 1, parents are given the opportunity to discuss their child with the class teacher. This is an excellent time to discuss any problems (e.g. academic) or other concerns (e.g. health - possible history etc.) that you feel the teacher should be aware of.

It is extremely important that restrictions relating to Family Court orders be brought to the attention of both the Principal and the Class Teacher.

Formal Parent/Teacher Interviews are held in Term 3 where parents may discuss their child’s progress and Semester One student report.

Informal chats or interviews are encouraged between parents and teachers as many queries can be solved with a quick question. On most occasions this will be fine, but the needs of your child and the other children in the class must come first during the school day. It may be necessary for you to make an appointment at a more convenient time. This will facilitate discussions and teacher will be able to give you their full attention.

Parents and Friends Club (P & F)
The P & F meets once a month in the Staffroom

The Club aims to:
- Foster good will and harmony between parents, teachers and children.
- Play an active part in school organization.
- Assist with the raising of funds for the school.

Perceptual Motor Program – (PMP)
The Perceptual Motor Program (PMP) operates for all Prep children. It consists of a range of simple, small group, gym and movement lessons using specifically designed equipment to promote the development of each gross motor skill. Parental assistance is encouraged to help this program operate effectively.
**Physical Education and Sport**

Healthy participation in Sport and Physical Education activities require that children wear suitable clothing. Shorts and a T-shirt or a tracksuit with black runners are most suitable. A wide brimmed hat is required for all outside activities from 1st September to 30th April.

As all grades participate in some form of active physical exercise most children either wear runners to school or bring them in a bag and change at school.

**Prep Health Screening**

A school medical nurse will visit our school to conduct health screening for all students in prep. The visits will be based on written information provided by parents.

**Pupil Free Days**

Each state school in Victoria is allocated four days each year when students do not attend school so that teachers can participate in curriculum planning, professional development or report writing. Parents will be given adequate notification through the newsletter to permit alternative arrangements as the school is closed to students on these days. **The first day of Term 1 is always a pupil free day.** Although teachers are on duty on the first day of the school year, students do not attend.

**Safety**

Parents are asked to discuss the following and ensure that your child:

- knows his/her full name, address and telephone number.
- is familiar with the route to school.
- knows how to cross the road safely.
- knows to use the school crossing, only when the flags are displayed.
- knows the correct gates to enter the school grounds.
- understands they must not enter the school through the car park.
- knows not to accept rides from strangers and walk straight home.
- will not bring articles to school, which could cause harm to others e.g. knives.
- uses plastic drink bottles instead of glass containers.
- understands that the school is not responsible for articles that are lost or damaged at school.

**School Bank**

The student school banking day is **THURSDAY.** This is processed through the school office. Once you have opened an account at the Commonwealth Bank your child will be issued with a pay in book. Deposits should be filled in and sent to school in the wallet provided. Pay in books will be returned to the student’s classroom.

**School Captains**

A boy School Captain and a girl School Captain are selected each year from our Year 6 students. They represent the school; provide student leadership and present awards at assembly. Our House Captains and Vice Captains are elected by the students.

**School Council**

The School Council is the governing body of the school. Through the Education Act the Parliament has given certain powers and responsibilities to voluntary governing bodies at each school, namely the School Council. Elected school councillors are expected to serve the school as a whole, rather than to represent the interests of any special group. Bonbeach Primary School has a School Council membership of 12, comprising seven parent representatives, three Department of Education and Training (DET) representatives and two community members. School Council meetings are held once a month. Visitors are most welcome at meetings. The School Council is presently responsible for:

- the school budget and financial plan
- maintenance and improvement of buildings and grounds
- reporting and communicating with the school community
School Council – Sub-Committees
School Councils usually find it helpful to establish committees or working parties to tackle specific tasks or responsibilities. It spreads the workload, and means that School Council can call on people outside the School Council to offer special expertise in various areas, since not all members of committees need to be School Council members. Smart School Councils utilise the expertise and resources available in their community to assist the work of their committees. School Council is free to form the number of committees or working parties it needs to carry out its work. Committees or working parties are directly responsible to School Council. They may make recommendations to School Council but the final decision rests with the School Council. Committees generally meet monthly. They are responsible for dealing with specific matters referred to them by School Council and for making recommendations to the School Council. Bonbeach Primary School has the following sub-committees:

- Environment/Buildings and Grounds/Hall
- Education
- Finance
- Parents & Friends
- Preschool
- Farmers’ Market

School Council – Junior
Students across all year levels have the opportunity to be elected for Junior School Council (JSC). JSC organises whole school events for students to raise funds for community organisations as well as theme days and events.

School Holiday Program
City of Kingston School Holiday Program operates at our Bonbeach Primary School Hall.
For further information please contact City of Kingston 9553 1038.

Family Day Care Program
Family Day Care is a quality child care scheme where babies, preschool and school aged children to the age of 12 years are cared for in small groups in the homes of carefully selected Care providers.
Family Day care is funded by the Commonwealth Government and sponsored by the City of Kingston. Child Care Benefit is available.

For further information about the City of Kingston Family Day Care, phone 9581 4584.

School Houses
Bonbeach Primary School operates four Houses and children are assigned to one of the following School Houses:

- Gunnamatta (Green)
- Sorrento (Yellow)
- Lonsdale (Red)
- Torquay (Blue)

Siblings are normally placed in the same House. Each week ‘House Points’ are awarded as a reward and are collected from each classroom and an accumulative total is announced at assembly each week. Whole school events and special days are organised according to Houses. There is a separate Yard Duty Award.

School Photographs
Each year the school photographs are taken. Usually all children are photographed individually and in class groups. Siblings may also be photographed together at an additional cost. Purchasing photographs is optional.

School Reports
Reports are issued twice a year. In June and December parents are provided with written reports detailing student progress.

Secondary Transition
A comprehensive transition program is provided for students in Year 6 to support their move to secondary college. Working closely with Mordialloc College and Patterson River Secondary College, teachers provide a series of activities throughout the year to familiarise students with the secondary school facilities, organisation and programs. To celebrate the completion of each child’s primary education, a formal Graduation dinner is held for all students in Year 6.
Sick Bay
Children attend Sick Bay for injuries and/or illness. Parents are informed of their child's visit to Sick Bay for a minor injury by the presentation of a Sick Bay Notification Slip by their child, on their arrival at home. Parents/Guardians/Emergency contacts will be contacted for serious injuries and/or illness.

It is school procedure to monitor a child for 15-20 minutes in the Sick Bay if your child is feeling ill. Parents are contacted by phone if their child is not well enough to go back to class after this time. We remind parents that children who are ill should not be sent to school. It is not the school's responsibility to care for an ill child for an entire school day. Parents who work must make arrangements for friends/relatives to be available to collect their child to be cared for at home if they are unable to leave work. Any child that has vomited will need to remain away from school for a period of 24 hours.

Smoke Free Environment
No smoking is permitted in any Bonbeach Primary School building or grounds at any time (i.e. during school holidays, before and after school care etc.) in accordance with Department of Education and Training policy. It is a condition of entry that all persons abide by this health & safety requirement for the wellbeing of students, staff and visitors.

Staffing
Our school is currently allocated staff according to the number of students enrolled. Each year much thought and time is given to the placement of staff and the provision of specialists programs in line with the expertise of the staff. 
Equally, thought is given to the careful placement of students so that they can gain the most from their years at primary school.

Student Injuries and Insurance
Parents are responsible for paying the cost of medical treatment for injured students, including any transport costs. Most medical costs will be refundable by Medicare. If you are a member of an ambulance or health insurance fund, you may also be able to claim transport or other expenses from the fund. The Department of Education and Training does not hold accident insurance for school students. Student accident insurance is available from a number of insurance companies.

Student Leadership
Teachers encourage student leadership skills as a way of fostering student self-esteem. Children throughout all year levels are provided with many opportunities to take on leadership roles and responsibilities such as school captains, house captain, junior school council, environment monitors, I sea, I care ambassadors, bike shed monitors, conducting whole school assemblies etc.

Student Welfare and Discipline
Bonbeach Primary School community believes that our school should provide a teaching and learning environment where students feel safe and supported to learn in a stimulating environment. To do this, there are rules for everyone to follow, just as there are in the wider community and managing behaviour is a shared responsibility between the student, school and home.

Please take the time to read the information and discuss it with your family. By understanding and practising these rights, responsibilities and rules, you will help to maintain a happy and safe environment where we can learn together and value each other's individuality.

RIGHTS
All members of the school community have a right to:
1.1 be safe and secure at school
1.2 be valued and treated with respect, kindness and fairness
1.3 work, learn and play without harassment
1.4 express themselves and be listened to
1.5 learn and play in a clean and orderly environment

RESPONSIBILITIES
1.1 - use common sense, consider your own safety and that of others
- follow instructions from staff
- follow school rules
- be on time to all school activities
- take messages/notices home
- take care of your own and others property
1.2 - behave in a cooperative and considerate manner
- accept and value individual differences
- sort out disagreements in a calm and thoughtful manner

1.3 - work at school without distracting others

1.4 - listen to other’s points of view
- share thoughts and opinions politely and honestly with others

1.5 - help to keep the school environment clean and attractive
- put rubbish in the bins
- keep work areas tidy
- recycle where possible

RULES

General
1. We follow instructions given by staff.
2. We do not use ‘put downs’ to others by saying, writing or drawing things.
3. Dangerous objects that could frighten or injure, are not to be brought to school.
4. Fighting, bullying or any aggressive behaviour is not accepted.
5. Rubbish is placed in bins.
6. We stay in the school grounds unless given permission to leave.
7. We wear our full school uniform with covered toe shoes. (Jewellery is limited to 1 pair of stud earrings only).
8. We do not eat chewing gum or bubble gum at school.
9. Expensive toys, games, etc. remain at home. (These are not covered for loss or damage by the school or the Department of Education and Training DET).
10. Stealing or damaging property may require recompense.

Inside
1. Except in an emergency, we stay out of the buildings and corridors unless a teacher has given us permission to enter.
2. We always walk when in corridors and around school buildings.
3. We follow classroom rules for the safety of everyone.

Outside
1. Bikes and scooters are the only form of transport to be brought to school.
2. Bikes and scooters are to be ‘walked’ in the school grounds.
3. Helmets are required when bikes and scooters are at school.
4. Road safety rules must be followed.
5. The bike rack, boundary fences, garden beds and trees behind sheds are all out of bounds.
6. Ball kicking games and cricket are to be played on the oval.
7. Climbing is only allowed on playground equipment.
8. Dangerous objects, such as sticks and stones, are not to be played with nor thrown.
9. Adventure play equipment is to be used according to its rules.

Excursions
1. Normal school rules apply.
2. All who are attending the excursion must be on time.
3. When waiting for a bus, train, or to cross roads, stand a safe distance from the kerb or platform edge.
4. Vehicles are boarded safely and sensibly, with students staying seated during the journey.

Positive Consequences for enhancing student behaviour may include:
1. Praise, reinforcement.
2. Public acknowledgement of behaviour and achievements.
3. House points.
4. Special responsibility.
5. Special activity.
6. Awards: Student of the Week Awards.
BREACHES OF THE CODE OF BEHAVIOUR

Given that students understand the school's code of behaviour, there will be consequences for those who choose not to allow the rights of others to be observed.

1. The teacher will discuss the concerns with the students and depending on the severity of the misdemeanour the following actions may need to be taken:-
   - circle discussion
   - personal discussion followed by a warning
   - a reminder of the school rule
   - removal or time out from an activity
   - a negotiated task to make right the situation
   - limited access to yard facilities
   - development of a behaviour management plan
   - recording of a misdemeanour in the school book
   - referral to the Principal or Assistant Principal
   - period of detention
   - parent contact
   - suspension and expulsion as outlined in the current DET Student Engagement Policy (2009).

TIME OUT AND DETENTION PROCEDURES

To support students in taking responsibility to manage their behaviour and make appropriate choices there are misdemeanour processes.

1. The student’s name, class and description of the misdemeanour are recorded in the Time Out Book. A time out note is sent home.
2. Parents are contacted regarding time outs.
3. After 3 time outs in one term, an after school detention notice is prepared.
4. If the student has been severely disruptive or behaved in a dangerous way, a detention can be issued immediately.
5. The detention notice is sent home to parents/guardians to notify them of the detention and the actions that led to this. Parents/guardians are given at least 24 hours’ notice of an after school detention and will sign and return the permission form to the class teacher.
6. The Code of Behaviour will accompany the notice and is to be read together by the parent/guardian with their child and returned to school.
7. Time outs will be held for 30 minutes and subsequent detentions are for 45 minutes duration.
8. When a third detention is given, counselling with the student, teacher, principal and parents may take place. The student may also receive a suspension from the class or school after a meeting with the class teacher, parent, principal or assistant principal has occurred.
9. Subsequent indiscretions will result in further counselling and support for the student and may involve the student, principal, parents/guardians and guidance officers, outside agencies.

SUSPENSION

The Principal may suspend students from attendance at school in accordance with DET Student Engagement Policy (2009).

Suspension may be imposed where a student:

1. Behaves in such a way that causes a danger to the physical or emotional health of any staff member or student.
2. Consistently and deliberately fails to comply with any reasonable request or instruction by a principal or teacher.
3. Is offensive to, or dangerous to, the health of any staff member or student.
4. Consistently and deliberately behaves in a manner that interferes with the learning opportunities of other students.
Swimming Program
The whole school is involved in an 8-day intensive swimming program each year. The swimming program improves student safety as well as developing swimming and survival techniques.

Telephone Messages for Students
We are unable to disrupt our classrooms to call students to the phone. Please arrange afterschool plans before your child leaves home for the day. We understand emergencies may arise during the day, and we will do our best to relay urgent messages.

Tiqbiz
We use an app to send instant messages, notices and reminders. The tiqbiz app will help our school keep parents fully informed and up-to-date with news and events. It’s easy to use and also has the benefit of helping reduce our paper consumption by printing less. Search for tiqbiz at the App Store, find and tick our school and register.

Toilet Accidents
Wet pants are quite easily changed. However, if your child soils him/herself at school we will contact you so you can bring clean clothing to school and clean your child. We have found that this is much less embarrassing for the child. It is suggested that Prep’s who can “forget” to go, have a spare pair of underwear and a change of shorts in their school bag.

Transfer to another School
Families transferring to another school are asked to notify the Principal in writing stating the school they will be transferring to. We will arrange the necessary transfer form is completed and forward the information to the new school to ensure a smooth start. Parents are asked to check that all Library books, class readers and equipment have been returned to the school before your child’s last day.

Uniform
Bonbeach Primary School has a compulsory uniform policy. This includes the wearing of school hats from 1st September to 30th April. Current uniform details and pricelists are available from the Uniform Shop and the school office. The school Uniform Shop is open on the first and third Tuesday of the month from 9am to 9:15am. PLEASE ensure all removable clothing is clearly labelled with your child’s full name, not initials. Iron-on labels, permanent marker or laundry pens are best. A few minutes spent marking your child’s belongings will save worry and expense.

Valuables
Students are asked not to bring valuable items or articles which hold sentimental value to school, this includes mobile phones. School Council and school staff will not take responsibility for such items which may be misplaced or lost. In an effort to prevent loss, theft or interruption to classes, parents who allow their children to bring mobile phones or other valuable items to school must sign a ‘Parent Permission - Student Mobiles & Other Valuables Form’ agreeing these items will be left at the office during class time.

Visitors
All visitors to the school (including parent helpers) are required to sign the Visitors Register on the iPad at the school office when they arrive and depart, as well as complete any site induction process. Visitor tags are required to be worn by all visitors.

Website
Bonbeach Primary School regularly updates the website with the school newsletter, notices, school calendar, policies and school news and events. wwwbonbeachps.vic.edu.au
We encourage families to view the website on regular basis. Please subscribe on the website to receive the weekly newsletter via email.

Weather-Extreme
If it is too wet for children to play outside, an announcement will be made and teachers will arrange to share supervision of children in the classrooms. Children will be dismissed at the normal time of 3:30pm. In the event of extremely hot weather, students will be kept indoors and will participate in quiet activities under teacher supervision.

Working Bees
Working Bees are usually held once a term, weather permitting, generally from 9am to 12pm on a Saturday. Parent participation is greatly appreciated.
**Working With Children Check**

Working with Children Checks are compulsory for all parents and community members wishing to work with children in various activities such as assisting in the classroom and on camps and excursions. The application forms are available online from the Department of Justice [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au). A voluntary Working with Children Check is free.

**Yard Supervision**

The school yard is supervised by 2 staff members between **8:45am and 9am**; as well as between **3:30pm and 3:45pm**. Students who arrive at school too early will be taken to the Before School Care program run by Camp Australia in the BER Building. Similarly, students who are unsupervised in the yard after 3:45pm (as indicated by the 3:45pm bell) will be taken to the Office and emergency contacts called. If the Office will be unattended after 3:45, students will be taken to the After School Care Program run by Camps Australia in the BER Building and fees charged accordingly. While we realise that this may cause some inconvenience, we do this to ensure your child’s safety, and that an appropriate level of supervision and care can be provided.

On wet days and extremely hot days children are supervised in classrooms during recess and lunch.
### Schedule 7

**Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts (Public Health and Wellbeing Regulations 2009)**

In this Schedule, medical certificate means a certificate from a registered medical practitioner.

<table>
<thead>
<tr>
<th>[I] Conditions</th>
<th>[II] Exclusion of cases</th>
<th>[III] Exclusion of Contacts</th>
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<tbody>
<tr>
<td>Acute tonsillitis or pharyngitis</td>
<td>Exclude until there has been a loose bowel movement for 48 hours</td>
<td>Not excluded</td>
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<td>Acute upper respiratory tract infection</td>
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<td>Campylobacter</td>
<td>If the child has not been a loose bowel movement for 24 hours</td>
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<td>Chickenpox</td>
<td>Exclude until all blisters are dry. This is usually at least 5 days after the rash appears in unimmunised children, or up to 3 days in previously immunised children</td>
<td>Any child with an immune deficiency (for example, leukemia) or receiving chemotherapy should always be excluded for their own protection, Others not excluded</td>
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<td>Coxsacki</td>
<td>Exclude until there has been a loose bowel movement for 24 hours</td>
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