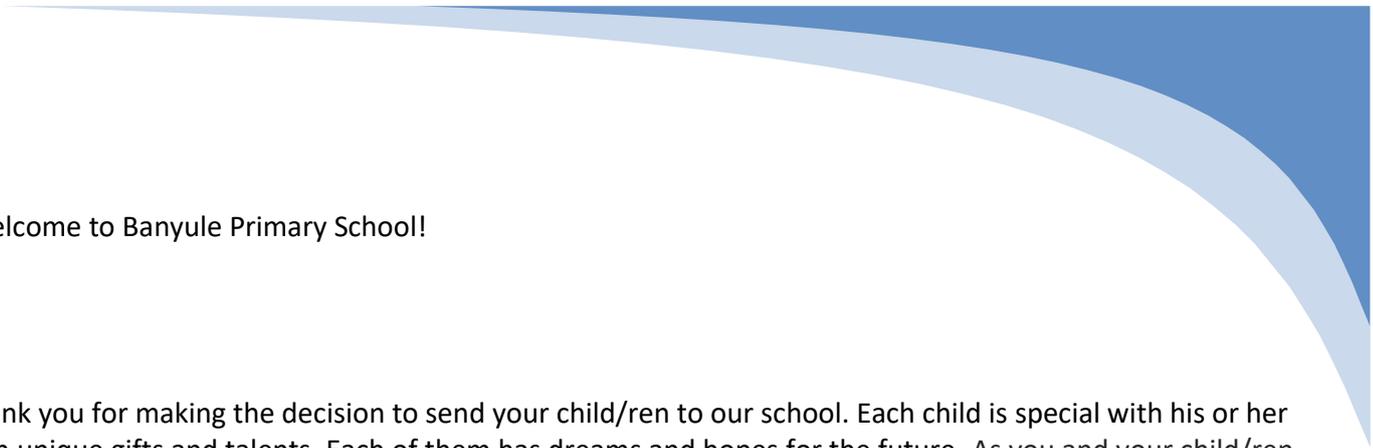


Parent Information Handbook



Banyule Primary School

'Happy Kids Learn'



Welcome to Banyule Primary School!

Thank you for making the decision to send your child/ren to our school. Each child is special with his or her own unique gifts and talents. Each of them has dreams and hopes for the future. As you and your child/ren become involved in life at Banyule PS we trust that it will be an experience of fun, friendship and learning. The aim of our school is ensure that every child develops to their full potential in a safe, friendly and stimulating educational environment.

The school has a happy relaxed atmosphere which fosters a very close partnership between students, parents and staff. This family atmosphere has typified our school over many years and is highly valued by the whole school community.

The Banyule PS community believes that children develop self-esteem, confidence and independence through working and playing in a positive, supportive environment. This environment is developed and maintained through programs such as; Peer Support and Buddies. Regularly reinforcing appropriate behaviour and providing children with opportunities to develop their leadership skills such as; school, house and class captains and Junior School Councillors, further enhances the learning environment.

The school provides a comprehensive curriculum. The *Victorian Curriculum* is used as the basis for curriculum planning from Prep to Year 6. Our curriculum encourages children to develop problem solving, team work and communication skills.

Banyule PS has a caring, dedicated staff that constantly looks for ways to improve the educational opportunities for all students. Open communication between staff and parents typifies our school and is instrumental in ensuring that all children enjoy coming to school and are working to their maximum potential.

The Banyule PS community is very proud of the educational program and environment offered to its students. This handbook has been prepared to provide information about school routines, policies and programs to parents so that they can work closely with the school to provide their children with the best possible educational opportunities.

Sharon Marmo
Principal

OUR VISION

Our vision is to have “A diverse and caring community, working together to develop self-reliant children in an innovative and vibrant learning environment”.

OUR MISSION

We strive to develop a “learning community” in which all members perform and achieve in a vibrant, positive and caring environment.

OUR OBJECTIVES

Banyule Primary School’s objective is to;

- empower all children to pursue life-long learning
- nurture creativity and a sense of wonder
- ensure a safe, caring, inclusive environment
- motivate all children to value and strive for their personal best
- develop a feeling of belonging to community and enthusiasm for life.

OUR VALUES

Our school values guide us in all that we do. They provide the foundation for expected behaviors for students, staff and families. Our social values are;

Respect, Responsibility, Care and Compassion, and Doing Your Best.

Our learner profile sits alongside our social values and provides students with a focus on the behaviours that good learners demonstrate.

Effort Generators, Mistake Makers, Curious Creatures, Feedback Seekers

OUR GUIDING PRINCIPLES

We believe that:

- positive self-image is fundamental to children’s learning
- a diverse curriculum is imperative in catering for different learning styles
- respect and encouragement are important in building resilient children who are willing to take risks in their learning
- a “learning community” values everyone’s skills, knowledge and talents
- children should be empowered and encouraged to contribute to the learning process
- school should be exciting, vibrant and innovative
- diversity is to be valued
- excellence is something to be valued
- all children can and will learn in a nurturing environment
- children should be encouraged to take responsibility for their own learning.

OUR APPROACH TO TEACHING AND LEARNING

Our comprehensive curriculum program is based on the *Victorian Curriculum*. English and mathematic areas are taught explicitly whilst other curriculum areas are integrated and delivered through and Inquiry Learning approach. All curriculum programs are differentiated to meet the learning needs of all students. The school develops high standards in Mathematics and English by encouraging problem solving, teamwork and communication skills. Team planning between staff members, a strong emphasis on professional development programs for staff, regular program evaluation and a shared expectation of high standards, contribute to the maximization of student potential.

Specialist lessons are provided in Physical Education, Languages (Chinese), Visual Art (3-6), Performing Arts and STEAM (P-2). Teaching teams throughout the school are responsible for planning and implementing the Digital Technologies curriculum.

Student wellbeing is a particular emphasis at our school. This has created an environment in which everyone is treated with respect and kindness and individual differences are valued. The classroom teachers deliver a sequential whole school student wellbeing program each year. The program focusses on areas such as emotional recognition, collaboration, relationships and diversity, and developing resilience. Special programs which support student wellbeing include; UR Strong, Peaceful Kids, Peer Mediators, Buddies, Health and Human Relations.

An integral part of the school's ethos is the development of close co-operative relationships between students, staff and the community. Banyule PS is proud of the strong partnership that exists between staff and parents. The whole school community is committed to the school's aims of providing a safe, healthy and happy educational environment where children develop independence and share responsibility for their own learning.

The level of parent participation at Banyule PS is a credit to the community and a wonderful asset to the school. Parents willingly help in classrooms and participate in camps and excursions, family activities, sport, working bees, as well as being members of School Council and School Council subcommittees. This involvement is extremely important in helping to develop and maintain the strong community feeling and atmosphere that typifies the school.

The school community is proud of the respectful and caring nature of its students. The Student Code of Conduct is driven by a values based approach and has a strong emphasis on encouraging positive and appropriate behaviours. This is supported through initiatives such as Junior School Council, the Buddies System, Banyule Awards and a House System.

This handbook has been prepared to provide information to parents about school routines, policies and programs so that they can work closely with the school to provide their child with the best possible educational outcomes.

This handbook is updated regularly, please refer to the website for the most up-to date version.

ASSEMBLIES

Whole school assemblies are held every Monday morning at 9:00am.

Banyule awards and other certificates of achievement are given out and students may have an opportunity to perform an item for the school. Parents are welcome and encouraged to attend. The parents of students in Year's Prep-2 will be notified prior to the assembly if their child is receiving a Banyule award.

ATTENDANCE

The school must be informed of all student absences. The Education Department policy states that any absence that remains 'unauthorised' by the school could result in a parent fine, payable to the Education Department. Unless your child has a prolonged absence, there is no need to phone the school, adding an 'approval note' on the Compass portal is sufficient (Please ensure that you are entering the correct dates and times). Family holidays during school time MUST be approved at least 2 weeks in advance by the principal. Holiday Request forms can be downloaded from the website.

CAR PARKING

Parking around the school grounds is very restricted. Parents dropping off and picking up students are requested to take great care and to observe all traffic laws. Everyone's cooperation is needed to ensure the safety of our children. Please do not park in the staff car park.

COMMUNICATION

Our school uses the *Compass School Manager* platform for all of our online communication needs. Each family is allocated their own account with unique log in access. You will be able to log into your parent portal via the internet to:

- View the School Newsletter each fortnight
- Enter upcoming absences or approve past absences for your child
- Access your child's School Reports (term 2 and term 4 each year)
- Book Parent/Teacher meetings
- View up-to-date class and school attendance information
- Email your child's teacher
- Update your email and mobile phone number details
- Make payments for events and activities

Whilst the Compass program is designed for use through an internet browser, parents are encouraged to install the Compass School Manager App. The App will allow you to use some of the key features of the Compass program however, for full functionality, you will need to access Compass through the internet. *Please ensure that you have enabled 'push notifications' for the App as this will allow you to receive important messages/alerts from the school.* Further information regarding the Compass platform can be found in the following guide <https://www.compass.education/guide>.

Other methods of communication include:

- Student diaries (Years 3-6)
- Email correspondence with teachers
- Appointments - With teachers, Principal and/or Assistant Principal to discuss specific issues
- 'Catch the Moment' - Feel free to approach the Principal, Assistant Principal and staff as the need arises. Regular communication is very important. However, the time before class commencing is a busy time for our teachers and we ask that you schedule meetings at other times, to allow more time and privacy to address your concerns.

CONTACT DETAILS

Please ensure that telephone numbers, addresses, email addresses and relevant health information are always kept up to date. Please notify the office or update your details through Compass if any changes occur.

CUSTODY OF CHILDREN

The school must be made aware of and provided with copies of any court orders that relate to the care of children. This is necessary to ensure that the child is always in the care of the parent given the authority. The school treats all such cases confidentially.

DAILY TIMETABLE

9:00 - 11:00	Session 1
11:00 - 11:30	Recess
11:30 - 1:30	Session 2
1:30 - 1:40	Lunch in classroom
1:40 - 2:30	Lunch
2:30 - 3:30	Session 3

On the last day of terms 1, 2 and 3 the dismissal time is 2:30pm. Term 4 finishes at 1:30pm. Prep children are dismissed at the normal time (3:30pm) and do not attend on Wednesdays for first four weeks of school.

EMERGENCY PROCEDURES

The school has an Emergency Management Plan to handle fire, bomb threat, explosion, gas leak, major accident, etc.

Children are instructed about;

- orderly evacuation and the need to remain calm
- the location of safe assembly areas
- the emergency signals used

When the alarm is raised parents/visitors to the school are to report to, stay with and follow instructions from the class teachers. Practice evacuations are conducted periodically.

EXCURSIONS AND INCURSIONS

Teachers use excursions to support student learning programs. Every care is taken to keep the costs to a minimum. Under the Department of Education's Excursion Policy, a Medical/Consent form is required to be taken on excursions by the teacher. Students are not permitted to attend excursions without these forms being completed. All excursions and incurSIONS must be paid for prior to the event.

FIRST AID

The school employs a First Aid Officer to attend to the health needs of our students. The only medical treatment permitted in the school by the Education Department is basic first aid. This is the immediate, temporary treatment given in case of an accident. If a child should meet with an accident of a serious nature every effort will be made to contact the parents. If however, this cannot be done, the principal has the right to obtain the necessary aid for the child, including the right to use an ambulance for emergency transport. In all cases of accident or sudden sickness it is imperative that the school have an emergency contact. The Education Department policy requires that any injuries to a child's head, face, neck or back be reported to parents/guardian.

Parents of ill children will be contacted to take the children home. A student who is known to be ill or injured should be kept at home. The table listing the minimum periods of exclusion from schools for specific contagious diseases is available on the Department of Human Services. Parents and the school must comply with the directions in the table.

Parents/ caregivers must advise the school of their children's medical conditions. It is the parent/caregiver's responsibility to ensure that the school is provided with current anaphylaxis, allergy and asthma plans. Action Plans must be completed by a doctor or medical specialist.

A 'Medication Administration Authority' notice must be completed by parent/caregivers for students requiring medication during the school day.

FOOD POLICY

We are NOT a nut free school. Instead, we encourage children to make responsible decisions and request that you do not include nuts/peanut butter in your child's lunch box. Your child's teacher will provide you with extra information regarding foods to avoid sending to school should there be students with food allergies/anaphylaxis in the class.

GRADE STRUCTURES

The placement of children within classes will vary from year-to-year dependent upon the number of children at each year level. The school is committed to keeping all classes as small as possible with added support if needed.

HEAD LICE

Please inform the school office if your child contracts head lice. Parents of children in that class will be notified via Compass so that all children can be checked, and their hair treated according to the procedure outlined in the notification sent home.

HOMEWORK

The amount of homework a child has will depend upon their year level and learning needs. Further details are outlined in the Homework Policy available on the school website.

LATE ARRIVAL AND EARLY DEPARTURE

It is important that children arrive at school on time and are in the classroom ready to learn at 9:00am. When children arrive late they miss the morning greeting, important information about the day and the introduction to the first lesson. If your child does arrive late please take them to the office to be 'signed in' via Compass. Similarly, if you need to pick your child up early from school please 'sign out' at the office before collecting your child. The school is required to keep accurate records for legal purposes.

LOST PROPERTY

Parents are urged to mark all clothes and property with their child's full name so these can be returned when mislaid. Lost property is kept in the seating outside the toilets in the breezeway of the main building and is always available for inspection. Every effort is made to have items returned.

LUNCH ORDERS

Lunch orders are delivered to the school on Mondays and Fridays each week by the provider Classroom Cuisine. Parents can order lunches online up until 8.30am in the morning. Visit the website www.classroomcuisine.com.au to register and find out more.

MOBILE PHONES

In accordance with the Department's [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile phones must not be used by students during school hours, including lunchtime and recess, unless an exception has been granted by the principal. At Banyule PS students are required to hand their phones to the supervising teacher at the start of the school day to be placed in a lockable cupboard. When emergencies occur, parents or carers should reach their child by calling the school's office.

OUT OF SCHOOL HOURS CARE

Banyule PS offers an Out of School Hours Care program. OSHClub provides the highest quality Before School Care, After School Care, Pupil Free Day Care and Holiday Programs for Primary and Kinder aged children. We encourage all families to register their children in case of unforeseen circumstances. It costs nothing to register.

PARENT HELPERS

Parents are always encouraged to help within the classroom or on other school projects. Parents can give the teacher assistance by taking small groups for Reading, Maths, art and craft activities etc. Parents wishing to be a parent helper should liaise with their child's teacher and must sign in and out of the classroom Parent Helpers Register. Parent helpers for excursions must have a current WWCC.

PARENT CLASSROOM REPRESENTATIVES

Every year each class teacher selects a parent to be their Class Rep. This person/people may be responsible for such things as drumming up support for events, helping with rosters, organising social get-togethers etc.

PARENT PAYMENTS

A letter outlining Parent Payment Arrangements (school fees) is sent home to families at the beginning of each year. Payments can be made through the Compass platform. The Education Department provides funding to each school through the SRP (Student Resource Package) however, schools need to supplement this funding for the materials the students use in their educational program.

PLEASE NOTE: If you are experiencing financial difficulties or would like to arrange a payment plan please see the Business Manager (Betty Horan) through our school office.

POLICIES

The school has a number of policies in place that guide our practices and procedures. Many of these policies are available for parents to view on the school website. A hard copy of any policy may be requested at the office at any time.

PUPIL FREE DAYS

The Education Department allows schools to take a number of curriculum days each year, the first of which is taken on the first day of the school year. School Council approves the timing of the other days. These days are used for staff professional development and report writing. Children do not attend school on these days. Parents are notified well in advance when these days will occur. The OSHClub operates on these days if there is sufficient interest from parents.

REPORTING TO PARENTS

Assessment is an ongoing practice in the classroom used to guide student learning, teaching practices and report achievement to parents. Formal reports will be issued at the end of Term 2 and Term 4 each year. Parent/teacher interviews to discuss children's progress, happen after the midyear reports are handed out.

SCHOOL COUNCIL

The School Council is a legal body responsible for the school's general education policy. Its further responsibilities include the maintenance and improvement of buildings and grounds, maintaining an overview of all monies coming into the school from the Education Department and parental sources and the stimulation of community interest in the school. School Council is generally made up of 8 elected parents, 4 elected teaching staff and the principal. Any parent of a child at the school can be nominated for School Council. School Council meets eight times a year.

SCHOOL PHOTOS

Class, sport and whole school photos are taken each year. Ordering information is sent home to each family at the time.

SCHOOL UNIFORMS

School uniform is mandatory, as we feel it adds much to school pride and spirit and is a commitment to the school's values. Footwear must have an enclosed toe for safety reasons (runners or school shoes). School hats must be worn from the end of August to the end of April. The full range of school uniform items can be ordered online at <http://www.apluschoolwear.com.au/>.

SCHOLASTIC BOOK CLUB

Scholastic Book Club catalogues are regularly handed out to children. Parents may choose to purchase books for their children from this service. The school receives free books from Scholastic, to augment our library.

SPECIALIST CURRICULUM SUBJECTS

Banyule PS currently offers the specialist subjects in Visual Art (3-6), Performing Arts, Language (Chinese) and Physical Education, STEAM (P-2). Children have one hour per week of each subject. The curriculum is enriched by excursions, camps, special programs such as dance, sport clinics, visiting speakers and inter-school sport. We also offer the following extra-curricular programs; Instrumental music lessons (piano, guitar, flute), Chess Club.

SUN SMART

Children are required to wear an approved sun smart hat from the end of August to the end of April. Children are encouraged to wear sunscreen during the hotter months. If your child does bring sunscreen to school, please ensure that your child is able to apply it independently. Please discuss with your child the importance of playing in the shade on hot days and having frequent drinks of water.

SUPPORT PROGRAMS

EAL (English as and Additional Language)

This program supports students whose first language is a language other than English and who require additional support to assist them to develop proficiency in English.

Reading Intervention

Reading Intervention is a program for year one students who need extra support to reach the required reading levels by the end of year one.

Literacy Intervention

Students with identified needs work with our education support staff individually and in small groups to support the achievement of specific literacy goals. We use the following evidence-based programs to support students across different levels of the school; Mini Lit, Macq Lit, Little Learner's Love Literacy.

Numeracy Intervention

Our numeracy intervention teacher works with students individually and in small groups to support the achievement of specific numeracy goals.

Classroom Support

We are fortunate to have support staff who work in the classrooms to support students under the discretion and guidance of the classroom teachers.

Peaceful Kids Program

Our student wellbeing teacher leads small groups of identified children through an 8 week program focused on developing mindfulness to reduce stress and anxiety.

TRANSFERS AND TRANSITION

If you are leaving the area and need to change your child's school, please let the office know promptly. Arrangements will be made for your child to transfer to their new school. Parents of year 6 students will be advised of information nights, open days, orientation days etc. Graduation is a special event organised for year six children and their families, held in late December each year.

VISITORS

All visitors are required to register at the office on arrival and sign-out on departure. A 'Visitors Badge' is provided for visitors on lengthy stays. *(Timetabled parent helpers will sign the classroom helper register.)*

WET/HOT DAYS

On wet and hot days children will be supervised in their classrooms at recess and lunch times.

WORKING BEES

Many hands make light work. Families are encouraged to attend and support the working bees which are usually held on a Sunday morning between 9:00am and 12:00pm. If you have children in multiple year levels, you only need to attend one working bee for the year.

YARD SUPERVISION

Children are supervised in the yard from 8.45 each morning and until 3.45 in the afternoon. Any children arriving at school outside of these times should be registered for the OSHC program.



A PLUS SCHOOLWEAR

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Australian owned & family operated company.

SHOP ONLINE NOW

FOR YOUR UNIFORM SCHOOL SHOP

Uniforms can be purchased the following ways:

1. Online via the following website: www.aplusschoolwear.com.au
2. In person at: My Uniforms
41- 43 Northern Road
HEIDELBERG WEST VIC 3081
PHONE: 1300 887 617
EMAIL: customerservice@myuniform.com.au

OPENING HOURS: Monday, Wednesday and Friday 9.00AM TO 4.30PM

Online order delivery options:

- a. Pick up from school (free) in comments section please enter child's name and class
- b. Pick up from the shop My Uniforms (free)
- c. Postal address (delivery charges will apply)

BANYULE PRIMARY SCHOOL – UNIFORM PRICELIST

	Item	Colour	Sizes	Cost
BAYL 21145C	SUMMER DRESS	NAVY (8160)	C4-C16	\$44.00
BAYL 21143C	WINTER TUNIC	9014	C4-C16	\$49.00
BAYL 08902C	SHORT SLEEVE POLO	SKY BLUE	C4-C16	\$26.00
BAYL PS73K	GRADE 6 S/S POLO	WHITE/NAVY	C10-C16	\$35.00
BAYL 7PP3	SPORTS POLO	ROYAL/WHITE	C4-C16	\$26.00
BAYL 11902	LONG SLEEVE POLO	SKY BLUE	C4-C16	\$28.00
BAYL 0100C	WINDCHEATER	NAVY	C4-C16	\$26.50
BAYL 05886C	BOMBER JACKET	NAVY	C4-C16	\$47.00
BAYL 03773C	HOODIE	NAVY	C4-C16	\$37.00
BAYL 17994C	RUGBY SHORTS	NAVY	C4-C16	\$25.00
BAYL 17585	GABERDINE SHORT	NAVY	C4-C16	\$21.00
BAYL 17951C	P V SKORT	NAVY	C4-C16	\$18.50
BAYL 02992C	DOUBLE KNEE T/PANT	NAVY	C4-C16	\$23.00
BAYL 02990C	BOOTLEG PANT	NAVY	C4-C16	\$26.00
BAYL 008	BUCKET HAT	NAVY	55-57-59-61	\$11.00
BAYL 006	SLOUCH HAT	NAVY	55-57-59-61	\$11.00
BAYL 007	LEGIONAIRE HAT	NAVY	OSFA	\$11.00
BAYL 001	SCHOOL BAG	NAVY		\$38.50



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