



Banyule
Primary School

Parent
Information Handbook

Welcome to Banyule Primary School!

This handbook has been prepared to provide information to families 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.

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 social values guide us in all that we do. They provide the foundation for expected behaviors for students, staff and families. Our learner values provide students with a focus on the behaviours that good learners demonstrate.



Banyule Primary School

S O C I A L V A L U E S

RESPECT

Respectful people treat others as they would like to be treated.

RESPONSIBILITY

Responsible people say,
"It's up to me."

CARE AND COMPASSION

Caring and compassionate people make Banyule a safe and happy place.

DOING YOUR BEST

Always strive to become the best possible version of yourself.

L E A R N E R V A L U E S

EFFORT GENERATORS

Effort matters much more than talent or intelligence.

MISTAKE MAKERS

The best learners are not afraid of being wrong. Mistakes grow the brain.

CURIOUS CREATURES

Curiosity is the wick in the candle of learning.

FEEDBACK SEEKERS

Good feedback has the single most positive effect on your achievement.

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 an 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 focuses 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.

ASSEMBLIES

Whole school assemblies are held every Monday afternoon at 3:00pm. 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 and parking restrictions. We request that parents using the 2 min car parks do not get out of their cars. Please do not enter the staff car park after 8am or prior to 4pm. Everyone's cooperation is needed to ensure the safety of our children.

CLASS STRUCTURES

The placement of children within classes will vary from year-to-year depending upon the number of children at each year level. Class sizes are determined based on available classroom spaces, student numbers and funding for staff; and align with the Victorian Government Schools' Agreement which consists of the following averages. (Prep - Year average 21 children, Years 3-6 average 26 children). The school is committed to keeping all classes as small as possible with added support if needed.

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 Principals to discuss specific issues
- 'Catch the Moment' - Feel free to approach the Principal, Assistant Principals 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.

Our Community Engagement Committee organise a BPS What's App Community for our school each year. This enables parents to join their 'class group chats' to communicate with other parents in their child's class. It also enables parents to join other groups throughout the year to streamline communication for events and activities.

It is essential that families regularly check Compass and read the school newsletter.

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.

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, parents must provide consent for their child to be taken on an excursion. Students are not permitted to attend excursions without this consent. 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. In the case of a serious accident 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 website. 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 parents/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.

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 a tub inside the gym. 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 PAYMENTS

A letter outlining Parent Payment Arrangements (previously referred to as school fees) is sent home to families at the beginning of each year. Payments can be made through the Compass platform.

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.

PARENT VOLUNTEERS

We welcome opportunities to foster a positive home/school partnership with families. There are a number of opportunities for parents to be involved. These are all advertised through the school newsletter.

Classroom 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 literacy or numeracy 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.

Working Bees

Many hands make light work. Families are encouraged to attend and support the working bees which are usually held on a Saturday or Sunday morning between 9:00am and 12:00pm.

Classroom Representative

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.

School Council

The School Council is a legal body responsible for the school's governance. 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.

Community Engagement Committee

This is a sub committee of school council and works collaboratively to coordinate a calendar of social and fundraising events and activities across the year.

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. Teachers are always proactive in contacting parents if there are any concerns outside of the formal reporting time.

SCHOOL PHOTOS

Individual and group 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 black 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.

SOCIAL MEDIA

Our school has an 'official' Facebook and Instagram page that is administered by school staff. These are used primarily for a 'snapshot' into events and activities at the school.

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 an 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 students who need extra support to reach the required reading levels. Students may work individually or in small groups to build their phonics and phonological awareness skills.

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

Numeracy intervention is provided by a Tutor teacher for students with identified needs.

Classroom Support

We are fortunate to be able to employ 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 learning strategies to manage worries and decrease 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.

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.