

# Parent Information Handbook



*'The Key to a Bright Future'*

## **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 mission 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 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 of our 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, team work 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 PE, Library, Languages (Chinese), Visual Art and Performing Arts. Teaching teams throughout the school are responsible for planning and implementing Digital Technology 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; 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 based on the Assertive Discipline model 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 about school routines, policies and programs to parents so that they can work closely with the school to provide their child with the best possible educational outcomes.

## ASSEMBLIES

Whole school assemblies are held every Monday morning at 9:00am on the basketball court. 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.

## ATTENDANCE

The school must be informed of all student absences. The Education Department policy requires 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, just 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

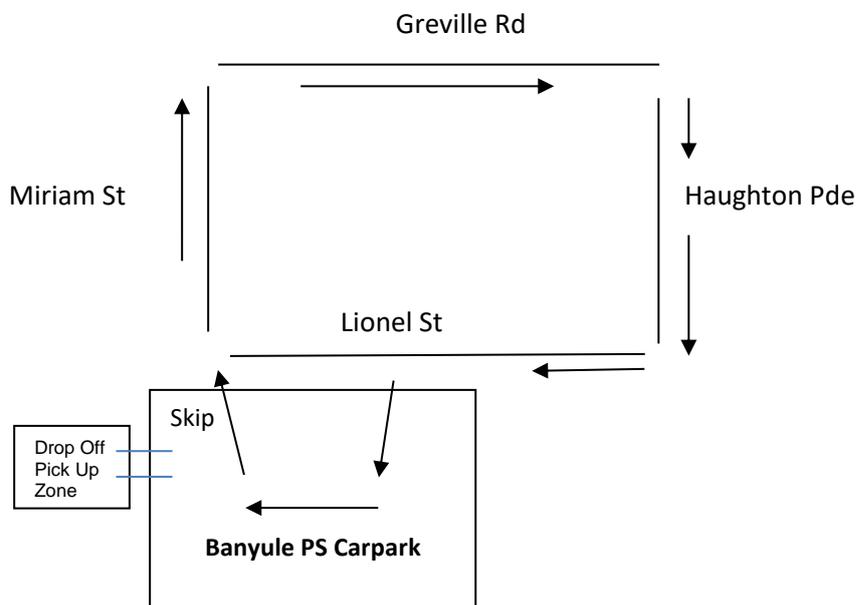
Parking around the school grounds is very restricted. Parents dropping off and picking up students are requested to take great care and to observe all traffic laws. Everyone's cooperation is needed to ensure the safety of our children. Please do not park in the staff car park; however, there is a drop off/pick up zone in the staff car park before and after school. This service is provided by teachers who *volunteer* for this duty.

### Morning drop off

If you don't need to park and get out of your car, simply drive into the staff car park and stop at the drop off zone. Your child should quickly get out of the car and then you leave via the side of the skip. There will be a teacher on duty at that point from 8:45am until the music plays before the 9:00am bell each day.

### Afternoon pick up

Children can wait at the pick up zone with the teachers on car park duty. Drive into the staff car park. Stop at the pick up zone. Your child should quickly get into the car. Children will need to buckle their own seatbelt. If your child is **NOT** there, you will need to leave and do a circle of the block and try again. No-one should stop their car to wait if there are cars behind waiting to pick their children up. Please do not enter the car park before 3.25pm. There will be staff on duty at that point from 3.30pm to 3:45pm each day.



## COMMUNICATION

Our school uses the Compass School Manager program 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
- View the Area Newsletters each term
- Access information regarding upcoming dates, events and news through the newsfeed and calendar functions

Whilst the Compass program is designed for use through an internet browser, parents are also 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.*

Other methods of communication include:

- Communication books (Years Prep-2)
- Student diaries (Years 3-6)
- 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

Student information held in the school is very important, especially if we need to contact parents and guardians in the case of an emergency. 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 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 prior to the event.

## **FIRST AID**

The school employs a First Aid Officer to attend to the health needs of our students. 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 period of exclusion from schools for specific contagious diseases is available on our website. Parents and the school must comply with the directions in the table, which has been developed by the Department of Human Services.

## **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. A note will go to all children in the class so that all children can be checked and their hair treated according to the procedure outlined in the notice 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.

## **ILLNESS/INJURY**

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.

## **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 available for inspection at all times. 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](http://www.classroomcuisine.com.au) to register and find out more.

## **MEDICATION AUTHORITY / ACTION PLANS**

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 is available to download from the school website for students requiring medication during the school day.

## **MONEY**

Term planners provide an opportunity for all term payments to be made at one time. Payments can be sent to the class teacher in a sealed school envelope or via the QKR App. Cheques should be made out to Banyule PS unless otherwise instructed. Credit and Eftpos facilities are available at the 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.

Program Contact Number: 0421 271 014

Head Office Number: 03 8564 9000 (9am-5pm Mon-Fri)

## **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 as well as coaching or supervising sporting teams. Parents wishing to be a parent helper should liaise with their child's teacher. Parent helpers must sign in and out of the classroom Parent Helpers Register.

## **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.

## **PFA (PARENTS AND FRIENDS ASSOCIATION)**

Everyone is welcome to attend. Many hands make light work and it's a great way to meet people.

## **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 four 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 three 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 Term 2 and Term 4 each year. Parent/teacher interviews to discuss children's progress, happen after the midyear reports are handed out.

## **SCHOOL BANKING**

Students are invited to open an account with the Commonwealth Bank School Banking is operated by parent volunteers. The bank pays a service fee to the school. School banking occurs each week; the day is advertised in the Newsletter.

## **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 teachers and the principal. Any parent of a child at the school can be nominated for School Council. School Council meets in the Staffroom at 7.30pm eight times a year.

## **SCHOOL LEVIES**

The Education Department provides funding to each school through the SRP, (Student Resource Package) however, Schools needs 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.**

## **SCHOOL PHOTOS**

Class, sport and whole school photos are taken each year. Ordering envelopes are sent home to each family.

## **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. Children representing the school in competition, or selected in school teams, or attending excursions, must wear the school uniform. It is essential that appropriate enclosed footwear be worn. Thongs and scuffs are not considered safe or suitable footwear. School hats must be worn in Terms 1 and 4. The full range of school uniform items can be ordered online through 'My Uniform' (<http://www.myuniform.com.au/>).

## **SCHOLASTIC BOOK CLUB**

Scholastic supply order forms for children's books. This is optional and there is no joining fee. You and your child decide what to buy and return the order form and money to school. The school also receives free books from Scholastic, to augment our library.

## **SPECIALIST CURRICULUM SUBJECTS**

Banyule PS currently offers the specialist subjects in Visual Art, Performing Arts, Language (Chinese) and Physical Education, where children have one hour per week of each subject. The children also visit the Library each week.

The curriculum is enriched by excursions, camps, special programs such as dance, sports clinics, visiting speakers and inter-school sport. We also offer a range of extra-curricular programs such as; Instrumental music lessons (piano, violin, flute and ukulele), Chess Club, Tech Kids Program and Chinese Class.

## **SUN SMART**

Children are required to wear an approved sun smart hat in Terms 1 and 4. 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. During Terms 2 and 3, please use your discretion about your child wearing a hat. Weather at these times can also be warm.

## **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 Recovery**

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

### **Literacy Support**

Our literacy support staff work with students individually and in small groups to support the achievement of specific literacy goals.

### **Numeracy Support**

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

### **Classroom Support**

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

### **Enrichment Program (extension)**

Our Enrichment teacher offers a range of programs each year such as robotics, debating, creative writing, maths problem solving. Classroom teachers nominate student to participate in the programs.

## **TRANSFERS AND TRANSITION**

If you are leaving the suburb and need to change your child's school, please let the school 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 grade six children and their families, held in the last week of the school year. Banyule PS conducts a whole school transition program for Prep to Year 6 over a three week period in November.

## **VISITORS**

All visitors are required to sign the 'Visitors' log at the office on arrival and sign-out on departure. A 'Visitors Badge' is provided for visitors on lengthy stays.

## **WET/HOT DAYS**

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

### Hot Day Timetable

9:00 - 11:00	Session 1
11:00 -11:10	Lunch in classroom
11:10 -12.00	Lunch (outside play)
12.00 -2.00	Session 2
2.00 - 2:30	Recess (inside play)
2:30 - 3:30	Session 3

## **WORKING BEES**

Many hands make light work. Each year level is rostered on once per year. 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.