

# BEAUMARIS PRIMARY SCHOOL



## INFORMATION BOOKLET 2020

*Respect, Resilience, Responsibility and Relationships*

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Play the game

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## WELCOME TO BEAUMARIS PRIMARY SCHOOL

Beaumaris Primary School opened in May 1915 and is located in the Bayside suburb of Beaumaris, 22 kilometres south east of Melbourne within walking distance of shops, beach and parklands.

The current population of 560 students is comprised of 88% from the immediate locality with the balance from the surrounding areas.

Beaumaris Primary School provides a broad curriculum which reflects the Victorian Curriculum. Teachers design detailed programs to provide a differentiated curriculum to meet individual needs. Specialist programs are offered in Performing Arts, Visual Arts, Physical Education, Japanese Language and Learning Support. The comprehensive curriculum, implemented by a professional and dedicated teaching staff, is designed to meet the academic, social and physical needs of all students.

Situated on two hectares of well-maintained grounds and gardens, the school caters for the passive and active pursuits of all students. The buildings incorporate a hall, art room, library, canteen and music room, Out of School Hours Care room and classrooms, all housed in a range of building designs. Beyond the buildings are our courtyard, oval, asphalt courts, play equipment, three adventure playgrounds, a shaded eating area and sport storage shed.

Beaumaris Primary School is a member of the Beachside Schools' Network which provides substantial professional support for teaching staff and a wide range of academic, social and sporting opportunities for students.

Parents are invited to be actively involved in many facets of the school including Parent Club, Beaumaris Fathers Activity Club (BFAC), fundraising, parent helpers in the classroom, School Council, volunteer work in the canteen, Garden Club, uniform shop, school camps and excursions. The level of parent support is a feature of the school and is greatly valued.

We encourage you to become involved in the life of the school, as this is a good way to learn about schooling today. We look forward to you becoming part of our school community.

*Sheryl Skewes, Principal*

## *school values*

At Beaumaris Primary School our core student values are Respect, Resilience, Responsibility and Relationships. These values are central to our school and how we operate:

**Respect:** Value all staff, students, parents and community members.

**Resilience:** Being optimistic, developing perseverance and self-management.

**Responsibility:** Being accountable for one's own actions, resolving difficulties in a constructive and peaceful way, taking care of the environment.

**Relationships:** Teamwork and respect between all school members.

## *information for the first day of the year*

- All students commence on the first day of the school year.
- Students in Years 1-6 commence at 9:00am. New students starting Years 1-6 should report to the office on arrival (approx. 8.45am).
- Prep students start at 9.15am and finish at 3.15pm only on the first day of school. Please escort your child to his/her classroom, via the external classroom door.
- Find your child's name tag on the pegs and help to settle your child into the classroom.
- Introduce yourself and your child to the classroom teacher.
- Students are to be collected by a parent/guardian each afternoon. Prep teachers will bring students to a designated outdoor collection point.
- Please notify the teacher in writing if another person is to collect your child.

### **Preparation for the first day:**

- Talk to your child in advance about starting school where he/she will make friends, play games, sing, paint and draw. Show by your voice and manner that school is a happy place.
- **Label** all belongings clearly in a way that your child can easily identify them, for example a brightly coloured tag on the school bag.
- Have several "school lunches" with your child at home to provide practice in handling a lunch box.
- If possible, allow your child to stay with relatives or friends for short periods so that he/she will accept being left.
- Acquaint your child with road safety procedures, including the correct use of the school crossing. (Crossing flags must be displayed for it to be deemed a 'school crossing'.)
- If the school is within walking distance from your home, follow the route to be taken there and back

prior to the commencement of the school year. If possible, visit our school in order to familiarise both yourself and your child with the various buildings and equipment.

- Ensure that your child can attend to his/her own toilet needs and knows the importance of washing hands after visiting the toilet.
- Buy shoes that are easy for your child to manage. No exposed toes or thongs.
- Have ready the following items for your child to bring to school on the first day - a named:
  - art smock - to pull over head, with elastic gathered at neck and on long sleeves
  - one drawstring bag made of strong material, 30cms x 40cms to be used as a library bag
  - a school bag

These items are also available from the school uniform shop.

- Take your child directly to the classroom and bid him/her a quick, cheerful goodbye. Students settle down very quickly when left with the teacher and other students.
- Expect your child to carry his/her own school bag and be responsible for delivering notes to the teacher and placing his/her bag on the peg. We need to develop their independence and a sense of responsibility as this can impact upon academic, emotional and social development.

### **Other ways to help your child and the school:**

- Ensure the emergency names and telephone numbers are accurate and up to date. Please notify the school office if any alterations are made during the year.
- Warn your child not to accept rides from strangers.
- Foster confidence by giving your child simple duties around the home.
- Encourage your child to take responsibility for his/her belongings and pack up things after use.
- Admire the work that your child brings home. Check his/her bag each night for samples of work and notices.
- Select and read suitable stories every night if possible. Encourage your child to read along with you and let him/her see that you value reading by reading yourself for enjoyment.
- Ensure that he/she has sufficient sleep and a well-balanced diet.
- Be very patient and understanding if he/she comes home tired and irritable.
- We request that you do not speak to the classroom teacher at length before school. Teachers must be available to give their undivided attention to the students to reassure them and provide a happy start to each day. Please book an appointment

direct with the teacher for the desired day if you do wish to discuss a matter with the teacher or talk informally at the end of the school day.

## Victorian Curriculum

The Victorian Curriculum F–10 sets out a single, coherent and comprehensive set of content descriptions and associated achievement standards to enable teachers to plan, monitor, assess and report on the learning achievement of every student.

The Victorian Curriculum F–10 incorporates and reflects much of the Australian Curriculum F–10, but differs in some important respects, most notably the representation of the curriculum as a continuum of learning and the structural design.

The Victorian Curriculum F–10 includes both knowledge and skills. These are defined by learning areas and capabilities. This curriculum design assumes that knowledge and skills are transferrable across the curriculum and therefore are not duplicated. For example, where skills and knowledge such as asking questions, evaluating evidence and drawing conclusions are defined in Critical and Creative Thinking, these are not duplicated in other learning areas such as History or Health and Physical Education. It is expected that the skills and knowledge defined in the capabilities will be developed, practised, deployed and demonstrated by students in and through their learning across the curriculum.

For more detailed information about the Victorian Curriculum please refer to the VCAA website: <http://victoriancurriculum.vcaa.vic.edu.au/overview/about>

## School Improvement Teams

Beaumaris Primary has school focus teams which are aligned to the School Strategic plan, they support and enhance the English, mathematics, ICT, engagement, sustainability and wellbeing programs within the school.

## transition

**Preschool – Prep:** We have well-established relationships with our local pre-schools which facilitate a smooth transition from preschool to Prep.

**Year 6 – 7:** As a member of the local network of schools, we continue to strengthen our links with our local government secondary colleges – Beaumaris Secondary College and Mentone Girls' Secondary College.

## Victorian modern cursive script

We include an example of the infant script that your child will learn on the final page at the back of this booklet. All labelling and lettering done by teachers will be modelled on this script and we suggest that it should also provide a model for your own labelling of your child's possessions. We ask that only the initial letter in your child's name be presented in capitals as this is consistent with our school practice.

## specialist areas

### Library

All students visit the library. Students are introduced to a variety of books and authors and have an opportunity to browse and borrow books. Students will require a library bag, to carry books to/from the library and protect the books whilst in school bags.

### Japanese

Japanese language is taught throughout the school by specialist language teachers and is supported by classroom teachers.

### Performing Arts

Music is experienced through active participation in singing, moving, listening, playing of un-tuned percussion instruments and creating with these. The students learn how to identify, respond and perform to different musical rhythms, tempos, styles, tones, colours, melodies and dynamics.

Through drama students explore and extend their ability to express themselves physically and emotionally. Activities include creative movement, mime, puppetry and improvisation.

### Physical Education

All students have one lesson per week with the P.E. specialist teacher. Other P.E. lessons are taken by class teachers. P.E. is an integral part of the total school program and all students are expected to participate. If a child is ill or unable to participate, an exclusion note is required from parents. Students are required to wear appropriate clothing (particularly footwear), hats and use sunscreen for outdoor P.E. lessons.

As part of their Physical Education Program, all students at Beaumaris Primary School attend a compulsory swimming/water safety program which takes place in Term 4. The program is taken by qualified instructors. Details will be supplied during the year.

### **Learning Support**

Learning support is a school-based, early intervention program providing intensive support for students, who, after one year at school, have not yet established effective reading, writing and numeracy processes. You will be contacted if your child is participating in the program.

### **Visual Arts**

The Visual Arts program:

- engages in arts criticism and aesthetics
- shares opinions and visual arts work with others
- develops skills, techniques and processes
- develops abilities to present art works
- draws upon play and imagination
- encourages personal response to visual art works
- promotes an awareness of visual arts in everyday life

### **support services**

This program meets the needs of students experiencing language, social or emotional difficulties. A qualified DET speech pathologist and psychologist visit the school to assist students at point of need.

## GENERAL INFORMATION

### *administration*

Please address general enquiries to our administrative staff, Catherine Lamb (Business Manager), Robyn Meehan and Helen Bradnam.

### *ambulance subscription*

An Ambulance Family Subscription is recommended because if it is deemed a student needs an ambulance, one will be called.

### *asthma*

Students requiring Ventolin or other asthma medication must be listed on the school's asthma register and must have their spacer and Ventolin clearly labelled and kept in their school bag at all times. Asthma Action Plans (for completion by the student's doctor) are available at the office. Parents are contacted when a child suffers a severe asthma attack.

### *attendance*

To notify us of student absences, either on the day due to illness or in advance for family holidays, parents/guardians are asked to complete a Parent Attendance Note through Compass or ring the school office prior to 8.30am to report their child being absent from school. If neither of these actions is taken on the day of absence, then please follow up with a Parent Approved Absence through Compass. If an absence remains unexplained after 9.30am on the day of absence an SMS will automatically be sent to parents. This ensures families are aware their child has not arrived at school, so their safety can be established; it is not purely to identify the reason for the absence. If your child contracts a serious or contagious infection, please notify the school office by telephone; if required we will then notify the school community.

### *attendance: arrival/dismissal*

Students are expected to arrive at school between 8.45am - 8.55am and be collected by 3.45pm (or walk home when old enough). Teachers supervise the yard from 8.45am, at recess, lunch time and until 3.45pm. If your child arrives late to school for any reason (any time after 9am), please sign your child in at the office (on the Compass Kiosk) and obtain a Late Arrival Pass. Students must be collected by 4pm at the very latest. After this time the police or Department of Human

Services will be contacted to arrange care and protection of the student.

### *appointments: medical/dental*

Please write a note to the teacher stating time and purpose of appointment. Student safety is our concern at all times. Therefore parents are required to sign their child out at the school office (on the Compass Kiosk) and obtain an Early Leaver's Pass when collecting a child at any time other than dismissal time. The pass must then be taken to the classroom and given to the teacher, prior to the child being taken from the classroom.

### *banking for students*

Student banking is available through the Bendigo Bank, East Concourse, Beaumaris.

Application forms are available from the bank, telephone: (03) 9589 5366 which will be happy to discuss any queries you may have regarding student banking.

### *Beaumaris Fathers Activity Club (BFAC)*

The Beaumaris Fathers Activity Club is open to all fathers and male guardians of children who attend the school. The club meets on the first Tuesday of every month (except during school holidays), usually at the school. Membership is free. BFAC is designed to provide fathers with the opportunity to gather together in a social atmosphere, participate in social events and help the school with some events and small projects. For example social events may include golf days, sausage sizzles, go kart nights and bowling just to name a few.

### *before and after school care*

The before school care program operates on-site from 7.00am to 8.45am each morning. The after school care program is run on-site Monday to Friday from 3.30pm - 6.00pm. The program is run by Camp Australia and is currently licensed for 60 students per night and 30 per morning. A program of recreational and educational activities is provided by qualified staff including a coordinator and assistants. Programs run from 7.00am to 6.00pm on pupil free days if enough demand exists. A vacation care program is also available. Further details are available by phoning the program coordinator on 0452 247 837 or Camp Australia on 1300 105 343, or check out their website [www.campaustalia.com.au](http://www.campaustalia.com.au).



## bicycles/scooters

As part of our Physical Education, health and safety program, all students in years 4, 5 and 6 participate in the Vic Roads Bike Education Program.

After passing the on-road test as part of the Bike Ed Program, students in years 5 and 6 may then ride their bicycles to school providing they wear an approved helmet at all times. Students are not permitted to ride in the school grounds unless requested to by teachers as part of the Bike Ed Program.

Bicycles and scooters are brought to school at the owners' risk and must be stored in the bicycle enclosure during school hours. It is essential that students provide and use a lock for additional security. The bicycle enclosure is not locked at any time, and the gate accessing the bike shed from the road is not locked overnight, at weekends or during school holidays.

## canteen (Bunjil's Kitchen)

School lunch orders are placed and paid for via Qkr!. (orders close at 8.45am on the day the purchase is required). Our school canteen offers lunch orders and over the counter sales during recess and lunch time on Mondays, Wednesdays and Fridays. A part-time coordinator runs the canteen. The canteen is situated at the end of the hall and parents provide voluntary assistance on a roster basis. Instructions for completing lunch orders and a canteen price list are displayed on the school website.

If children leave their lunch at home, an 'emergency' lunch will be provided by the canteen (consisting of a vegemite sandwich and a piece of fruit) on Mondays, Wednesdays and Fridays only; parents are asked to forward payment the next day. Parents are encouraged to volunteer for canteen duty; it is a great way of meeting new people.

## car parking

Parents are requested not to park across driveways or double-park when dropping off or collecting children. Both forms of parking are illegal and dangerous. There are two-minute drop off "Kiss & Go" zones in Herbert Street, Emily Street and Dalgetty Road which parents may use. The Dalgetty Road staff car park is not to be used as a drop off zone.

Please note: Emily Street (south side of school) is a one way street.

## class parent representatives

Each year, teachers ask one or two parents from their class to be the class parent representatives. The parent representative acts as a liaison between parents,

teachers and the school community. An important role of the class parent representative is to welcome new families to the school.

Representatives are encouraged to organise class parent social activities, help the teacher with any tasks and with fundraising activities for their year level.

## communication

There is a range of methods we use to communicate with our school community.

- Stop Press newsletter - covering whole school events. A Compass reminder is sent to parents with a link to the newsletter where it is available for parents to view online. Stop Press is published every Thursday during term time. Hard copies are also available from the office upon request.
- Activity notices – notices regarding specific events/activities will be issued electronically via Compass. Parents will receive an email informing them a form is awaiting approval. A full calendar of activities is also available on Compass.
- School website - [www.beaups.vic.edu.au](http://www.beaups.vic.edu.au) here you can find a wealth of information about our school including: curriculum, contact details, copies of forms and back copies of Stop Press.
- Facebook – through this medium we will communicate good news stories, fun facts and great photographs of things happening at school.
- Statement of Intent: Every two weeks our teachers produce a fortnightly planner which is referred to as a "Statement of Intent" (SOI). This document sets out an intention of what will be taught in the classroom; the overall developmental and learning objectives will be similar between each class in the same year level to ensure consistency. However the actual learning experiences will differ between classrooms because the children in each class will generate different interests and investigations. These SOIs are displayed on each year level's communication notice board, can be found on the school website and are sent to parents via Compass.
- Term Newsletters: At the beginning of each term, our teachers produce a two-page newsletter which summarises the key events for the forthcoming term. The newsletter is produced for each year level, can be found on our school website and contains the following information:
  - Specialist timetable
  - Homework expectations
  - English topics for the term
  - Mathematics topics for the term
  - Other activities taking place during the term e.g. excursions, incursions, special celebration days.



## community information

The Bayside City Council publishes a Community Directory which contains information about local services, sport and recreation clubs etc.

The directory is available online, via the following link:  
[www.bayside.vic.gov.au/communitydirectory.htm](http://www.bayside.vic.gov.au/communitydirectory.htm)

## contact within the school, welfare issues

The class teacher is the first point of contact at the school. If you have a concern about a wider school issue, please contact the Assistant Principal (Student Wellbeing Coordinator) or Principal.

## cooling and heating in classrooms

All classrooms have heaters and either air-conditioning or evaporative cooling for warmer weather.

## cultural activities and excursions

All students are expected to participate in these activities, as work in the classrooms invariably precedes and follows up the experience e.g. language activities, story writing, reading, art work, etc.

Payment for excursions and cultural activities is collected (as part of school fees) when your child commences school and then each year at the start of the year. Please contact the Principal or Business Manager if at any time financial difficulties occur which will prevent your child attending these activities.

## Dental Health Services Victoria

Dental Health Services (School Dental Services) is a low cost service for primary school students and is staffed by dentists, dental therapists and dental nurses. Great importance is given to the prevention of dental disease, through preventative procedures such as fissure sealants, topical fluoride applications, and education for students, parents and teachers. Additional dental care provided by DHS includes: examinations, radiographs if necessary, cleaning, fillings and extractions of teeth. For further information and to find local practice locations please visit [www.dhsv.org.au](http://www.dhsv.org.au).

## dismissal prior to Easter, Christmas and term holidays

Dismissal at the end of Terms 1, 2 and 3 will be 2.30pm unless notified otherwise. Students are dismissed at 1.30pm at the end of the year (term 4). At no other

times will students be dismissed early unless there are exceptional circumstances.

## general health

There are occasions when a child becomes ill at school. You are contacted if your child becomes unwell and you will need to make arrangements for your child to be collected and taken home. Clearly we want children to be resilient and learn to put up with minor health matters, however it is important that students do not return to school before they are completely over illness. Apart from the fact that our facilities are limited, it is problematic if children return to school too soon and infect others. Following Department of Health guidelines regarding gastroenteritis in children, we remind you that students should not be sent to school until a full 24 hours after the last vomiting and diarrhoea. Click on the link below for the full fact sheet.

<http://www.health.vic.gov.au/edfactsheets/downloads/gastroenteritis-in-children.pdf>

Much valuable time is wasted if contact phone numbers and place of work are not kept up to date. Please update your details on Compass with changes as soon as they occur.

## head lice

Infestation appears from time to time. A notice is sent to all parents if there are suspected cases of head lice in a class or if a parent advises the school about head lice. Untreated, the problem can reach epidemic proportions. If you detect head lice on your child's head, contact the school immediately. Various treatments are available at pharmacies and the child must begin treatment before returning to school. If you require any further information regarding detection and treatment procedures then please refer to [www.health.vic.gov.au/headlice](http://www.health.vic.gov.au/headlice).

## house systems

Four houses operate under the banners of STURT (blue), MITCHELL (yellow), FLINDERS (red), and MURRAY (green). All students are placed in a 'house' on arrival at Beaumaris Primary School. All family members are placed in the same 'house'. Two House Captains for each house are selected each year (from our Year 6 students).

## immunisation

All parents must produce a School Entry Immunisation Certificate as a prerequisite for acceptance of the child at school. Certificates are available at your local council

immunisation service (at the Municipal Council Offices), or from the Australian Childhood Immunisation Register (ACIR) – 1800 653 809. For more information please refer to [www.health.vic.gov.au/immunisation](http://www.health.vic.gov.au/immunisation)

### *informal contact with parents*

Once parents have contacted the school regarding enrolment, ongoing informal communications are encouraged. Beaumaris Primary School takes pride in welcoming new parents and students and every effort is made to ensure that newcomers quickly become part of the school community. Personal communication between parent and teacher leads to a better understanding of the child.

Parents are contacted if a child appears unhappy, is experiencing specific difficulties in areas of learning, behaviour, social or emotional adjustment, or if there is any indication of hearing, visual, speech or physical difficulty. Likewise, we ask parents to notify the school if you feel your child may be experiencing difficulty. Informal discussions can take place as the need arises, but it is advisable to arrange a mutually convenient time as teachers are not able to leave students unsupervised while speaking to a parent.

### *injuries and insurance*

If a student is injured at school, or during a school organised activity, the student's parent/guardian is responsible for the cost of medical treatment. This includes the cost of transport to a medical facility or to their home.

Parents may wish to obtain student accident insurance cover from a commercial insurer, depending on their health insurance arrangements and any other personal considerations.

### *injuries/first aid*

Injuries are assessed by staff who hold current Level 2 First Aid certificates. Parents (or emergency contacts) are immediately contacted regarding suspected fractures or serious injuries to the head or eyes. A written Illness/Injury Parent Notification Form is completed for students treated within sick bay, regardless of the severity of the injury – students are given a copy of this form to take home.

### *lost property*

Our lost property cupboard is located in the corridor opposite the art room. All items found around the school are placed here at the end of the day; uniform, lunch boxes, drink bottles etc. Items of high value are

handed into the school office. Named items are not automatically returned to individual students; one of our core school values is "responsibility" and we encourage our students to reclaim their lost items themselves. Periodically the lost property cupboard will be sorted and any legibly named items returned to their owners.

### *lunch time*

Students are supervised for 10 minutes prior to the bell ringing for the start of lunch break, while they eat their lunches. If children do not finish eating before going out to play then food can only be consumed under the shade cloth (near the hall). No student is permitted to leave the school grounds during the lunch break unless the child is signed out by a parent.

An adequate lunch should be nutritious and appealing. One round of sandwiches, a snack and a piece of fruit is usually sufficient. Include another piece of fruit or a small snack for the child to eat during morning recess. The school has a "Nude Food" policy encouraging the use of re-useable containers that children are able to open themselves; these containers are widely available at supermarkets. Wrappers and packaging will come home in the lunch boxes to reduce school waste. There are no facilities for heating food at school. Taps (water fountains) are available at the school if a drink bottle is forgotten.

Due to a number of students having food allergies ALL students are asked not to share their food with others.

### *medical conditions*

Please indicate on the enrolment form if your child suffers from asthma, epilepsy, diabetes, food or other allergies, e.g. allergy to bee or wasp stings. If your child is under ongoing medical, hospital or specialist care and there is any risk of sudden illness, please notify the teacher or the office. Every student who has a medical condition or illness should have an individual written management plan from their doctor, which is attached to the student's records.

### *medication*

School staff are not able to administer analgesics, such as drugs containing paracetamol or aspirin – this includes Panadol, Nurofen and other similar medication available over the counter from a pharmacy. (Analgesics can mask signs and symptoms of serious illness and injury). **DET and Worksafe Victoria guidelines dictate that the dispensing of drugs must be managed by a medical practitioner.**

If a student requires prescription medication to be administered at school, please consider first if the medication can be taken outside the school day, for example medication required three times a day may be able to be taken before and after school, and before bed. We advise that a student should not take his or her first dose of a new medication at school as the student should be supervised by the family or health professional in case of an allergic reaction.

Any medication to be administered at school must conform to all of the following requirements, and be handed into the school office.

- In the original medication bottle or container
- Clearly labelled – including the name of the student, dosage and time to be administered
- Accompanied by a completed Medication Authority Form, which must be authorised and signed by a parent or medical/health practitioner (obtain a form from the office or download from the school website)

**Never** leave medication (other than Ventolin) in a child's school bag.

### newsletter – 'Stop Press'

Our newsletter, called Stop Press, is sent to families via a Compass email on Thursdays, in addition to being available on our school website. This is our main method of communicating news and events to families, so please take time to read this each week. Please provide the office with a current email address if you are not receiving it. Hard copies are available on request from the office.

### parent club

The Parent Club is open to any parents of students attending the school. Monthly meetings, currently held on the first Wednesday of each month at 9am in the staff room, provide an informal opportunity for parents to discuss issues of interest with each other and with the Principal. The Parent Club also organises social events, guest speakers and information sessions for parents and/or students throughout the year as well as coordinating the school fundraising efforts.

### parent complaints procedures

The Department of Education and Training is committed to treating everyone with dignity and respect and encourages good communication between parents and schools.

Schools need to know if you have any concerns about your child's education. Teaching and learning works best when parents and teachers talk to each other and work together to solve any problems.

DET parent complaints procedures can be found at: <http://www.education.vic.gov.au/about/contact/Pages/complainschool.aspx>

### parent participation in the school

There are many ways you may help the school. Your involvement in any way will be appreciated by staff and students. We hope it will help you too, as your participation will give you a greater understanding of school activities, of the school organisation and programs as well as a more intimate relationship with staff, other parents and your child's classmates. Some of the ways you may be involved include:

- Literacy and Numeracy program
- working bees
- helping on excursions
- special days - clubs, thematic studies (cooking, etc.)
- helping in the canteen
- becoming a School Council member
- Parent Club
- Beaumaris Fathers Activity Club (BFAC)
- Education, Finance or Buildings & Grounds or Marketing Communications or Grants sub-committees
- classroom activities e.g. developmental learning

### student led conferences

Early in the year, you will be invited to attend a student wellbeing meeting to discuss any specific needs your child has individually with your class teacher. This will provide an opportunity for parents and teachers to share general information. Parents are invited to a meeting following the issue of mid-year and end of year reports. Bookings for student led conferences are made through Compass. Parents wishing to see teachers at other times for meetings are asked to speak directly to the teacher to arrange a suitable time.

### reporting

Semester reports are available to download from Compass twice yearly in June and December. Within the report there are student achievement, areas for improvement, school support and home support comments. Students also provide a brief written self-assessment of the semester, which is given to parents during parent/teacher interviews. Teachers assess against the Victorian Curriculum.

## School Council and sub-committees

Each school has a School Council which is the governing body of the school. The School Council has a number of roles and responsibilities which include:

- determining the general educational policy, goals and priorities of the school within the framework of the strategic plan and state wide guidelines
- developing the strategic plan
- monitoring and evaluating the performance of the school in relation to the goals and priorities in the strategic plan, including participation in the school review processes
- reporting annually to the school community and to the Department of Education.
- approving and monitoring the school budget (including school-generated funds) which needs to be consistent with the strategic plan
- ensuring that all monies coming into the hands of the School Council are expended for proper purposes
- developing the student code of conduct
- exercising a general oversight of the buildings and grounds, ensuring that they are kept in good order and condition
- providing for necessary cleaning and sanitation services
- generally stimulating interest in the school

The Beaumaris Primary School Council constitution states that it shall consist of eight parent and four staff representatives including the Principal. The Council meets during school terms and meetings are normally held on the second Tuesday of each month. Council elections are held at the start of each year and the term of office is two years. Information about the elections is sent home early each year in February.

Our council has five sub-committees, which are:

1. Buildings & Grounds
2. Finance
3. Education
4. Marketing & Communication
5. Canteen

All school parents and guardians are welcome to join a sub-committee. Please contact the Principal if you are interested or would like more information.

## school hours

school commences:	9am
recess:	10.40am – 11.10am
lunch:	1.00pm – 1.50pm
dismissal:	3.30pm

## school routines

You will help your child settle easily and confidently into school by ensuring the following:

- your child leaves home in a happy frame of mind and looks forward to the day
- your child has checked that all requisites for the day are in his/her school bag
- say a cheerful goodbye to your child and leave promptly once your child is with a friend
- prompt arrival.
- your child learns to be independent. Your child should be responsible for hanging up his/her own bag, putting his/her book cover in the box and handing notes to the teacher
- your child knows the route to and from school
- your child is responsible for their own belongings

## student subject & voluntary contributions

Student contributions are decided by the School Council for each school year. Payment options are sent out in December with payment due in mid February (of the next school year).

The following areas are covered through parent supported contributions:

- curriculum materials
- excursions/activities program
- sport & activity levy – years 4, 5 and 6
- swimming/water safety program
- tax deductible donations – trust funds

Camp program – years 3,4,5 and 6 (separate payment is requested during the term in which the camp takes place).

Payments can be made by Qkr! cheque, cash (in person to the office only, for security reasons do not send cash via students to their classrooms), EFTPOS or credit card (excluding American Express). All payments will be receipted. Our preferred method of payment is through the Qkr! by MasterCard app., available on the App. store for free. Payment plans for student contributions are available on request – please contact the Business Manager, Catherine Lamb.

## student stationery packs

Student stationery pack order forms will be issued at the end of each year for payment, with packs delivered at the beginning of the following year. These packs contain the stationery materials required by students throughout the year (pack contents differ in each year level).

These items are sourced from quality education suppliers to ensure the best quality products and prices for all students.

Families may choose to purchase through the school or from outside suppliers, but must ensure that all items are exactly as requested on the stationery list and are available for students on the first day of school.

All packs will be delivered directly to the students' classrooms ready for the first day of the school year. Years Prep, 1 and 2 share their resources in class and do not need to take items home for naming.

Students in years 3, 4, 5 and 6 should take their packs home for labelling of all items with the student's name. All supplies in the boxes should then be returned with the student to school for the first day of the following week.

### toilet hygiene

Please discuss appropriate toilet hygiene with your child. (e.g. quantities of toilet paper, flushing toilet, washing hands). Please ensure that boys are familiar with the use of a urinal.

### uniform

School uniform is compulsory. Please refer to our school website for photographic references of how uniform is to be worn and for a copy of our Uniform Policy.

We ask that students wear white or navy socks, girls also have the option to wear tights of the same colour.

All uniform items (excluding socks and tights) are stocked at the school uniform shop along with school bags, library bags and art smocks.

Please Note: the school's SunSmart policy states that students must wear an approved school hat from the start of September until the end of April to meet the Anti-Cancer Council's requirements. Sunglasses are also recommended.

PLEASE LABEL ALL ITEMS OF CLOTHING AND BELONGINGS. PLEASE REGULARLY CHECK THE LOST PROPERTY CUPBOARD (located opposite the art room).

### uniform shop

The school uniform shop is run by a coordinator and is located in the courtyard near the staffroom. The shop is open on the first Tuesday of each month (dates listed on Uniform Shop Order form) during school terms, between 8.45am and 9.15am. Orders are placed on Qkr! once fulfilled the order will be given to students to take home. Uniform price lists are available on Qkr! and the school website.

### visitors

All visitors to the school are required to report to the office to sign in and out. A 'visitor's badge' will be issued.

### wet/hot day timetables

Students are supervised in classrooms by teachers, if it is wet or too hot during recess or lunchtime.



## ***SCHOOL SONG – MOVING ON THROUGH THE WORLD***

Composed by Andrew Jarrett,  
Dedicated to John Rowse

### **VERSE 1**

Every day there are things you learn,  
Like when something's in your way there's a corner to turn,  
But that corner is sometimes hard to find.  
And although you think you're in a bind,  
In truth it's only in your mind,  
Take that first step or you'll be left behind.

### **CHORUS**

Moving on through the world is the only way,  
When you wake up in the morning it's another day,  
Yesterday is gone and it's a memory,  
Tomorrow is unknown so take a step and see where it leads.

### **VERSE 2**

Don't be afraid to dream,  
Things are not always what they seem,  
Anything can happen, but it's up to you.  
If you think you're just a name,  
Well take the lead, ignore the fame  
The most important thing to do is play the game.

### **CHORUS**

Moving on through the world is the only way,  
When you wake up in the morning it's another day,  
Yesterday is gone and it's a memory,  
Tomorrow is unknown so take a step and see where it leads,  
And see where it leads, and see where it leads.



*Term Dates for 2020 – 2022*

2020	Term 1	31 Jan	-	27 March
	Term 2	14 April	-	26 June
	Term 3	13 July	-	18 September
	Term 4	5 October	-	18 December
2021	Term 1	30 Jan (tbc)	-	1 April
	Term 2	19 April	-	25 June
	Term 3	12 July	-	17 September
	Term 4	4 October	-	17 December
2022	Term 1	31 Jan (tbc)	-	8 April
	Term 2	26 April	-	24 June
	Term 3	11 July	-	16 September
	Term 4	3 October	-	20 December

Across terms 1-3 there will be four curriculum days when students are not required to attend school. These days are used for staff development programs. We normally use two of these days at the start of term 1 and then one in term 2 and one in term 3. Actual dates are communicated via Stop Press and our school website as soon as they are confirmed.

## Appendix 1:

### Victorian Cursive Script

Rebecca Paul Matthew John

a b c d e f g h i j k l m

n o p q r s t u v w x y z

A B C D E F G H I J K L M

N O P Q R S T U V W X Y Z

1 2 3 4 5 6 7 8 9 0

### Correct Grip

