

Boroondara Park Primary School



Almond Street, North Balwyn 3104

Phone 9857 5157

boroondara.park.ps@edumail.vic.edu.au

www.bpark.vic.gov.au



Care, Learn and Share.

Welcome to Boroondara Park Primary School



Principal

Ms. Susanne Lowe

Assistant Principals

Mr. Randal Symons

Ms. Emma Chiera (Acting AP)

Mrs. Shannon Reeve (Acting AP)

2019 Foundation Teachers

FLA – Ms Lisa Ainger

FCB – Ms Claire Brennan

FKJ - Ms Kirstin Jones

2019 Term Dates

Term 1	30 January – 5 April *Foundation students start January 31st
Term 2	23 April – 28 June
Term 3	15 July – 20 September
Term 4	7 October – 20 December

From the Principal



Dear Parents,

The warmest of welcomes to Boroondara Park Primary School. We are thrilled to have your children here with us and it is exciting to think we are about to embark on a seven year educational journey together.

We believe that the educational process involves developing a constructive partnership between the school and home. We will be doing our best to maintain regular communication with parents in regard to everything that is involved in school life. Even so, if there are areas which you are still unsure of – please ask. Many of you may be involved in a school for the first time since you attended yourself, so all questions are welcomed.

The three planned Orientation sessions provide a great opportunity to gather information for both you and your child, with the evening session on tonight being particularly informative. We encourage you to attend all information sessions where we will provide details on topics such as uniform requirements and After School Hours Care arrangements. And again, if we don't mention something that is a query for you, this is a great forum for asking. As well as representatives of the school's leadership team being in attendance, our wonderful office staff and some 'experienced' parents will be available for you to talk to.

There are many ways you can be actively involved in the school. Whilst your level of involvement may be determined by your personal and employment circumstances, there are roles for everyone. Keep an eye on the communications coming from the school and you'll see there are many opportunities and invitations to participate. These include classroom assistance, committee membership, sports coaching, working bees and canteen roster. Not only is the school reliant on a high level of voluntary assistance to operate effectively, you'll find being involved has its own rewards and provides an excellent opportunity for social interaction.

We look forward to having you with us and trust you and your children find your time at Boroondara Park PS enriching, fulfilling and enjoyable.

Yours sincerely,
Susanne Lowe
Principal



How exciting... your child is starting school!

- In 2019 our Foundation students will begin school on **Thursday 31th January**.
- There will be **no** school for Foundation students on **Wednesday** for the first five weeks of term (30th Jan, 6th Feb, 13th Feb, 20st Feb and 27th Feb).
- During the first five Wednesdays, Foundation teachers will conduct individual assessments and interviews with each child in their grade, and use this information to plan for learning experiences appropriate to individual needs. There will be a sign up sheet posted on the Foundation Noticeboard in the hallway between the Foundation classrooms on which you can book a conference time for your child.
- Please provide your child with a morning snack, lunch, afternoon fruit/vegetable snack, drink bottle filled with water and school hat each day.

The beginning of the day

- **On the first day (Thursday 31st January):**
 - Children with an older sibling at BPPS are invited into the classroom from 8:55am, while others students will begin at 9:30am. We have staggered the start time to ensure that we make each child's commencement at school as special and as smooth as possible.
 - The teacher will show the children their bag hooks on which they can hang their bag.
 - Please **hand** all of your child's books (clearly named) to the teacher.
 - Once in the classroom, your child will be able to choose an activity. It is at this point that we ask you to say goodbye to your child and leave the classroom.
 - 'Tea and tissues' will be available for you to celebrate this significant occasion as soon as you leave the classroom in our stadium foyer.
- **In week one and two**, please bring your child into the classroom each morning to greet the teacher.
- **From week three onwards**, please bring your child to the central synthetic grass area near the Foundation rooms at 8:55am. They will have a special coloured dot at which they will line up to meet their teacher when the bell rings at 8:55am.

The end of the day

- **In week one and two**, please pick your child up from their classroom at 3.30pm.
- **From week three onwards**, please meet your child at 3:30pm on the central synthetic grass area near the Foundation rooms at the end of the day. The teachers will always walk the children outside of the classroom to meet you there.

School Hours

School day starts	8.55am
Morning Recess	10.40-11.10am
Lunch eating in the classroom	12.50-1.00pm
Lunch Play	1:00-1:50pm
School finishes	3.30pm



This provides for six 50 minute sessions daily.

All children are required to eat their lunch under teacher supervision in their classroom.

Beginning School

Starting school is a significant moment for children and their families. It is a time of change that can bring about a mix of emotions. The following will support your child make a smooth transition to school and to feel prepared.

Before your child starts school, it would be beneficial if he/she can:

- Practise eating a packed lunch from a lunchbox and clean up when finished
- Practice packing and unpacking their school bag
- Do up buttons and zips
- Be reminded about personal hygiene
- Know his/her full name (eg. Steven Brown) and recognise their own name in print
- Pack away toys and games properly
- Experience being away from parents/carers so they feel comfortable without them for several hours

Further information about supporting your child start school can be found at:

<https://www.education.vic.gov.au/parents/going-to-school/Pages/tips-starting-school.aspx>



Contributions



PARENT PAYMENT & FINANCIAL CONTRIBUTIONS

Victorian State Schools are funded by the State government for their standard operational requirements, however, this funding is not sufficient to provide the breadth and depth of curriculum, we are proud to offer at BPPS. It provides some funding for maintenance but no to enable us to adequately provide for the maintenance and enhancement of our buildings or our 4 hectare grounds.

With parent support we are able to offer a wider and enriched curriculum, continuous improvement of teaching and learning, enhancement to the physical surroundings and superior digital capabilities. All of which make a vital contribution to enriching our students' education experience and outcome.

School Council gives careful consideration to costs incurred by parents. Through the school's prudent financial management, School Council ensures that all money received from families is spent to maximise the benefit of all students and is compliant with the Department of Education's Parent Payment Policy.

Parents are notified about contributions each November in preparation for the following year.

For more information on the Department of Education's Parent Payment Policy please access the following:

<http://www.bpark.vic.edu.au/page/206/Policies>

<http://www.education.vic.gov.au/school/principals/spag/management/Pages/parentpayments.aspx>

FINANCIAL ASSISTANCE

The Camps, Sports and Excursions Fund – CSEF is a State government funded scheme to assist eligible families with payments for their child's camps, sports, and excursion activities run by their school.

To be eligible, parents must hold a valid means-tested concession card, including one of the following:

1. Veterans Affairs Gold Card
2. Centrelink Health Care Card (HCC)
3. Pensioner Concession Card (PCC).

The payment for primary age children is \$125 per child and is made directly to the school. It is tied to the student, and can only be allocated to applicable school activities eg: excursion levy, gymnastics, levy, swimming lessons, and camps.

Application forms are available from the school office or via this link:

<http://www.education.vic.gov.au/about/programs/health/Pages/csef.aspx?Redirect=1>



Student Requisites



- Please bring **ALL** Foundation requisites, **clearly named**, on the first day of school and hand them to your child's teacher. Please name all books on the outside of the front cover.
- It is very important that you **CLEARLY NAME EVERYTHING** that your child brings to school. Please ensure that names are written in a prominent position (eg. back of the neck of a windcheater). Initials can be confusing, please write your child's FULL NAME.
- Please note that expensive toys are best kept at home to avoid an upset if they are brought to school and lost or damaged.

Forms and Money

While much of our school - home communication happens electronically, from time to time your child may come home with forms that need to be completed and signed and returned to school. Please ensure these are returned promptly and clearly marked with your child's name and grade. Sometimes you may need to include money so please make sure that all monies and forms are placed in a sealed *BPPS payment envelope* (available from the office) clearly marked with name, grade and activity. In 2019, BPPS will endeavor to move to online payments, so look out for information regarding this in 2019.

Student Banking

Student banking day is **Tuesday**. Deposit books need to be brought to the office that morning, before school starts, or given to the class teacher at 9am. If you would like to open a Youthsaver account with the Commonwealth Bank you can download an application form at www.commbank.com.au/schoolbanking



Canteen



The school canteen provides hot meals, healthy sandwiches/wraps and snacks for your children. It is open every school day (except the last day of Term 4). A Canteen price list is available on the school website. A new menu and price list for 2019 will be available next year.

Lunch orders for Foundation students will begin when the children start full time (from Monday 4th March). We ask that you limit your child's over the counter spending money to \$2. Any children with large amounts of money will be queried and parents notified.

There are TWO ways to order a lunch order for your child

Online ordering (currently through MySchoolConnect)

- We have an online ordering system. For information and to register, please go to the MySchoolConnect website and follow the instructions. Please be aware of and note the charges that are applicable to use this method payable to MySchoolConnect.
- Online orders must be submitted by 8:50am on the day of the ordering.

If not ordering online (direct to Canteen):

- Please ensure the lunch order is written on a paper bag with the child's full name and grade (re-usable lunch order bags may be purchased from the Uniform Shop. Paper bags may be purchased from the Canteen for 20 cents each or 50 for \$5).
- Please make sure any bag you provide will fit all the food you have ordered.
- Please attempt to have correct money in the bag. Any change will be taped to the front of the bag.
- Children must leave their orders at the Canteen before 9am.

Volunteering in the Canteen

Volunteering your time in the canteen is a great way to become involved in the school community and meet new people in a friendly and relaxed environment. It also enables the school to provide a greater variety of healthy, home made food options. Any time you can spare is appreciated. Please note that pre-school children are not permitted in the canteen due to safety concerns.

If you have any concerns or queries, especially relating to allergies and volunteering, please do not hesitate to contact our Canteen Manager Di.

Uniform Shop

The Uniform Shop is currently open on Friday afternoons from 3.15-3.45pm and is located at the southern end of the school near the Foundation-2 playground.

The Uniform Shop will also be open for parents to order Foundation uniforms on both the Wednesday Orientation Sessions (November 28th and December 5th) from 1:00pm – 4:00pm.

You are also welcome to place orders at the school office. Order forms are available on the school website, however for your convenience, **an order form has been included in this information pack.**

In 2019 we will be moving to RHS running our uniform shop and their retail outlet and online ordering will be available to our families.



Communication

The following communication channels are available to keep you informed:

- Our school uses the '**Sentral**' communication and administration package. Once your child has started school you will be provided with a letter containing your unique access key and instructions on how to register with the parent portal. Sentral is the main channel for communication between the school and home. Please ensure the email address you link to Sentral is current and that you check it regularly.
- The school newsletter is published every second Friday and is emailed to all families. It is also available online at www.bpark.vic.edu.au. Upcoming events and important dates are included for your information.
- Please download the "Boroondara Park Primary School Skoolbag" free app for your iPhone, iPod, iPad and Android phone - available from the App Store.
- The Foundation noticeboard is located in the corridor. This noticeboard will provide you with a wide range of information throughout the year.
- Please check your child's bag and Red Reader Bag for notices.
- Each second Thursday a school Assembly is held in the stadium and parents are welcome to attend. It is normally held at 2.50pm, but on hot days over 30 degrees it will be held at 9:00am.
- Comprehensive detailed written reports are provided for parents twice a year at the end of Term 2 and 4. They provide assessments about the students' skills and attitudes and help parents further assist their children. Reports can be accessed via the parent portal of our school student management system 'Sentral'.
- Formal parent/teacher interviews are held during Semester 1.
- Classroom expos, during which children bring their parent/carer into the classroom to showcase their work and explain their learning, are held several times throughout the year.
- Parents are welcome to seek an appointment at any time with teaching staff and/or a member of the Principal class to discuss any aspect of their children's schooling

BPPS Volunteering

There are so many ways that you can volunteer at Boroondara Park PS. When your child first starts school you will want to get to know the community. As part of our Information evening early in 2019 we will provide you with details about how to volunteer. Please ensure you have a Working With Children Check.



Infectious Diseases in Schools



The Principal is required to exclude children under the Public Health and Wellbeing Regulations 2009 in some circumstances. Note that the regulations require the parent or guardian to inform the Principal as soon as practicable if the child is infected with any of the diseases listed in the table* or has been in contact** with an infected person. It is particularly important to notify the school if your child has measles, chicken pox or whooping cough as this may impact others in the class.

*Please Note— the table of infectious diseases has been included in your information pack

**“Contact” means child of school age or preschool age living in the same house as the patient. “Patient” includes carrier and “school” includes any preschool centre, kindergarten, primary school or secondary school. A patient or contact shall be prevented from attending school unless conditions prescribed in the table provided are complied with.

Head Lice

For the many families and teachers of primary school aged children head lice continue to create concerns. While it is known that head lice do not carry any infectious diseases it is recognised that they can become an annoying problem.

Parents/guardians are reminded that it is their responsibility to check their children for head lice, to treat appropriately and monitor for further signs of infestation. Please note that once treated, it is essential to keep checking your child for eggs daily for at least 10 days.

Children must be excluded from school until treated.

Should you detect lice in your children’s hair, it would be appreciated if you could notify the office so that we can advise the school community as necessary. Individual identification will, of course, be kept confidential.

*An information sheet *Treating and Controlling Head lice*, published by the Victorian Department of Health, is included in this booklet.*



When your Child is Sick

- If children need to take any medicine during school hours (with the exception of asthma puffers) it must be handed in to the office (***not the class teacher***) with written instructions stating the child's name, type of medicine, dosage and time/s to be administered. These instructions must be dated (including ongoing dates if necessary) and signed by parent/s. A measuring container should be provided for liquids.
- A note should also be sent to the class teacher, especially if the child needs to be reminded to take his/her medication at a particular time.
- When your child is unwell and absent from school, please record your child's absence by:
 - Record a message by phone to a dedicated absence line on 9857-5157 or
 - using the BPPS Skoolbag app.

Before and After School Care

- OSHClub aim to provide the highest quality Before School Care and After School Care for children. To enrol please complete an enrolment form online at www.oshclub.com.au .
- Operating Times are as follows:
 - Before school care: 7.00am—9.00am
 - After school care: 3.30pm—6.30pm
- OSHClub contact number : 0412 263 319

Please refer to the flyer in this folder

Further details are available on the school's website



Student Wellbeing



Boroondara Park Primary School aims to provide an environment where students feel safe, valued, connected and engaged. We want to support our students to develop the resilience and skills necessary to work cooperatively with others, manage emotions, cope with setbacks and solve problems effectively.

At the beginning of each year, we run a Start up program, where teachers, both classroom and specialists, facilitate a variety of tasks with their new students aimed at establishing a positive classroom culture. This program helps to promote calm and respectful class communities where everyone feels safe, valued and connected. During this program, students are involved in creating classroom rules and expectations that adhere to the Rights of Students detailed below.

Rights and Responsibilities of Students

We all have the right to be treated with respect: We have the responsibility to treat others fairly and with respect.

We all have the right to learn: We are responsible for ensuring we try our best and have a positive impact on the learning of others.

We all have the right to feel safe: We are responsible for ensuring others feel safe, physically and emotionally.

At the beginning of next year, your child will bring home a copy of their classroom rules and expectations that they will have helped to establish with their peers and teacher.



Strategies implemented by the school to promote and maintain positive behaviour

In line with the recommendations set out by the Department of Education and Training, Victoria, Boroondara Park Primary School employs the following strategies to promote and maintain positive behaviours

- Model, encourage and reinforce exemplary behaviour
- Define clearly the explicit classroom and school behavioural expectations
- Involve students in the establishment of classroom and school rules and expectations
- Maintain a consistent approach to managing student behaviour
- Recognise, encourage and expect positive behaviour
- Communicate and employ consistent school-wide and classroom consequences for inappropriate behaviour
- Follow a school-wide processes for early identification of students experiencing academic, social, emotional and/or behaviour difficulties
- Empower students by creating multiple opportunities for them to take responsibility and be involved in decision-making
- Provide a physical environment conducive to positive behaviours and effective engagement in learning
- Provide constant supervision of children during school hours



Anaphylaxis



A number of students at Boroondara Park PS suffer from severe anaphylaxis. Anaphylaxis is a rapidly progressive allergic reaction that is potentially life threatening. Whilst allergens can include eggs, peanuts, tree nuts (e.g. cashews), certain fruits and grains, cow's milk, fish and shellfish, wheat, soy, certain insect stings and medications, most of these children are allergic to nuts and any products which may contain traces of nut.

To prevent anaphylaxis it is crucially important to keep the particular allergen well away from the child. At the beginning of each year we send home a letter indicating the grades that include our anaphylactic children. We request that parents of children in these grades not include nuts or products containing nuts as part the children's lunch or snacks. Other than the obvious peanut butter and Nutella spreads, many other products such as snack bars, etc may have traces of nut.

Whilst we can take precautions to prevent the children actually exchanging foodstuffs, traces of nut can get on hands and, subsequently, left on furniture, pencils, equipment etc. Some of these children have conditions so severe that any contact with such products may cause a life-threatening reaction.

Whilst we realise this may cause inconvenience for some families, the issue is sufficiently serious to warrant taking every precaution. We trust you will understand the necessity of this request and thank you in anticipation of your cooperation.