



# Boroondara Park Primary School

School No. 5288

ABN 55 983 557 174

## **Welcome to Boroondara Park!**

Thank you for considering sending your child to our school.

Boroondara Park Primary School enjoys a reputation for being a friendly and welcoming learning community. We cater for all of our students and their various learning, social and emotional needs.

Please take the opportunity to read this information pack to gain a greater understanding of our school.

You will find that our prime focus is our students – their learning and their wellbeing.

Please contact the school to make an appointment for a tour with the Principal or our Assistant Principal and learn all about why our school is the best in Balwyn. You will have a chance to see the learning program in action and this will provide you with a true sense of the positive, inclusive and happy atmosphere created in all learning spaces.

For further information, please visit our website.

Yours Sincerely,

Susanne Lowe  
Principal



### **Our Philosophy: Care, Learn & Share**

These three words of our motto reflect our core purpose and the values and principles to which we subscribe.

The school's core purpose is to offer the widest possible range of experiences and educational opportunities for our students so they will all have the chance to succeed. Our comprehensively planned and structured curriculum encompasses core discipline-based learning complemented by studies in the arts, languages and physical education. The development of the whole child – socially, emotionally, academically, culturally and physically – is our aim. This occurs within a caring and supportive environment with the provision of the best facilities, resources and administrative support possible.

We encourage our students to take responsibility for their own learning, to be self-motivated and appreciate the intrinsic value of learning.

Learning to learn is a particular focus and developing an enthusiasm for ongoing learning is an underlying goal of our school.

The school's vision includes:

- Providing students with the most challenging, fulfilling and enriching primary school experience possible;
- Providing students with the opportunity to adopt and embrace positive personal and social values to allow them to function effectively in society;
- Preparing students to thrive in a rapidly changing and complex world; and
- Preparing students to productively contribute locally or globally to improving our world.

The school recognises that education is a partnership between home and school which is supported by strong communication links and parent involvement in decision-making and support of curriculum activities.

The school believes that its culture and values have a direct impact on resilience building and social, emotional and academic outcomes in our students. The school's Motto - ***Care, Learn & Share***, is an integral part of the school's ethos which is reflected in the school's values as follows:

#### **Care:**

***Care:*** Receive and provide physical and emotional support. Take a genuine interest in the welfare of others.

***Trust & Respect:*** Appreciate all members of the school community and work cohesively with them. Display honesty and integrity; treat people with dignity and property with care.

#### **Learn:**

***Fostering Growth and Development:*** Promote academic, social, emotional, cultural and physical development. Work towards achieving full potential within an encouraging and supportive environment. Acquire knowledge and skills through creative and meaningful experiences for all associated with the school.

#### **Share:**

***Shared Purpose:*** Encourage achievement through application, commitment, enthusiasm, flexibility, teamwork, direction and cooperation. Share the effort and responsibilities when working towards common goals.

***Valuing Diversity:*** Accept and celebrate difference.

## **School Profile**

Boroondara Park Primary School is a school of approximately 565 students situated in Balwyn North. The school was formed in 1989 through the amalgamation of two well-established schools serving the North Balwyn and Bulleen areas.

The strong policies developed by the school, including the school vision, curriculum statements and culture, have produced a unique learning environment for our students, parents and teachers.

A safe, secure and caring environment is provided for all activities undertaken at our school.

We believe that our strong academic program, Performing Arts, Visual Arts, Language and Physical Education/sporting programs provide the best opportunity for students to achieve success and to pursue excellence, boost self-esteem and improve learning outcomes.

Through our programs, culture and environment Boroondara Park Primary School aims to provide the motivation, skills and knowledge needed for our students to be successful citizens who impact their local and wider community.

## **Strategic Plan**

We have a four-year plan for the school called a Strategic Plan (2017-2020). Our current school goals are mainly based on improving our academic achievements in the Speaking and Listening, Writing and Number areas. We use a range of student achievement data to track students' progress and to ensure accurate academic judgements. This data is also paramount to plan differentiated programs that target student learning at the point of need.

## **Grade Structure**

Our school currently has 21 classroom groups. These are comprised of straight grade level classes and one composite class. This structure enables us to keep class sizes as low as possible given the available accommodation and teacher allocation.

## **Facilities**

All classrooms are air-conditioned, heated and carpeted and provide a comfortable atmosphere in which the students can learn. Specialist teachers in the areas of Performing Arts, Visual Arts, Library and Physical Education conduct their programs in purpose-designed facilities. Our large, well-equipped Library is a learning hub within the school. Our language program is currently French. Our magnificent state-of-the-art stadium comprises a full-sized basketball court/gymnasium with Performing Arts facilities. The school has large grounds with extensive playing fields, courts and equipment and beautiful views making the school an inviting place for students, teachers and parents.

## **School Council**

The School Council sets the direction for our school. Council membership is open to parents, staff and members of the community. School Council responsibilities include:

- Developing the school's Strategic Plan and education policy;
- Administering the school's finances;
- Developing the school's codes of conduct;
- Developing and maintaining the school buildings and grounds;

The Council consists of eight parent representatives, four Department of Education and Training (DET) representatives, the principal as executive officer and two co-opted members. Appointments are for two years, with elections coinciding with the March Annual General Meeting. The Council meets on the third Wednesday of each month and is supported by the following Committees:

- Finance
- Education
- Safety and Wellbeing
- Community Engagement
- Buildings and Grounds

### **Parent Volunteer Group**

The Parent Volunteer Group has an integral role within the school community providing a forum where parents can support the school with fundraising activities, build learning partnerships between home and school and provide services to the school that are not necessarily profit making. In doing so, it operates closely with the Principal, School Council and its Committees.

The Parent Volunteer Group regularly supports the school by fundraising for school programs and coordinating activities including:

- Mothers' & Fathers' Day stalls
- Morning/afternoon teas with teachers
- Carols Night

Our school will be trying to redevelop this group in 2021

### **Class Representatives**

Classroom Representatives play an important liaison role in keeping parents informed of school activities and co-ordinating the various activities the Parent Volunteer Group are involved in each year. Each grade has Parent Representatives who support the students, assist class teachers and provide an important communication link with other parents within the particular grade.

### **School Funding**

While the State Government supplies a proportion of the school's income it is not sufficient to provide the high quality, enriching programs that Boroondara Park Primary School offers. We are very proud of our quality programs which cater for the needs and interests of all students. School Council endeavours to provide resources for educational programs, administration, facilities and maintenance, giving careful consideration to costs incurred by parents. The **essential educational items** include pupil requisites and curriculum contributions which encompass core curriculum costs, the annual Excursion levy and the Gymnastics program. Through prudent financial management and responsible fee increases the school continues to ensure quality teaching facilities are maintained and enables continued high quality programs and standards that we have come to expect at Boroondara Park.

Copies of the parent contribution and parent payment policy can be found on the Boroondara Park website.

Camps, Sports & Excursions (CSEF) is provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities. For more information about CSEF visit [www.education.vic.gov.au/csef](http://www.education.vic.gov.au/csef)

### **School Hours**

The school day:

Commencement	8:55 for a 9.00 a.m. start
Morning Recess	10.40 – 11.10 a.m.
Lunch	12.50 – 1.50 p.m.
Finish	3.30 p.m.

This provides for 6 X 50 minute sessions daily.

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

### **School Terms**

The school terms for 2021 are as follows:

Term 1: 27 January (school teacher's start) to 1 April

Term 2: 19 April to 25 June

Term 3: 12 July to 17 September

Term 4: 4 October to 17 December

### **House System**

There are four houses, all of which use aboriginal names that emphasize positive qualities.

<b><u>House</u></b>	<b><u>Colour</u></b>	<b><u>Meaning</u></b>
Killara	Yellow	Always There
Cooma	Blue	The One
Burra	Red	Great
Attunga	Green	Great Heights

Incoming students are divided equally into each house. The school policy is that siblings are placed in the same house. House activities include an annual championship based on points allocated on a weekly basis from classroom activities. The Annual Cross Country event and our Athletics carnival are also House events.

### **Student Leadership**

Our Grade 6 students will ALL undergo leadership training and will ALL be taking on leadership opportunities for the year. By creating and aligning themselves with Action Teams that will take on a leadership role within the school community.

It is our belief that all students have much to offer our school community as leaders and we believe that this process will empower all 2021 Grade 6 students to offer great service to themselves, their peers and their community.

The **Junior School Council** also provides opportunities for students to undertake leadership responsibilities. The Council meets on a regular basis and allows the students to consider activities and projects. They make recommendations to School Council and staff on matters of concern to the student body. The council structure provides for two representatives from each class from Grade Foundation - 6, elected by the students in each class. The JSC also reports at each School Council meeting, with our School Captains attending and sharing the work being undertaken by JSC.

## **School Uniform**

Students are expected to dress in complete school uniform at all times. Most importantly, it will be worn when students are out of the school grounds on excursions, choir performances etc. The uniform is in the school colours - navy and red. It can be a mix and match uniform comprising the following:

Red polar fleece jacket  
Navy Bomber Jacket  
Sleeveless Vests  
Red Short Sleeve Polo Shirt  
Blue Long Sleeve Polo Shirt  
Red T Shirt  
Navy Track Pants  
Unisex Shorts  
Bike Shorts  
Summer Dress  
Winter Tunic/Skirt, Blue Tartan  
Legionnaires Cap  
Bucket Hat  
White Socks  
Navy Tights

### **Miscellaneous**

School Bags - Physio Pack with Navy blue with red logo  
Art Smocks  
Beanies  
Scarves  
Choir Shirts  
Library Bags  
Reader Bags

Windcheaters, Polo Shirts, Jackets, Hats, Caps and Bags all have the school insignia and name printed on them.

The Uniform Shop is run by RHSports who are an outside provider. A percentage of all purchases comes back to the school in the form of a rebate. Parents can order uniform online and can be delivered to home or school. They can also visit the RHS retail premises in Ringwood.

### **Canteen**

Canteen is run by H&H who is an outside provider.

### **Assembly**

School assembly is held every second Thursday at 2.50 p.m. in the stadium. It opens with *an Acknowledgement to Country*, our *Oath of Allegiance*, the singing of *Advance Australia Fair* and a musical performance by a student or students. More than anything, it provides a wonderful forum in which to publicly celebrate achievements. Parents are invited to attend.

### **Safety and Security**

#### **Emergency Cards**

The school enrolment form, completed by parents for children to be enrolled in the school, doubles as an emergency card. It is therefore important that telephone numbers and addresses are kept up-to-date.

A family doctor's name, address and telephone number, Medicare number and two emergency contact details (other than parents) are also essential information in cases where parents cannot be contacted and emergency treatment is needed for a child.

## **Medications**

Under no circumstances should a student have in their possession, or administer their own medication at school, with the exception of asthma puffers. If students need to take any medicine during school hours this must be handed to the office (not the class teacher) with written instructions stating the student's name, type of medicine, dosage and time/s to be administered. These instructions must be dated and signed by a parent. A measuring container should be provided for liquids.

## **First Aid**

A trained First Aid officer is in attendance at the school across the recess and lunch breaks. Many staff members have current first aid qualifications. Minor injuries and illnesses will be treated in the school first aid room. If a child requires more than first-aid treatment the parent will be contacted immediately.

## **Anaphylaxis**

A number of students in the school are subject to anaphylactic reactions to a number of foods and other substances. We ask that ALL families refrain from bringing any nut products to school to reduce the risk of students experiencing contamination. Our canteen is nut-free. Students are not permitted to share food. Anaphylactic reactions are life threatening and we take this risk extremely seriously.

## **Sunsmart**

The school is a designated Sunsmart school with policies relating to compulsory wearing of hats and times of outside activities in high UV weather. The policy also extends to the provision of shady areas for recreation.

## **Out of School Hours Care Program**

The Care Program at our school is outsourced to OSHClub, who provide affordable, quality childcare and recreational activities for students in a safe, relaxed, caring and well-supervised environment.

The Care Program operates:

- Every morning from 7.00 a.m. to 8.45 a.m.
- Every afternoon from 3.30 p.m. to 6.30 p.m.
- School holiday program 7.00a.m. - 6.30p.m.
- On pupil free days 7.00a.m. - 6.30p.m. (depending on demand)

It offers a range of varied and interesting activities including healthy food options. Students may attend on a full-time, part-time or casual basis. A care program manager, supported by casual assistants, coordinates the daily activities.

To ensure the safety and wellbeing of the students during the time they attend a Care Program session students must be:

- signed in on the Attendance Register before the start of the morning session
- signed off the Attendance Register at the completion of the afternoon session

## **Communication**

The school recognises that educational success for each student is the result of the student, the school and the parents working cooperatively together. The school welcomes parent contact with the teachers and Principal and Assistant Principals. However, to limit disruption to the classroom, if you wish to discuss any aspect of your child's progress we do ask that you make an appointment to see your child's teacher outside of teaching hours. We use our *Senral* parent portal to communicate progress reports and *Senral* messaging for brief communication between teachers and families.

### **Newsletter**

Information and notices are generally communicated through the fortnightly iNewsletter, the ***Boroondara Park Press***. The Newsletter incorporates information on current school issues including regular reports from the Principal, 'In the classroom', specialist teachers, the Out of School Hours care program and the Parent Volunteer group. It includes news about, and dates of upcoming events, and items by the students. Parents are encouraged to contribute articles or notices of interest. It is available via our Website and a copy will also be sent through the school's *Sentral* management and communication portal to every family.

### **Class Directory**

At the beginning of each year, a Class Directory is published and distributed as early as possible. This publication lists the names and contact details of each student in your child's grade level. If parents do not wish to have contact details published, only the child's name will be included in class groups.

### **School Reports**

Formal parent/teacher interviews are held to discuss student progress. Parents are welcome to seek an appointment at any time with the classroom teacher, Principal and/or Assistant Principals to discuss any aspect of your child's schooling.

Comprehensive, detailed written reports are issued to parents twice a year at the end of Terms 2 and 4, providing assessments about the student's skills and attitudes. These reports provide guidance and ideas on how parents can further assist their children. Reports are available through the Parent Portal on *Sentral*.

### **Information Evenings**

School information evenings are held regularly to inform parents of the educational direction and processes within the school.

### **How to contact us**

Address	Almond Street, Balwyn North, 3104
Telephone	(03) 9857 5157 (between 8.30 a.m. and 4 p.m.)
Email	<a href="mailto:boroondara.park.ps@education.vic.gov">boroondara.park.ps@education.vic.gov</a> .
Website	<a href="http://www.bpark.vic.edu.au">www.bpark.vic.edu.au</a>



## *Rights and Responsibilities of Students*

Boroondara Park Primary School aims to provide a safe and caring teaching and learning environment that promotes co-operation, self-discipline and respect for others.

<b>Rights of Students</b>	<b>Responsibilities of Students</b>
There are three rights which underpin our school and class rules. They are: <ol style="list-style-type: none"><li>1. We all have the right to learn.</li><li>2. We all have the right to be treated with respect.</li><li>3. We all have the right to feel safe.</li></ol>	There are three responsibilities which support the three Rights. They are: <ol style="list-style-type: none"><li>1. We are responsible for ensuring we try our best and have a positive impact on the learning of others.</li><li>2. We have the responsibility to treat others fairly and with respect.</li><li>3. We are responsible for ensuring others feel safe physically and emotionally.</li></ol>

### **School Rules**

As we all have the right to be safe and secure, the following forms of behaviour are seen to be intimidating and dangerous and therefore unacceptable.

- Fighting, bullying or any other form of aggressive behaviour.
- Throwing stones or other dangerous objects and playing with sticks.
- Leaving the school grounds without permission.
- Riding bikes or scooters in the school grounds.
- Running in, or close to the buildings.
- Climbing trees or anything other than designated playground climbing equipment.
- Being inside any building without teacher supervision.
- Teasing or name-calling and the use of rude and hurtful language.
- Weapons - toy or real - are not permitted at school.
- Games must not endanger the participants or others in the play area.

### ***Rights and Responsibilities of Parents/Carers:***

Parents and carers have a right to expect that their children will be educated in a secure environment in which care, courtesy and respect for the rights of others are encouraged. Parents and Carers have the right to be treated fairly, equally and respectfully by the school community.

Along with these rights, Parents and Carers have the responsibility to:

- Promote positive educational outcomes for their children by taking an active interest in their child's educational progress and by modelling positive behaviours.
- Ensure their child's regular attendance and punctuality.
- Engage in regular and constructive communication with school staff regarding their child's learning.
- Support the school in maintaining a safe and respectful learning environment for all students.
- Communicate concerns directly with the school personnel involved.
- Abstain from publication in any form, including online forums that will display any aspect of the school in a poor light.
- Treat all staff with respect.
- Adhere to all codes of conduct relating to parent involvement in school events and programs.
- Ensure the children in their care are provided with good nutrition and appropriately clothed to enable them to learn to their full potential.
- Support and promote school values and rules

### ***Rights and responsibilities of Teachers:***

Teachers' professional conduct is characterised by the quality of the relationships they have with their students, their students' parents and carers, families and communities as well as their colleagues. The teachers at our school work within the bounds of the Education and Training Reform Act 2006 and adhere to the Victorian Teaching Profession Code of Conduct. All people in professional positions within the school will use these and other strategies to promote self-respect, self-discipline and the taking of responsibility of the students in their charge. At all times they will:

- Model, encourage and reinforce exemplary behaviour
- Define clearly the meaning of all rules and expectations
- Maintain a uniform approach to discipline
- Be fair and consistent in applying appropriate forms of punishment
- Provide assistance to any child with special needs
- Develop the self-esteem of all participants
- Accept and value individual differences
- Involve students in decision making and negotiating rules where appropriate
- Encourage friendship, sharing, tolerance and compassion
- Provide responsible and constant supervision
- Support and promote school values and rules

Each of these responsibilities is accompanied by the expectation of the corresponding right. Teachers have the right to teach, free from the disruptive influence of others. They have the right to be treated fairly, equally and respectfully by all members of the school community.



## **Boroondara Park Primary School 'At a Glance' Fact Sheet**

School Hours – 8:55 a.m. to 3:30 p.m.

From the beginning of the school year up until the week which commences with the Labour Day Holiday, Foundation students do not attend on Wednesdays. Individual appointments are made for assessment interviews during this time.

Break times – Recess break is 30 minutes from 10:40 to 11:10 a.m. & lunch break is 50 minutes from 1:00 to 1:50 p.m. Students are supervised eating lunch in their classrooms for ten minutes prior to the lunchtime break (a longer time is provided for Foundation students).

Specialist classes – All students have one 50 minute session each week of Visual Art, Performing Arts, Physical Education and French Language. In Term 3, the Physical Education lesson is a gymnastic class conducted by qualified gym instructors. In December a two-week intensive swimming and water safety program is held. Our Performing Arts program is extensive, with the students having opportunities to participate in Choirs, Ensembles and Productions.

Information Communication Technology – ICT plays a significant role in day-to-day learning with all classrooms having wireless internet access. From Year 3 to Year 6, all students are participating in a 1:1 iPad program. Other classrooms have access to iPads on a 1:2 ratio. There is a bank of PC desktop computers in the library. Screens are in every room to enable work to be demonstrated and projected.

Reports - A whole school Information night is held during term one to allow parents and carers to meet teachers and receive information about learning programs. Written reports are issued at the end of Term 2 and Term 4. In Term 3 parents, teachers and children meet for a 'Student Led Conference' in which children lead a meeting to discuss their achievements and learning goals for the remainder of the year. Interviews with teachers can be made at any time by appointment.

Supervision and Safety – At recess and lunch break four teachers are allocated to supervise in the playground. Students are supervised before and after school for 15 minutes from 8:45-9:00 and 3:30 to 3:45. Teachers wear a fluoro jacket to aid visibility and carry a walkie-talkie to communicate with the school office. A first aid officer is on duty in the First Aid room across recess and lunchtime. Office staff members and many teachers are first aid trained to deal with situations that occur at other times. The school complies with DET requirements for training in such areas as first aid for camps, use of epipens (for anaphylaxis) and asthma management. There are strict school procedures for administering medication and recording illness and accidents at school. We are an Asthma Accredited school and have been acknowledged by Anaphylaxis Australia with a MATE (Making Allergy Treatment Easier) award.

Curriculum extras – Our school offers a number of programs in addition to regular classes. Some require an additional payment and are limited to specific grade levels.

These include:

Junior Choir	Senior Choir	Girls' Vocal group
Boys' Vocal Group	African Drumming	Chess Club
Interschool sport	Maths Olympiad	ICAS Competitions
Premiers' Reading Challenge	Private Tennis lessons	Kelly Sports

Private music lessons in flute, guitar, drums, saxophone, clarinet, voice, violin and piano.