BEAUMARIS PRIMARY SCHOOL

INFORMATION BOOKLET
2013

Respect, Resilience, Responsibility and Relationships

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# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCHOOL VALUES</td>
<td>4</td>
</tr>
<tr>
<td>INFORMATION FOR THE FIRST DAY OF THE YEAR</td>
<td>4</td>
</tr>
<tr>
<td>CURRICULUM</td>
<td>5</td>
</tr>
<tr>
<td>SCHOOL IMPROVEMENT TEAMS</td>
<td>5</td>
</tr>
<tr>
<td>TRANSITION</td>
<td>6</td>
</tr>
<tr>
<td>VICTORIAN MODERN CURSIVE SCRIPT</td>
<td>6</td>
</tr>
<tr>
<td>SPECIALIST AREAS</td>
<td>6</td>
</tr>
<tr>
<td>LIBRARY</td>
<td>6</td>
</tr>
<tr>
<td>JAPANESE</td>
<td>6</td>
</tr>
<tr>
<td>PERFORMING ARTS</td>
<td>6</td>
</tr>
<tr>
<td>PHYSICAL EDUCATION</td>
<td>6</td>
</tr>
<tr>
<td>READING RECOVERY</td>
<td>6</td>
</tr>
<tr>
<td>VISUAL ARTS</td>
<td>6</td>
</tr>
<tr>
<td>SUPPORT SERVICES</td>
<td>6</td>
</tr>
<tr>
<td>ADMINISTRATION</td>
<td>7</td>
</tr>
<tr>
<td>AMBULANCE SUBSCRIPTION</td>
<td>7</td>
</tr>
<tr>
<td>ASTHMA</td>
<td>7</td>
</tr>
<tr>
<td>ATTENDANCE</td>
<td>7</td>
</tr>
<tr>
<td>ATTENDANCE ARRIVAL</td>
<td>7</td>
</tr>
<tr>
<td>APPOINTMENTS: MEDICAL/DENTAL</td>
<td>7</td>
</tr>
<tr>
<td>BANKING FOR STUDENTS</td>
<td>7</td>
</tr>
<tr>
<td>BEAUMARIS FATHERS ACTIVITY CLUB (BFAC)</td>
<td>7</td>
</tr>
<tr>
<td>BEFORE AND AFTER SCHOOL CARE</td>
<td>7</td>
</tr>
<tr>
<td>BICYCLES/SCOOTERS</td>
<td>7</td>
</tr>
<tr>
<td>CANTEEN</td>
<td>8</td>
</tr>
<tr>
<td>CAR PARKING</td>
<td>8</td>
</tr>
<tr>
<td>CLASS PARENT REPRESENTATIVES</td>
<td>8</td>
</tr>
<tr>
<td>COMMUNICATION</td>
<td>8</td>
</tr>
<tr>
<td>COMMUNITY INFORMATION</td>
<td>8</td>
</tr>
<tr>
<td>CONTACT WITHIN THE SCHOOL</td>
<td>8</td>
</tr>
<tr>
<td>COOLING AND HEATING IN CLASSROOMS</td>
<td>8</td>
</tr>
<tr>
<td>CULTURAL ACTIVITIES AND EXCURSIONS</td>
<td>8</td>
</tr>
<tr>
<td>DENTAL HEALTH SERVICES VICTORIA</td>
<td>9</td>
</tr>
<tr>
<td>DISMISSAL PRIOR TO EASTER, CHRISTMAS AND TERM HOLIDAYS</td>
<td>9</td>
</tr>
<tr>
<td>GENERAL HEALTH</td>
<td>9</td>
</tr>
<tr>
<td>HEAD LICE</td>
<td>9</td>
</tr>
<tr>
<td>HOUSE SYSTEMS</td>
<td>9</td>
</tr>
<tr>
<td>IMMUNISATION</td>
<td>9</td>
</tr>
<tr>
<td>INFORMAL CONTACT WITH PARENTS</td>
<td>9</td>
</tr>
<tr>
<td>INJURIES AND INSURANCE</td>
<td>9</td>
</tr>
<tr>
<td>INJURIES/FIRST AID</td>
<td>9</td>
</tr>
<tr>
<td>LUNCHTIME</td>
<td>10</td>
</tr>
<tr>
<td>MEDICAL CONDITIONS</td>
<td>10</td>
</tr>
<tr>
<td>MEDICATION</td>
<td>10</td>
</tr>
<tr>
<td>NEWSLETTER – ‘STOP PRESS’</td>
<td>10</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>PARENT CLUB</td>
<td>10</td>
</tr>
<tr>
<td>PARENT PARTICIPATION IN THE SCHOOL</td>
<td>10</td>
</tr>
<tr>
<td>PARENT/TEACHER MEETINGS</td>
<td>11</td>
</tr>
<tr>
<td>RELIGIOUS INSTRUCTION CLASSES</td>
<td>11</td>
</tr>
<tr>
<td>REPORTING</td>
<td>11</td>
</tr>
<tr>
<td>SCHOOL COUNCIL AND SUB-COMMITTEES</td>
<td>11</td>
</tr>
<tr>
<td>SCHOOL HOURS</td>
<td>11</td>
</tr>
<tr>
<td>SCHOOL ROUTINES</td>
<td>11</td>
</tr>
<tr>
<td>STUDENT PAYMENTS</td>
<td>12</td>
</tr>
<tr>
<td>STUDENT STATIONERY PACKS</td>
<td>12</td>
</tr>
<tr>
<td>TOILET HYGIENE</td>
<td>12</td>
</tr>
<tr>
<td>ULTRANET</td>
<td>12</td>
</tr>
<tr>
<td>UNIFORM &amp; UNIFORM SHOP</td>
<td>12</td>
</tr>
<tr>
<td>VISITORS</td>
<td>12</td>
</tr>
<tr>
<td>WEBSITE</td>
<td>12</td>
</tr>
<tr>
<td>WET/HOT DAY TIMETABLES</td>
<td>12</td>
</tr>
<tr>
<td>SCHOOL SONG – MOVING ON THROUGH THE WORLD</td>
<td>13</td>
</tr>
<tr>
<td>TERM DATES FOR 2013 - 2015</td>
<td>14</td>
</tr>
</tbody>
</table>
Welcome to Beaumaris Primary School.

Beaumaris Primary School opened in 1916 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 555 students is comprised of 72% from the immediate locality with the balance from the surrounding areas.

Beaumaris Primary School provides a broad curriculum that reflects the Victorian Essential Learning Standards. 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, Reading Recovery and Language Support Program. 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 and kiln, library, information technology centre, canteen and music room, Out of School Hours Care room and classrooms, 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, gardens, 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

Neven Paleka, Assistant 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.
- Prep students also start at 9am 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.
- Tea and coffee will be available for parents at the canteen.
- Students are to be collected by a parent/guardian each afternoon. Class 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 the lunch box, unwrapping food and pouring from a drink bottle.
- 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 Confidential Student Information form is completed, including emergency names and telephone numbers. Please notify the school 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 you see and let him/her know 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 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.

**Curriculum**

The school's curriculum programs are based on the Victorian Essential Learning Standards which describe what is essential for students to achieve from Years Prep to 10 in Victorian Schools (refer to the Victorian Essential Standards website [http://vels.vcaa.vic.edu.au/](http://vels.vcaa.vic.edu.au/) for more details). The VELS are developed within three core interrelated strands: Physical, Personal and Social Learning, Discipline-based Learning and Interdisciplinary Learning. Each strand has a number of components called **domains** which describe the knowledge, skills and behaviours considered essential in the education and development of students. They also include standards by which student achievement and progress is measured. Within each domain, the essential knowledge, skills and behaviours are organised into **dimensions**.

The VELS identify **three stages of learning** through which students progress and recognise the differing learning needs of students at these different stages, phasing curriculum expectations and standards over six levels. Years Prep – 4: laying the foundations; Years 5 – 8: building breadth and depth and Years 9 – 12: developing pathways. The VELS include standards at six levels broadly associated with the years of schooling from years prep to 10:

- Level 1 — Prep
- Level 2 — Years 1 and 2
- Level 3 — Years 3 and 4
- Level 4 — Years 5 and 6
- Level 5 — Years 7 and 8
- Level 6 — Years 9 and 10

<table>
<thead>
<tr>
<th>STRANDS</th>
<th>DOMAINS</th>
<th>DIMENSIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical, Personal &amp; Social Learning</td>
<td>Health &amp; P.E.</td>
<td>movement &amp; physical activity</td>
</tr>
<tr>
<td></td>
<td>Interpersonal</td>
<td>health knowledge &amp; promotion</td>
</tr>
<tr>
<td></td>
<td>Development</td>
<td>building social relationships</td>
</tr>
<tr>
<td></td>
<td>Personal Learning</td>
<td>working in teams</td>
</tr>
<tr>
<td></td>
<td>Civics &amp; Citizenship</td>
<td>the individual learner</td>
</tr>
<tr>
<td></td>
<td></td>
<td>managing personal learning</td>
</tr>
<tr>
<td></td>
<td></td>
<td>civics knowledge &amp; understanding</td>
</tr>
<tr>
<td></td>
<td></td>
<td>community engagement</td>
</tr>
<tr>
<td>Disciplined Based Learning</td>
<td>The Arts</td>
<td>creating &amp; making</td>
</tr>
<tr>
<td></td>
<td>English</td>
<td>exploring &amp; responding</td>
</tr>
<tr>
<td></td>
<td>Humanities (Economics)</td>
<td>reading, writing, speaking &amp; listening</td>
</tr>
<tr>
<td></td>
<td>Humanities (Geography)</td>
<td>economic knowledge &amp; understanding</td>
</tr>
<tr>
<td></td>
<td>Humanities (History)</td>
<td>economic reasoning &amp; interpretation</td>
</tr>
<tr>
<td></td>
<td>Japanese</td>
<td>geographical knowledge &amp; understanding geospatial skills</td>
</tr>
<tr>
<td></td>
<td>Mathematics</td>
<td>historical knowledge &amp; understanding</td>
</tr>
<tr>
<td></td>
<td>Science</td>
<td>historical reasoning &amp; interpretation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>communicating in a language other than English</td>
</tr>
<tr>
<td></td>
<td></td>
<td>intercultural knowledge &amp; language awareness</td>
</tr>
<tr>
<td></td>
<td></td>
<td>number &amp; space</td>
</tr>
<tr>
<td></td>
<td></td>
<td>measurement, chance &amp; data</td>
</tr>
<tr>
<td></td>
<td></td>
<td>structure</td>
</tr>
<tr>
<td></td>
<td></td>
<td>working mathematically</td>
</tr>
<tr>
<td></td>
<td></td>
<td>science knowledge &amp; understanding</td>
</tr>
<tr>
<td></td>
<td>Interdisciplinary Learning</td>
<td>science at work</td>
</tr>
<tr>
<td></td>
<td>Communication</td>
<td>listening, viewing &amp; responding</td>
</tr>
<tr>
<td></td>
<td>Design, Creativity &amp; Technology</td>
<td>presenting</td>
</tr>
<tr>
<td></td>
<td>ICT – information &amp; communication technology</td>
<td>investigating &amp; designing</td>
</tr>
<tr>
<td></td>
<td>Thinking</td>
<td>producing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>analysing &amp; evaluating</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ICT for visualising thinking, for creating &amp; communicating</td>
</tr>
<tr>
<td></td>
<td></td>
<td>reasoning, processing &amp; inquiry</td>
</tr>
<tr>
<td></td>
<td></td>
<td>creativity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>reflection, evaluation &amp; metacognition</td>
</tr>
</tbody>
</table>
School Improvement Teams

Beaumaris Primary has school focus teams who support and enhance the English, mathematics, ICT, sustainability and wellbeing programs within the school.

transition

Preschool – Prep: We have well established relationships with our local pre-schools that 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 – Sandringham Secondary College and Mentone Girls Secondary College.

Victorian modern cursive script

We include an example of the infant script that your child will learn in appendix 1 (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 un-tuned percussion instruments and creating with these. The students learn how to identify, respond and perform to different musical rhythms, tempos, styles, tone 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. The program is taken by qualified instructors. Details will be supplied during the year. The whole school swimming program is usually held in Term 4.

Reading Recovery

Reading Recovery is a school-based, early intervention program providing intensive support for students, who, after one year at school have not yet established effective reading and writing 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 DEECD speech pathologist and psychologist visits the school to assist students at point of need.
GENERAL INFORMATION

administration

Please address general enquiries to our administrative staff, Catherine Lamb (Business Manager), Virginia Jackson, 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

If your child is absent from school please ring the office in the morning and follow up with an explanatory note when your child returns. If your child contacts a serious or contagious infection, please notify the school office by telephone.

attendance arrival

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, please sign the late arrival book at the office. The student will collect a late pass to hand to their classroom teacher. Any students left in the playground after 3.45pm will be taken to the school office where they will wait to be collected. Any students still remaining at school after 4pm will be taken over to our Out of School Hours program and booked into that afternoon’s session (at parents cost).

appointments: medical/dental

Please write a note to the teacher stating time and purpose of appointment. Student’s safety is our concern at all times. Therefore parents are required to sign a book in the office when collecting a child at any time other than dismissal times. Parents will be issued with an ‘Early Leaver’s Pass’ which 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 School office or from the Bank. Mr Rob Fenton, Manager, Beaumaris branch, telephone: (03) 9589 5366 is 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 & bowling just to name a few.

previous projects have been installation and maintenance of the watering system to the school garden beds, construction of a school BBQ and the construction of a decking area outside the Japanese room.

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. Further details are available by phoning the program coordinator on (03) 9589 7128 or Camp Australia on (03) 9859 8199.

bicycles/scooters

As part of our physical education, health & safety program all students in years 4, 5 & 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 ride their bicycles to school providing they wear an approved helmet at all times. Students are not permitted to ride in Beaumaris Primary School 7
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 overnight or during school holidays.

communication

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

- Weekly Stop Press newsletter - covering whole school events. This newsletter is emailed to parents on Thursdays during term time. Hard copies are also available from the office.
- Level Wikis - an online space that contains level related curriculum information. Access to these wikis is organised by your child’s teacher.
- Activity notices – notices regarding specific events/activities will be sent home with students as required.
- School website - www.beaups.vic.edu.au here you can find a wealth of information about our school including: curriculum, a full calendar of activities, contact details, copies of forms and back copies of Stop Press.

community information

The Bayside City Council publishes a Community Directory that 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

contact within the school

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 year level coordinator for your child’s class (names published in Stop Press at the start of the year and also on our website), Assistant Principal (Student Wellbeing Coordinator) or Principal.

cooling and heating in classrooms

All classrooms have heaters and the majority have 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 that will deprive your child of 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 attached 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 contact: Dental Health Services: 1300 360 054.

dismissal prior to Easter, Christmas and term holidays

Dismissal at the end of term 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. If bed rest in sick bay for a period does not alleviate the problem, parents are contacted and advised to take the child home. Much valuable time is wasted if contact phone numbers and place of work are not kept up to date. Please notify the class teacher and office of any changes.

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 grade 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.

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’. A Captain and Vice-Captain for boys and girls for each house are selected each year (from our year 6 students). Their responsibilities include organising sports days, yard duty etc.

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

in 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 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.

lunchtime

Students are supervised for 10 mins 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 hour unless the school is notified and the child is collected 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. Please pack this separately, in a wrapping or container that the child can manage.

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 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). DEECD 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 complete Medication Authority Form, which must be authorised and signed by a 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 weekly newsletter, called Stop Press, is sent to families via email on Thursdays, in addition to being available on our school web site. This is the school’s main method of communicating news and events to families, 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 the brochure stand next to the office. Please check your child’s school bag for other notices, these are sent home with the youngest child in the family.

parent club

The Parent Club is open to any parents of students attending the school. Monthly meetings 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 participation in the school

There are many ways you may help the school. Your involvement in any way will be appreciated by teachers 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 teachers, other parents and your child’s classmates. Some of the ways you may be involved include:

- Literacy and Numeracy program
- Taking part in working bees
- Helping on excursions
- Special days - clubs, thematic studies (cookery, etc.)
- Helping in the canteen
- Becoming a School Council member
- Parent Club
parent/teacher meetings

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 an interview following the mid-year reports. Parents wishing to see teachers at other times for interviews are asked to speak directly to the teacher to arrange a suitable time.

religious instruction classes

On the enrolment form parents are asked to nominate if they wish their child to take part in religious instruction classes. Weekly thirty minute classes are held by visiting teachers from ACCESS Ministries. Christian religious education teachers are approved by the Minister for Education, have a Working With Children Check and are accredited through ACCESS ministries. Students who do not participate in the CRE class will remain in the classroom supervised by their classroom teacher while they carry out quiet reading.

reporting

Written reports are sent home twice yearly in June and December. Within the report there is a student achievement, areas for improvement, school support and home support comments. Students provide a brief written self-assessment of the semester. Teachers assess against the Victorian Essential Learning framework (VELS).

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
- 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 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.

Our council has five sub-committees, which are:
1. Buildings & Grounds
2. Finance
3. Education
4. Marketing & Communication
5. Grants

All school parents 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
- ensure your child arrives on time
- 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 payments**

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

The following areas are covered through parent supported contributions:

- curriculum materials
- excursions/activities program
- first aid officer
- sport & activity levy – years 4, 5 & 6
- swimming/water safety program
- tax deductible donations – trust funds
- camp program – years 3, 4, 5, 6 (separate payment is requested during the term in which the camp takes place)

Payments can be made by cheque, cash (in person to the office only, for security reasons do not send large amounts of cash via students to their classrooms), Eftpos or credit card (excluding American Express). All payments will be receipted. Vouchers for Eftpos/credit payments can be requested from the office. 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 how to use a urinal.

**Ultranet**

The Ultranet is a state-wide, secure site that students, parents and teachers can access via the internet. It will provide a new learning space and more opportunities for information sharing across the Victorian government school system.

**uniform & uniform shop**

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 during September until 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).

The 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 can be left at the office at other times as long as they are accompanied by correct payments; once fulfilled the order will be given to students to take home. Uniform price lists/order forms are available at the office and 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.

**website**

[www.beaups.vic.edu.au](http://www.beaups.vic.edu.au)

**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 2013 - 2015

<table>
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<th>Term 1</th>
<th>Start Date</th>
<th>End Date</th>
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<td>31 January</td>
<td>31 January</td>
<td>28 March</td>
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<td>15 April</td>
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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