

# Bethal Primary School

## Parent Information Handbook



**Bethal Primary School No. 5186**  
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Meadow Heights 3048.  
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## Table of Contents

<b>Welcome to Bethal Primary School</b>	page 3
• Collecting your child Early	page 3
<b>Day to Day School Operation</b>	page 4
• Absences	page 4
• Canteen	page 4
• Excursions and Incursions	page 4
• Swimming	page 4
• Camps	page 4
• Transition	page 5
<b>Uniform</b>	page 5
<b>Communication</b>	page 6
• Information Session	page 6
• Newsletter	page 6
• Parental Participation	page 6
• School Council	page 6
• Home Reading	page 6
<b>Student Wellbeing &amp; Behaviour Management</b>	page 7
• Our Approach to a safe and Inclusive School	page 7
• Positive Reinforcement & Rewards	page 8
• Whole School Assembly	page 8
<b>Curriculum</b>	page 9
• Specialist Areas	Page 9
• Assessment and reporting	page 10
<b>Student Health</b>	page 11
• Sick Bay	page 11
• Medication	page 11
• Dental Service	page 11
• Sun Smart	page 11
<b>Department of Human Services Exclusion List</b>	page 11

## Welcome to Bethal Primary School



We welcome you to the Bethal Primary School Community.

We are delighted you have chosen Bethal Primary School to share in the education of your child. We envisage that you and your child will develop a happy and rewarding relationship with us. Education is a partnership and we greatly appreciate support, contributions and involvement in school activities.

### Special Features of Our School

Spacious Art Room	Stephanie Alexander Garden	Family Engagement Programs	School Canteen
Community Hub	School Choir	Incursions & Excursions	Year 6 To 7 Transition Program
Swimming Program	Well Resources Library	Spanish Program	Outdoor Shelter
Student Wellbeing Focus	Buddy System	Spacious Grassed Areas	Grade 5 & 6 Leadership Program
Junior School Council	Digital Technology Program	Secure Fencing	Kinder To Prep Transition Program
Indoor Garden Features	Instrumental Music Program	Interschool Sport	Wifi & Internet Access
On Site Kindergarten	Attractive Playground Area	Indoor Toilets For Students	Spacious Oval
Intervention Programs	On site speech pathologist	Breakfast Club	Spacious Classrooms
Physical Education	Multicultural Aide	Support Programs	Counsellor

### School Timetable

Students start at 8.55am

**Session 1** 9-10am

**Session 2** 10-11am

11-11.15 lunch eating time in the classroom

11.15-12pm outside play

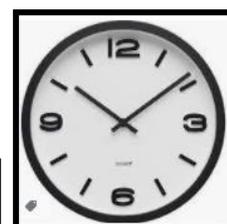
**Session 3** 12-1pm

**Session 4** 1pm-2pm

2pm-2.30pm recess

**Session 5** 2.30- 3.30pm

3.30pm Dismissal



### Collecting Your Child Early

Children should not be collected from school early unless there is an emergency. Medical appointments should be made outside school hours whenever possible.

Children leaving school early miss out on valuable instruction time and are often embarrassed by leaving the classroom. If you must collect your child before normal school finishing time, please go to the office where you will sign your child out. Your child will then be called down to the office. If your child regularly leaves school early then you may be asked to meet with the Principal or Assistant Principal for a discussion

## Day to Day School Operation

### Absences

You must advise the school of your child's absence by either calling the Office on 9309 7626 or by inserting an 'Attendance Note' via the Compass School Manager website or smartphone app.

*Details required are:*

- Number of days your child was/will be absent
- Reason for the absence

**Note:** extended Medical/Illness absences may require a medical certificate

If your child is absent, the school will phone to obtain details of the absence if you haven't advised the school.

If you are going on extended holidays with your child you **MUST** notify the office and sign a form stating how long they will be absent to hold their place in the school.

**Please contact us if your child is likely to be absent for an extended period of time.**

### Canteen

Lunches are able to be ordered from the canteen **Monday to Friday**. If you would like to order a lunch order, please write your child's name, grade, room number and total cost, clearly on a paper bag.

Supplying your own paper bag for lunch orders will save you a cost of 5 cents per bag. **Canteen price lists are available from the office or the canteen.**

- Lunches are eaten at 11.00 a.m. inside the classroom.
- Children go outside to play at 11:15am
- All children are required to eat any unfinished food in the pergola area of the school.
- Children will be told to take any uneaten food home.
- Children are limited to spending \$2.00 a day at the canteen, (not including lunch).



### Excursions and Incursions

Lots of exciting activities take place at our school.

Excursions, visiting guests and artists play important roles in our school educational programs.

We expect that your child will participate in these experiences, as they are a valuable component of our school program.

Excursions and Incursions, known as Events, are communicated to families via the Compass portal. This will include key information, such as the event rationale and any costs. Through Compass, online consent and payments can be made up until the Event deadline using a debit or credit card. For families qualifying for the [Camps, Sports and Excursion Funds \(CSEF\)](#), Compass provides the option to select this as a payment method, which is processed by the school Business Manager.

**Please note:** Late payments will **not** be accepted with alternative arrangements made onsite for students where payment and/or consent has not been received.

### Swimming

Students in all grades have the opportunity to participate in swimming lessons.



### Camps

Camp is offered to all grade 5 and 6 students and is usually for three days. Grade 4 students may be offered an opportunity to participate in the camps program if the camp can cater for the numbers.

### Year 6 – 7 Transition

Grade 6 students have the opportunity to visit a Secondary School where they can experience the operations and expectation of a Secondary School. We ask that parents of students in grade 5 and 6 think about and research which Secondary School they would like their child to attend as the Transition process can be over a two year period.

### CSEF – Camps, Sports, Swimming and Excursions Fund

If you hold a Pension or a Health Care Card you are eligible to apply for CSEF. This funding can be used towards any of these during the year.

## Uniform

Your child is expected to be in full uniform every day. Children must wear black pants or shorts with no stripes or logos. They also wear a red polo shirt and a red jumper. There is also a red jacket for winter. These items all have the school logo. Girls can also wear a red and white check school dress. They can be purchased from the school uniform shop.

Grade 6 children are allowed to wear a black jumper or the special Grade 6 jumper with all the Grade 6 student's names printed on the back. Orders for these are taken at the beginning of the grade 6 year.

All children are required to wear fully enclosed school shoes or joggers. No open-toed sandals or thongs are to be worn to school. In terms 1 and 4 the children must wear a red broad brimmed hat or legionnaire's cap when outside. Hats are available to purchase from the office. Children are not allowed to wear non-school caps during the school day. In order to keep the focus on learning and not fashion, please ensure that your children do not wear jewellery or makeup at school. A watch may be worn to school.

Boys Summer	Boys Winter
<ul style="list-style-type: none"> <li>• Red polo shirt with logo</li> <li>• Plain Black shorts.</li> <li>• Red windcheater with logo</li> <li>• Red, White or Black socks.</li> <li>• Legionnaire or Broad-brimmed Hat (1<sup>st</sup> &amp; 4<sup>th</sup> term).</li> </ul>	<ul style="list-style-type: none"> <li>• Red polo shirt with logo.</li> <li>• Plain Black track pants (no stripes).</li> <li>• Red Windcheater with logo</li> <li>• Red Beanie/ black beanie</li> <li>• Red Jacket with school Logo</li> </ul>

Girls Summer	Girls Winter
<ul style="list-style-type: none"> <li>• Red and White check dress.</li> <li>• Red polo shirt with logo.</li> <li>• Red or Black netball skirt or shorts.</li> <li>• Red Windcheater with logo.</li> <li>• Legionnaire or Broad-brimmed Hat (1<sup>st</sup> &amp; 4<sup>th</sup> term).</li> <li>• Black Skorts</li> </ul>	<ul style="list-style-type: none"> <li>• Red or White polo shirt with logo.</li> <li>• Plain Red or black leggings (no stripes).</li> <li>• Plain Black track pants (no stripes).</li> <li>• Red Windcheater with logo.</li> <li>• Red Beanie/ black beanie</li> <li>• Red Jacket with School Logo</li> </ul>

**Art Smock:** Please supply one oversized T-shirt, or purpose-made art smock, to protect the uniform.

**Please Note:** Children must wear the correct school hat as these provide appropriate sun protection

## Communication

### Information Sessions

We arrange information days/evenings and parent/teacher interviews which we encourage you to attend. If you have concerns about your child, which you would like to discuss with us, do not hesitate to make an appointment to come and have a chat.

### Newsletter

Our newsletter is made available for the school community monthly, usually on a Friday. This is also available through Compass and on the school website [www.bethalps.vic.edu.au](http://www.bethalps.vic.edu.au). The newsletter is available in Arabic and English. Please read it, as it outlines what is happening in the school and provides all kinds of important and exciting information.

Sometimes notices will be sent out regarding such things as:

- out of uniform day
- sausage sizzle
- excursions
- fundraising activities
- special days

Please ensure that you read it every month.



## Parent Participation

### Participating in Your Child's School

We would appreciate your assistance in classroom activities, PMP and excursions. Please feel free to approach the classroom teacher before or after school, to find out how YOU can help.

All people who volunteer to help in classrooms must have a **Working with Children** card. Please see the office if you need more information.

We also conduct Parent Helpers Training sessions to help you fit into to the school routine more easily. By supporting and becoming actively involved in school activities you can support the quality programs we have to offer and maintaining our attractive school appearance.

### School Council

The School Council is made up of parents and teachers. Its role is to help the school run effectively. It is responsible for policy, curriculum, finances and improvement of the school grounds. Please inform the school if you are interested in being on school council.



### Home Reading

This is a program designed to help parents and children enjoy reading together. Parents are asked to read to their child or listen to them read after school every night. Books are supplied by the school for children in all grades to borrow each day for their personal home reading.



## Student Wellbeing and Behaviour Management

Our Code of Conduct for students at Bethal Primary School is consistent with Department guidelines and regulations.

Our school values are; **Collaboration, Perseverance and Respect.**

Students have the following rights:

- The right to be safe.
- The right to learn.
- The right to be respected and treated with kindness and fairness.
- The right to be individuals at school.
- The right to express themselves.
- The right to be listened to when conflict is being resolved.
- The right to work and play happily.
- The right to expect that their property will be safe at school.



**PERCY PERSEVERANCE**



**RIKKI RESPECT**



**COZY COLLABORATION**

**Students** are responsible for ensuring that their rights and the rights of others are respected.

**Teachers** should be able to teach in an atmosphere of co-operation.

**Parents** have an obligation to support the school in its efforts to provide a harmonious teaching and learning environment for the children.

**All members of staff** are obliged to implement the Whole School Behaviour Management strategies consistently, in a fair and reasonable manner.

### Our Approach to Creating a Safe and Inclusive School

At Bethal we take a positive approach to behaviour management to encourage personal responsibility and restorative approach. We encourage all students to make good choices so that Bethal is a safe, happy, co-operative place where all members of the school community are treated fairly and with respect.

We are committed to the following strategies:

- A whole approach to teaching social skills and behaviour modification through Respectful Relationships and Berry Street strategies.
- provide social competencies programs to build self-esteem and resiliency
- giving regular positive reinforcement to improve social skills
- encouraging friendships and establishing 'buddy' systems across the school
- encouraging children to accept responsibility for their actions and support them to restore relationships through collaborative discussions
- providing supervision and support in the school grounds and classrooms
- acknowledging student achievements in the newsletter, assemblies and through grade level awards
- learning to recognise our emotions through the zones of regulation

Our Whole School Behaviour Plans are made in consultation with the children and include:

- Positive reinforcement and reward for appropriate behaviour
- Whole school classroom behaviour flowchart
- Whole school playground behaviour flowchart
- Logical consequences for inappropriate behaviour

Serious behaviours may lead to suspension/expulsion procedures. The Principal will make the decision in line with Department Guidelines and Policy. Parents will always be notified in these circumstances.

## Positive Reinforcement and Rewards

This plan aims to help all students develop responsibility for their own behaviour. We also believe it is important to acknowledge students' efforts in positive ways. The following are some ways in which the teachers will do this:

1. **Praising** the positive examples and choices set by particular students.
2. **Class rewards** including stickers, and special activities.
3. **Special responsibilities** and jobs at class and whole school level.
4. Selection for **representation on student committees** such as the Junior School Council.
5. **Involvement in the School Buddy Program** where children help younger students in the school by being models of exemplary behaviour.
6. **Certificates** for achievement in all fields including academic, sporting and citizenship.
7. **Public recognition and appreciation** of particular behaviours and attitudes, and particular students, at assemblies and in the school newsletter.



## Whole School Assembly

Every fortnight Bethal Primary School has a whole school assembly. All staff and children attend the assembly which is led by students and supported by the teachers. Parents are invited to attend our assemblies which are held in the BER building.

The school newsletter will inform parents of the assembly dates.

The main purpose of the whole school assembly is to cultivate a sense of belonging towards each other and our school. It trains us to behave well and learn to respect and appreciate what others have done for us. The assembly provides a channel to release information related to our school life such as special activities and practice our oral speaking skills when we are presenting information to a large group.

## Student of the Week

During the assembly individual students are presented with a '**Student of the Week**' certificates. This is to celebrate individual children who have demonstrated a great attitude toward their learning, made good choices, shown great behaviours that reflect the school values or strived to achieve their personal best. The students then have an opportunity to be recognised and are celebrated by the school. All students are encouraged to be celebrated in this sense by classroom and specialist teachers.

## Intervention Program

Identified students that are working below the expected level for learning are supported in the intervention program. These students are carefully selected to participate in a targeted program that is supported by a carefully developed Individual Learning Improvement Plan. This plan outlines specific learning goals and how both the school and home will support the learning of the student. It focuses on identified students who are working below the expected level and require extra help. It is an important program for students to ensure that disengagement from learning does not occur.

## Curriculum

At Bethal PS we organise our teaching day to maximise student learning. The morning sessions are generally a two hour English block followed by mathematics. Throughout the week teachers endeavour to cover a minimum of ten hours of literacy and five hours of mathematics.

Bethal Primary School is guided by the Victorian Curriculum and teachers plan our units of work and students are assessed against the Learning Standards. We use an Inquiry Approach to learning which encourages students to ask questions and discover new understandings through research, investigations, discussions and sharing with others. At Bethal Primary School we aim for our students to be literate, numerate and curious.

At Bethal Primary School an emphasis is placed on developing the whole child and we enforce our three school values of **Respect, Collaboration and Perseverance**, which are promoted at all times.



## Specialist Areas

Bethal Primary School offers specialist programs for all students. These programs are very well planned using the Victorian Curriculum and its Guidelines. Each program is well resourced and offers many rich activities that children enjoy. The following gives an insight into each program;

### Spanish

During **Spanish** class, children will learn Spanish for at least one session per week. They will be developing an understanding of how languages work, which leads to improved literacy skills. Students will also learn about other cultures to inspire interest in & respect for other cultures.

### Visual Art

During **Visual Arts** class, children will learn a variety of art based techniques. They will engage in activities such as painting, drawing, craft, sculptures from clay and studying painters and artists. Important component of the art program is when children explore and develop their art appreciation. The children will also be encouraged to talk about their work, and the works of others, in a critical manner.

### Music

During **Music** class, children are exposed to and participate in a variety of dramatic and music genre. They will participate in many active movement games and have opportunities to perform to a large audience. Children will also explore the language of music and a variety of instruments.

### Library

During **Library** class, children attend library with their classroom teacher. The children will be taught to further refine their research skills. Library sessions will also immerse children in a variety of books and expose them to new authors and illustrators. Hopefully, Library sessions will encourage all children to enjoy books and borrow on a more regular basis. Bethal Primary School has created a beautiful Library space which is very well-resourced which children may enjoy. We encourage all parents to visit the Bethal Primary School Library too.

### Physical Education

During **Physical Education** class, children will be active participants in a fitness and sport program. They will learn how to stay healthy and active as well as develop skills to play major games such as basketball, soccer and netball. In grade 5 & 6 students will participate in Interschool sports, playing winter and summer games. Children will also have the opportunity to participate in athletics and compete against neighbourhood school teams.



## Assessment and Reporting

### Reporting and Conferences

Parent / Teacher / Student Conferences are held twice a year, in February and June. Appointments are made through Compass, with an option to request an interpreter to support the conversation. Two written reports that show student development are prepared for parents each Semester, released in June and December. These are made available through Compass and keep a historical record of your child's development. It is essential that you access the Semester reports and attend the Conferences to discuss your child's development. Children are encouraged to attend these meetings with you.

If you wish to speak to your child's teacher at any other time you are welcome to do this. Please contact the school so that a mutually convenient time can be arranged between you and the class teacher.

### NAPLAN

The National Assessment Program – Literacy and Numeracy (NAPLAN) is an annual national assessment for all students in Years 3, 5, 7, and 9. All students in these year levels are expected to participate in tests in reading, writing, language conventions (spelling, grammar and punctuation) and numeracy.

The results are then sent to the school in August. All parents are sent home a copy of their child's results at the end of term three.

### Teacher Aides

We have a wonderful team of teacher aides who are employed by the school to provide assistance and support for students.

The school also employs an Arabic speaking Multicultural Education Aide (MEA) who works with children and parents. They help to translate during interviews, translate documents such as our Newsletter and assist in classes and work with children who need extra assistance. They also work in our Family Engagement Program and in the Community Hub.

The school budget allows for some teacher aides to work within classrooms to support students with special needs. Children who are funded through the Department of Education and Training for learning disabilities work with our teacher aides in one-on-one or small group situations on specific learning programs.

### EAL (English as an Additional Language)

A large number of students at Bethal Primary School come from families where English is their second language. Curriculum programs and teaching strategies need to reflect the diverse nature of the school community to take account of the specific language needs of such students.

Students from EAL backgrounds will be assessed using the EAL Curriculum and reporting to parents will reflect this.



### INTERPRETERS

The school makes use of interpreters for a variety of purposes to ensure open and accurate communication with parents/caregivers who have little understanding of English. Interpreters are arranged mainly for:

- Parent / Teacher / Student Conferences
- Education Support Group meetings
- Student Support Group meetings (Program for Students with Disabilities)
- Parent Teacher Meetings for specific purposes

If the teacher requires the use of an interpreter for parent/teacher interviews other than those arranged on a whole school bases, please contact the school if you need assistance.

## Student Health

Students are expected to be at school every day. However, if your child is unwell then it is important that they are kept at home to ensure a quick recovery. The following page outlines various illnesses and advice as outlined by the Department of Education.

### Sick Bay

If your child becomes ill or has had an accident, we have a number of fully trained first-aid staff who will attend to your child. Sickbay records are kept on Compass, which will notify families that their child has attended sickbay that day. For head injuries or other serious incidents, families are contacted immediately via phone.

It is most important that your telephone number and emergency contacts numbers are correct and kept up-to-date. If your telephone number is changed for any reason, or if you have a new mobile number, please inform the office as soon as possible. If we are unable to contact the parents of a seriously sick or injured child, we will take appropriate action to see that the child gets appropriate medical assistance. The cost of any medical, hospital or ambulance charges will be borne by the parent.

### Medication

If medication is required to be taken at school, a consent form must be signed by the parent at the office. The medication must be clearly labelled, indicating your child's name, dosage required, and time to be administered. No medicine will be given to a child unless a signed consent form is provided. Parents of children with Asthma are required to provide an Asthma Management Plan from their Doctor and supply the school with the appropriate reliever for their child. Children with Anaphylaxis are also required to have an Anaphylaxis management plan.

### Head lice Checks

Periodically throughout the year head lice checks will be conducted by a trained person. On enrolment you will be asked to complete a permission form for these checks to take place. If you refuse permission, you will be asked to come to the school at the time of the check to do the inspection yourself. Children who are found to have eggs or live lice will be sent home with a note about the treatment needed. They will need to bring a signed note stating that treatment has been carried out before they can return to school.

### Dental Service - Smile Squad

The Department of Health and Dental Health Services Victoria are working closely with the Department of Education and Training to engage The Smile Squad program across Victoria in 2021. Smile Squad will provide free oral health examinations and follow up treatment to all students at Bethal Primary School. Smile Squad is committed to the same high standards of safety and quality required of all public dental services.

### Sun Smart

It is School Council policy that during term one and four, children are expected to wear one of the two styles of school hats. These styles are:

- Legionnaire (long flaps that cover the ears and neck)
- Broad brimmed hats.

These hats are red and may be purchased from the office during school hours. Children without a hat will not be permitted to take part in any outdoor activities. They will be required to stay inside or sit in the shade outside.



## INFECTIOUS DISEASES

Common childhood infectious diseases are prevalent within primary schools. A list of these infectious diseases that exclude students from school is available from the School Office. Staff should notify the Principal or Assistant Principal if they suspect any student has an infectious disease as this may require exclusion from school. The following table may provide some clarity of the minimum periods of exclusion from school. Additional information about exclusion is available from the school office.

### Department of Human Services Illness Exclusion Table

*Minimum periods for exclusion from schools*

DISEASE OR CONDITION	EXCLUSION OF CASES	EXCLUSION OF CONTACTS
Chicken Pox	Until fully recovered or at least 1 week after the eruption first appears	Not excluded
Conjunctivitis (acute infectious)	Until discharge from eyes has stopped	Not excluded
Diphtheria	Until a medical certificate of recovery from infection	Domiciliary contacts excluded until investigated by the medical officer of health or a health officer of the Department and shown to be clear of infection
Giardiasis (diarrhea)	Until diarrhoea has stopped	Not excluded
Hepatitis A (Infectious Hepatitis)	Until receipt of medical certificate of recovery from infection or until symptoms disappear	Not excluded
Hepatitis B	Until recovery from acute attack	Not excluded
Impetigo (School sores)	Until sores have fully healed. The child may be allowed to return earlier provided that appropriate treatment has begun and that sores on exposed surfaces such as scalp, face, hands or legs are properly covered with moisture-proof dressings	Not excluded
Leprosy	Until receipt of a medical certificate of recovery from infection	Not excluded
Measles	Until at least 5 days from the appearance of rash or until receipt of a medical certificate of recovery from infection	Non-immunised contacts must be excluded for 13 days from the first appearance of rash in the last-occurring case unless they are immunised within 72 hours of first contact
Meningococcal infection	Until receipt of a medical certificate of recovery from infection	Domiciliary contacts must be excluded until they have been receiving appropriate chemotherapy for at least 48 hours*
Mumps	Until fully recovered	Not excluded
Pediculosis (head lice)	Until appropriate treatment has begun	Not excluded
Pertussis (whooping cough)	Until 2 weeks after the onset of illness and until receipt of a medical certificate of recovery from infection	Domiciliary contacts must be excluded from attending a chn's services center for 21 days after last exposure if contacts not immunized or not previously had whooping cough.
Poliomyelitis	Until at least 14 days after onset of illness and until receipt of medical certificate of recovery from infection	Not excluded
Ringworm	Until appropriate treatment has begun	Not excluded
Rotavirus (diarrhoea)	Until diarrhoea has stopped	Not excluded
Rubella	Until fully recovered or at least 5 days after onset of rash	Not excluded
Scabies	Until appropriate treatment has begun	Not excluded
Shigella (diarrhoea)	Until diarrhoea has stopped	Not excluded
Streptococcal infection, including Scarlet Fever	Until receipt of medical certificate of recovery from infection	Not excluded
Trachoma	Until appropriate treatment has begun	Not excluded
Tuberculosis	Until receipt of a medical certificate from a health officer of the Department that the child is not considered to be infectious	Not excluded