



# Welcome to Bethal Primary School

## Parent Information Handbook

### 2024



**Bethal Primary School No. 5186**  
28-52 Eldorado Crescent,  
Meadow Heights 3048.  
Postal Address: P.O. Box 2048 Telephone: 9309 7626

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## 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 your child's education. We envisage that you and your child will develop a happy and rewarding relationship with us. Education is a partnership, and we greatly appreciate family support, contributions, and involvement in school activities.

### Special Features of Our School

<i>Wonderful little people!</i>	<i>Stephanie Alexander Gardening and Cooking Programs</i>	<i>On Site Kindergarten and Play Group</i>	<i>School Canteen with online ordering</i>
<i>Community Hub – Free Programs and Support Services</i>	<i>Structured Phonics and Reading Program</i>	<i>Regular Incursions, Excursions and a subsidised Camp</i>	<i>Friendly, knowledgeable, and supportive teachers</i>
<i>Fully funded Swimming Program</i>	<i>Extensive Specialist Program culminating in rich community experiences</i>	<i>Diverse and Skilled Education Support Staff, including an Arabic Multicultural Aide</i>	<i>On-site Allied Health Staff – Psychologist, Speech Pathologist and Student Welfare Officer</i>

### School Timetable

All students start at 8.55am.

<b>Session 1</b>	<b>9.00 – 10.00 am</b>
Session 2	10.00 – 11.00 am
<b>Lunch eating in classroom</b>	<b>11.00 – 11.15 am</b>
Outside play	11.15 – 12.00 pm
<b>Session 3</b>	<b>12.00 – 1.00 pm</b>
Session 4	1.00 – 2.00 pm
<b>Recess</b>	<b>2.00 – 2.30 pm</b>
Session 5	2.30 – 3.30 pm
<b>Dismissal</b>	<b>3.30 pm</b>

## 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. This policy is to ensure students do not miss out on important learning.

Children leaving school early miss out on valuable instruction time, so this is heavily discouraged. If you must collect your child before normal school finishing time, please go to the office where you will sign your child out.

## Day-to-Day School Operations

### 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 prior to leaving.***

### Canteen

Lunches can be ordered from the canteen **Monday to Friday**. If you would like to order a lunch order, you can either do this online via the Compass app or by writing your child's name, grade, room number and total cost, clearly on a paper bag.

**Canteen price lists are available on Compass**

- 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 across our curriculum.

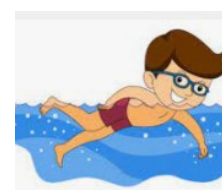
Excursions, visiting guests and artists play important roles in our school educational programs. We expect that your child will participate in these experiences, as they are a valuable component of our school program.

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 camp 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 Grades 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, however your application must be returned by June of that year to be eligible.

### 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. All uniforms 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 runners. 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 when outside. Hats are available to purchase from the office. Children are not allowed to wear non-school caps during the school day. 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 for practical purposes.

Our uniform is tabled below:

<i><b>Boys Summer</b></i>	<i><b>Boys Winter</b></i>
<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>

<i><b>Girls Summer</b></i>	<i><b>Girls Winter</b></i>
<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**

### **Connecting with the school**

We arrange information days/evenings and parent/teacher interviews where you are encouraged to attend to discuss your child's progress. You are also welcome to make an appointment to speak with your child's classroom teacher to discuss their learning at a suitable time.

### **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 every month, 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

## Weekly Assembly Video

In most school weeks, a weekly assembly video is distributed to all families via our school YouTube channel. This video contains information and news from around the school, along with contributions from our student leaders.

You can watch all of our videos on our Youtube channel here:

<https://www.youtube.com/channel/UC7CQzGvyp5vgGt0a3ZCoj4w>

## Whole School Assembly

Bethal Primary School runs a whole school assembly every week. These generally take the form of a video created by our staff and student leaders that is viewed by all students and distributed to families on a Friday afternoon. Twice a term, all staff and children attend an in-person assembly which is led by students and supported by the teachers. Parents are invited to attend any assemblies that 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.

## 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 maintain 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 the 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.



**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 cooperation.

**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 a restorative approach. We encourage all students to make expected choices so that Bethal is a safe, happy, cooperative place where all members of the school community are treated fairly and with respect.

In alignment with the School Wide Positive Behaviour Framework, all staff at Bethal Primary School:

- Use a wholistic approach to teaching social skills and behaviour expectations through strategies aligned with the Respectful Relationships and Berry Street Education Model programs
- learn to recognise our emotions through the Zones of Regulation program
- provide social competency programs to build self-esteem and resilience
- give regular positive reinforcement to improve social skills
- encourage friendships and establishing 'buddy' systems across the school
- encourage children to accept responsibility for their actions and support them to restore relationships through collaborative and problem-solving discussions
- provide supervision and support in the school grounds and classrooms
- acknowledge student achievements in the newsletter, assemblies and through grade level awards



Bethal Primary School supports positive social development through the following tools:

- Positive reinforcement and rewards for expected behaviour
- School Wide Positive Behaviour Expectations Matrix
- Whole school behaviour flowchart
- Logical consequences and restorative actions following unexpected 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 students are acknowledged:

1. **Praising** students using specific positive praise, acknowledging students who make positive choices and display expected behaviours. The positive examples and choices made by students and acknowledging them with 'House Points'.
2. The **School Wide Acknowledgement System** where students are given 'House Points' for displaying our school values and expected behaviours. The House Points competition runs termly, and the winning house receives a special celebration.
3. **Spotlight awards** which are given to a student when they have demonstrated our school values in an outstanding way, which goes above and beyond usual expectations.
4. **Special responsibilities** and jobs at the class and whole school level such as House Captain.
5. Selection for **representation on student committees** such as the Junior School Council.
6. **Involvement in the School Buddy Program** where children help younger students in the school by being models of exemplary behaviour.
7. **Certificates** given for achievement in all fields including academic, sporting and citizenship.
8. **Public recognition and appreciation** of expected behaviours and attitudes, for particular students, at assemblies and in the school newsletter.

### Student of the Week

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

### Tutor Learning Initiative (TLI)

Students who are identified as needing additional support 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 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 our teachers plan our units of work and students are assessed against the Learning Standards. We use an explicit approach to learning where students are taught key skills in a structured and sequential way to support their learning. We also encourage 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 emphasis is placed on developing the whole child and we enforce our three school values of **Respect, Collaboration and Perseverance**, which are always promoted and taught in context through our School-Wide Positive Behaviour Matrix.

## 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, crafts, sculptures from clay and studying painters and artists. An 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 genres. 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 the library with their classroom teacher. The children will be taught to refine their research skills further. Library sessions will also immerse children in various 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 and beautiful Library space that 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 sports 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 grades 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

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.

## Education Support Staff

We have a wonderful team of education support staff 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 education support staff to work within classrooms to support students with additional needs. Children who are funded through the Department of Education and Training for learning and language disabilities work with our education support staff in one-on-one or small group situations on specific learning programs.

## EAL (English as an Additional Language)

Many 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 consider 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 basis, 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 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 several 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 contact 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

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 – The Australian Dental Foundation

The Australian Dental Foundation runs a free 'My School Dentist' program which will provide free oral health examinations and follow-up treatment to all students at Bethal Primary School twice yearly. The Australian Dental Foundation is committed to the same high standards of safety and quality required of all public dental services.

### Vision – Glasses For Kids

Glasses For Kids is a Victorian State Government and State Schools' Relief initiative. Qualified optometrists provide free initial vision screening, and if required, further testing and glasses at no cost. All students in foundation to Grade 3 have access to this program at Bethal Primary School.

### Sun Smart

It is School Council policy that during terms 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