General Information Booklet 2027

The Future Begins With Us

29-63 Breeze Street, Bonbeach 3196
Email: bonbeach.ps@education.vic.gov.au

Telephone: (03) 9772 3471
website: www.bonbeachps.vic.edu.au

PRINCIPAL'S WELCOME

It is with much pleasure that I, on behalf of the Bonbeach Primary School community, welcome you and your child/ren to our school.

Our school was established in 1958 and has a proud tradition of being a family-oriented school with a particularly caring, supportive and friendly atmosphere. We offer the programs found in large schools whilst retaining an intimate climate of mutual respect and care so often found only in country communities. Being nestled in spacious, treed surroundings adds to the atmosphere.

In 1995 Bonbeach Pre-school was established within the school and enjoys well equipped facilities and excellent staff.

At Bonbeach Primary School, we strive to ensure all students achieve to the best of their abilities. This we do through a varied curriculum encompassing core subjects, as well as additional specialist programs.

The staff work in co-operative teams to plan and implement the programs within the guidelines of the school's policies.

The influence and support of the Bonbeach community is very significant and is an aspect of the school which is valued most highly. Parents are actively encouraged to become involved and assist in whatever capacity they wish to contribute.

This handbook is intended to familiarise parents with the routines and organisation of the school. It is the framework upon which we, as teachers, care for your children, developing in them the ideals of worthy citizenship and the skills to enable them to excel in the future.

To the parents, we, the staff, and School Council of Bonbeach Primary School, look forward to joining you in partnership in the education of your children.

Ken Jones
Principal

Child Safety
Bonbeach Primary School is committed to child safety and to our children to being principled, caring, balanced members of our community. We are committed to the safety, participation and empowerment of our children and have zero tolerance of child abuse. All allegations and safety concerns will be treated very seriously and consistently. We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously. We support and respect all children, as well as our staff and volunteers, and are committed to the cultural safety of children from diverse backgrounds, and to providing a safe environment for children with additional needs.

29-63 Breeze Street
Bonbeach 3196
Victoria
Pre-school Phone: 9776 3077
Primary School Phone: 9772 3471
Fax: 9776 1517
bonbeach.kin@kindergarten.vic.gov.au

Bonbeach Pre-school – The Future Begins With Us



Our dual room pre-school offers our community two funded three-year-old Pre-school programs that offer 15 hours of funded education over 3 sessions a week. We also have two four-year-old/Pre-Prep programs taught by experienced teachers and qualified educators thatv.

Our pre-school program aims to introduce each child to an enjoyable and challenging environment where each child can develop a love of learning. The program encompasses all areas of development, intellectual, social, emotional, physical and language enrichment. Each child is recognised as unique with individual developmental needs, interests and talents. Differences are catered for by incorporating a variety of learning experiences in the program; art, language, music, science, mathematics, movement, dramatic play, social development, and exploration of the natural world as well as a wide range of outdoor activities. Educational objectives are found to enhance each child's developmental skills within a group setting. Acknowledging children's interests (both group and individuals) makes learning meaningful for each and every child.

The Pre-school programs are also guided by the Early Years Learning Framework which outlines the key principles and practices that underpin and guide the work of all early childhood teachers and clarifies current understandings about how young children learn. The framework is structured around a central view of children living within the context of family, community, culture and place. It recognises that, from birth, children live in an environment of ongoing relationships with their family and are significantly influenced by them. There are three interwoven concepts in the framework about children's lives: being, belonging, and becoming.

The Victorian Early Years Learning and Development Framework also guides our pre-school program, identifying five Early Years Learning and Development Outcomes for all children:

- Children have a strong sense of *identity*
- Children are *connected* with and contribute to their world
- Children have a strong sense of *well-being*
- Children are confident and involved *learners*
- Children are effective *communicators*



The Victorian framework describes each of these outcomes for children from birth to eight years, linking the learning outcomes from the Early Years Learning Framework to the Victorian Curriculum.

The pre-school aims to continually improve the quality of the education and care of children enrolled in the service and this is achieved using the National Quality Standards. In 2023, the pre-school was rated and assessed against the Standards across seven Quality Areas. The pre-school received ratings of 'Exceeding' in all seven areas achieving with an overall rating of 'Exceeding' and demonstrating a continual commitment to providing a quality early childhood service for the Bonbeach Community.

The Pre-school is committed to ensuring that all children who attend our Pre-school are provided with a safe environment. In complying with the Child Safe Standards Bonbeach Pre-school:

- promotes the cultural safety of Aboriginal children.
- promotes the cultural safety of children from culturally and/or linguistically diverse backgrounds.
- promotes the safety of children with disabilities.
- Engaging in professional development in childhood protection and mandatory reporting

Children are able to play and experiment with materials and activities provided. Play is their work, and through play they learn. Children are encouraged to select where they will play with learning and development engrained within the Pre-school program to promote social and emotional intelligence to support citizenship within an early learning community. Each child works at their own pace and level with individual goals set to engage them in a love for lifelong learning.

The Pre-school fosters in each child a feeling of self-worth, kindness, independence, respect for others, tolerance, and self-discipline. The Pre-school program introduces these concepts to the children by engaging in professional development to implement current programs that focus on building self-confidence.
We have a unique transition program that is run with the primary school. Children participate in visits to the prep classrooms and school playground. They have an older school buddy and participate in special whole school events. During the second half of the year, they can borrow library books from the school library.



Bonbeach Pre-school aims to make the kindergarten experience a happy one by working alongside you and your child to relish in the small window of opportunity to extend upon learning and development in the two years prior to starting formal education.

School Contacts and Important Dates for 2027

Principal:	Mr Ken Jones
Assistant Principal:	Mrs Jayne O'Neill
Business Manager:	Ms Sharon Keates
Administration Assistant:	Mrs Wendy Helling

School Office Hours 8:30am – 4pm

Contact Information

School Address:	29-63 Breeze Street, Bonbeach 3196
School Telephone:	9772 3471
School Email:	bonbeach.ps@education.vic.gov.au
School Website:	www.bonbeachps.vic.edu.au
Pre-school Telephone:	9776 3077
Pre-school Email:	bonbeach.kin@kindergarten.vic.gov.au
Before and After School Care:	TheirCare 1300 072 410 or www.theircare.com.au

Student School Hours

School day	**9am**	**to**	**3:30pm**
School starts	9am		

It is important for children to arrive on time for school as latecomers are disruptive to the class learning program.

Fruit Snack Break *(in class)*	10am		
Morning Recess	11:00am	to	11:30am
Year Prep-2 Lunch *(students will eat in class around 12:30pm)* Year 3-6 Lunch *(students will eat in class around 1:30pm)*			
Lunch Break outside	1:40pm	to	2:30pm
School dismissed	3:30pm		
Students NOT collected must report to office	3:45pm		

Students are dismissed at 2:30pm on the last day of terms 1, 2 and 3 and at 1:30pm in term 4.

2027 Term Dates
Year 1–6 students resume on Friday 29th January 2027 at 9am

Preps students start on Monday 1st February 2027

Prep students will attend either a morning or afternoon session on their first day. A notice will be provided at the last transition session giving full details of what time their child will attend and what snacks should be provided.

All new Prep students will commence a full day of school from Tuesday 2nd February at 9am

Prep students are not required at school on the following Wednesdays in Term 1: 3rd, 10th,17th and 24th February and 3rd March (except for a 1 hour assessment/interview with the class teacher).
Your child must be present with you for the Prep Entry Assessment.

Term 1:	Wednesday 27th January 2027	to	Thursday 25th March 2027
Term 2:	Monday 12th April 2027	to	Friday 25th June 2027
Term 3:	Monday 12th July 2027	to	Friday 17th September 2027
Term 4:	Monday 4th October 2027	to	Friday 17th December 2027

Public holidays for 2027 can be found here: 2027 Public Holidays

Curriculum Days for 2026 – No students required at school

Wednesday 27th January 2027
Thursday 28th January 2027
Friday 11th June 2027
Monday 1st November 2027

In addition to the curriculum days listed above, there are also four student-free days for teachers' professional practice. These will be determined at the start of each term.

Bonbeach Primary School operates according to the following Purpose Statement:

Purpose
Our school's purpose is to provide programs that teach skills and values to assist children of all abilities reach their full potential in a friendly, community environment. Our aim is to extend and support students in their endeavours to become effective, productive and healthy members of the global society.

Values
The following Values underpin all our operations across our learning community.

At Bonbeach Primary School we value:
Confidence

- To develop the belief that I will be successful in my academic work, social relationships and other extra curricula activities.
- To learn to work independently and not to be afraid of making mistakes or to be concerned of what others think.
- To choose to participate in challenging and difficult activities.
- To express my opinions and stand up for what I believe.

Getting Along

- To work cooperatively with each other.
- To solve problems through discussion.
- To manage my anger.
- To show understanding of individual differences.

Organisation

- To value the importance of education and doing well at school.
- To set goals that are challenging.
- To plan and use my time effectively.

Persistence

- To try hard and not give up easily when doing schoolwork, I find it difficult and do not feel like doing it.
- To keep trying to complete an assignment without becoming distracted.

Resilience

- To bounce back from failure, rejection, hostility, criticism, and hardship.

School Goals:
At Bonbeach Primary School a Strategic Plan is developed every four years. It focusses on continuous improvement in Student Learning Outcomes, Student Engagement and Wellbeing and Student Pathways and Transitions.

Current School Goals are:

1. To enable the school improvement team and school leadership teams to effectively implement and monitor the School Strategic Plan.
2. To establish a consistent and documented whole school approach to instructional practice for maximised student literacy and numeracy outcome.
3. To develop a school wide framework for student voice and agency.

Absence from School and Absence Notes

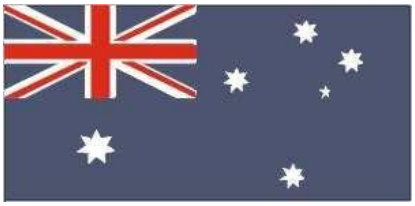


If your child is absent from school, please inform the school via **Compass Parent Portal**, phone (leave a message on the absence line) or email. If your child or children are away for an extended length of time for illness or holiday, we must have it in writing. This information is essential as it must be recorded in the Class Attendance Roll. The Department of Education and Training requires a reason to be recorded for all absences.

Advance Australia Fair

Advance Australia Fair is sung at Friday afternoon assemblies. Students are encouraged to face the flag and participate in the singing of the anthem. Parents are also invited to participate.

Australians all let us rejoice,
For we are young and free;
We've golden soil and wealth for toil;
Our home is girt by sea;
Our land abounds in nature's gift
Of beauty rich and rare;
In history's page, let every stage
Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.



Beneath our radiant Southern Cross
We'll toil with hearts and hands;
To make this Commonwealth of ours
Renowned of all the lands;
For those who've come across the seas
We've boundless plains to share;
With courage let us all combine
To Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.

Anaphylaxis

Children who have a severe (potential life threatening) allergic reaction or are identified as a child at risk of an anaphylaxis reaction require an action plan/risk minimisation strategic plan provided by the child's medical practitioner. Should the plan indicate that the child requires assistance in taking medication and/or medication being brought to school, please complete the 'Medication Authority Form' available from the school office or www.bonbeachps.vic.edu.au.

Please ensure all medication and accessories are labelled with the child's full name.

Art Smocks

All children require an art smock or an old long sleeve shirt to protect clothes during art lessons.



Assemblies

Assemblies are held on Friday afternoons at 3pm on the basketball courts (weather permitting) or in the school hall.

Friday assemblies include singing the anthem and upcoming notice of events, Student of the Week and Student performances.



Parents are encouraged to attend assemblies as they are a forum for information as well as an opportunity to celebrate whole school, group and individual achievements.
We encourage both students and parents to remain silent during assembly and would appreciate your co-operation. We ask that you help the children concentrate by gathering behind the children.

Asthma

Asthma Victoria encourages parents to keep schools informed of their child's current Asthma status by completing an 'Asthma Action Plan' in consultation with their child's doctor. The Asthma Action Plan should be completed whenever there is a change in the child's Asthma status and/or regularly updated at the beginning of the school year. This will ensure the school and teacher are aware of your child's condition and are able to manage your child appropriately, should the need arise. Parents are encouraged to show and discuss with their child their Asthma Action Plan.

Please ensure all medication and accessories are labelled with your child's full name.



Attendance

Education is compulsory for children between the ages of 6 and 17 years. When children are enrolled it is expected they will attend school every day of each term. All schools record daily attendance. Two staff members are on duty between **8:45am** and **9am**; as well as between **3:30pm** and **3:45pm**. Students who arrive at school too early will be taken to the Before School Care program in the BER Building. Similarly, students who are unsupervised in the yard after 3:45pm (as indicated by the 3:45pm bell) will be taken to the Office and emergency contacts called. If the Office is unattended after 3:45pm, students will be taken to the After School Care Program in the BER Building and fees charged accordingly. While we realise that this may cause some inconvenience, we do this to ensure your child's safety, and that an appropriate level of supervision and care can be provided.

School commences at 9am each day and we ask for your co-operation by ensuring your child is at school and in line on time. **It is extremely disruptive to teachers and other students when children arrive late to class**. School finishes at 3:30pm, except on the last day of term, when the finishing time is 2:30pm in Terms 1 to 3 and 1:30pm on the last day of Term 4.

It's Not OK to Be Away

'Regular school attendance is a prerequisite for improved participation and educational outcomes and is the responsibility of everyone in the school and wider community'. DET

Your responsibility as a parent/caregiver is to make sure your child attends school on **ALL** school days and is on time every day.

Before and After School Care Program

Theircare run our Before and After School Care Program at the school. Before School Care operates from 7am to 8:45am and After School Care runs from 3:30pm to 6pm. These are fully accredited programs and, as such, parents are eligible for the Government Rebate. Please contact Theircare for further information on 1300 072 410.

Bicycles, Scooters and Skateboards

For safety reasons, parents are requested to ensure their child's readiness for using a bicycle, scooter or skateboard to travel to and from school. It is expected that all students will wear a properly fitted bicycle helmet which is named and have a good understanding and capacity to ride safely and obey road rules. Bicycles, scooters and skateboards are to be walked in the school grounds. During the school day all bicycles, scooters and skateboards will be locked in the bike shed. The key to the bike shed is available from the school office if children need to be collected early.

No responsibility can be accepted for bicycles, scooters and skateboards. They are brought to school at the owner's risk.



Bicycles, scooters and skateboards are not to be ridden in the school grounds between 8:45am and 3:45pm.

The wearing of helmets is COMPULSORY and children below Grade Three are not permitted to ride to school without written parent permission.

E-scooters and e-bikes are not permitted at school.

Booklists

Each year the Finance Sub Committee of the School Council deliberates for some time over the financing of the school and its educational programs. The Government provides basic funding directly to the school and the community is asked to complement this funding in support of the provision of quality programs.



A booklist is distributed to all parents towards the end of each year via Compass Parent Portal. This system of supplying books and requisites provides parents with a considerable cost saving and ensures that children are not disadvantaged because they do not have correct supplies. The associated costs include each pupil's personal books and requisites, supplies for general classroom use, incidental classroom materials, photocopying and printing costs, paper, art and craft supplies, class texts, reading materials, computer software and hardware as well as costs towards equipping the library and the areas of sport, physical education, visual and performing arts and LOTE.



A contribution is requested from parents in order to meet our budget requirements. This is also detailed on the booklist. This contribution ensures equipment and educational aids are provided and upgraded to meet the needs of your children.

Buddy Program
Children entering prep will be allocated a 'buddy' from a senior class to aid their transition into primary school. The buddy will be introduced to the new prep during the orientation program run in the preceding year and this association continues into the following years. Our senior buddies are trained to support and 'look-out' for their prep buddies, providing them with additional support both in the classroom and in the playground.

Camps
Off-site camps are conducted from Year 3 to 6. These camps enrich students' experiences, especially in social interaction and reinforce educational programs. Students who, in the judgement of the teachers, are considered likely to jeopardise the enjoyment and/or safety of others may be excluded.

Car Parking
Parents are asked to observe the car parking restrictions outside the school and in the surrounding streets. In the interest of children's safety, **please do not stop, pick up, or drop off a child within the NO STANDING areas**; this includes the Staff car park located on Breeze Street. Designated 'kiss & Go' zones should be used and are located on Cirrus Street and Coast Banksia Drive. Drivers should remain in or within 3 metres of their car and may only wait for a maximum of 2 minutes when picking up or dropping off. The area near the School Crossing must be clear to enable motorists to easily see the children using the crossing.
Please encourage your child to use the school crossing correctly by using the crossing yourself.



Casual Relief Teachers - (CRT)
When your child's teacher is absent the school may employ a casual relief teacher (CRT). Generally, the school attempts to employ a casual relief teacher who is well known to the children and who has a good understanding of the school's philosophy and procedures. There may be occasions where your child's class is split across other grades. In this case children will be provided with appropriate work that supports their classroom program.

Compass
The Compass Parent Portal is an integrated, online portal that allows you to access up-to-date and meaningful information about our school and your child's progress. Compass includes many different features, including the ability to:

- Monitor your child's attendance, and enter an explanation for absence or lateness
- Communicate with your child's teachers
- Update your family contact information
- Download and view your child's Semester Reports
- Pay and provide consent for events

The app can be downloaded to iPad, iPhone and Android devices. Search for 'Compass School Manager'. Information will be provided in due course about username and password.

A parent guide can be located here Compass Parent Guide.



Computers
The school provides students with classroom computers, iPads and netbooks. All computers are networked and have internet access. The Department of Education constantly screens internet sites and blocks are automatically placed on inappropriate content.

Concerns
Parents with questions, concerns or positive feedback about their child's education are encouraged to speak with the classroom teacher. It may be necessary for you to make an appointment at a mutually convenient time. This will facilitate discussions and the teacher will be able to give you their full attention. If you still have concerns or positive feedback following these discussions, please request a meeting with the Assistant Principal or Principal. It would be appreciated if parents made a formal appointment so that sufficient time may be set aside to discuss the issues raised.

Custody Restrictions / Court Orders
It is vital that the school be kept informed of any access or custody restrictions. Original copies of orders must be presented to the school and a copy will be taken and placed with the student's enrolment form.
We cannot deny access to a parent based on a verbal request.

Dogs
Pet dogs are permitted on school grounds, however they must be leashed and in control of a responsible adult. They must not be tied up on school grounds or left unaccompanied. Families that bring dogs to school that exhibit signs of aggressive behaviour, bark, or jump may be asked to remove the dog from school premises.

Early Departure and Late Arrival



Parents wishing to collect children other than at the normal dismissal time must go to the office to sign out their child. The staff will arrange for your child to meet you in the school office. If your child arrives at school after 9am, they must go to the office to sign in on the Compass kiosk and get a 'Late Arrival Pass' to take to their classroom and hand to their teacher. Our children are not permitted to leave the school grounds during school hours unless accompanied by an adult and have been signed out.

The class teacher must be informed that a child is leaving, in case of an emergency.

If making arrangements with others to collect your child, please make sure the person and the child know the arrangements. If the person is someone not included in your child's enrolment form, please inform your child's teacher of the arrangements.

Emergency Contact Information

Please ensure your contact information is up to date (including phone numbers and email addresses). It is critical that the school is able to contact you or your emergency contacts in case of an accident or illness. Contacts listed on the enrolment form are the only people who can collect a student during school hours.

In all cases, attempts are made to contact parents first then emergency contacts in cases of emergency, but where it is impossible to do so and the situation is urgent, medical assistance will be obtained. All costs of such assistance are the responsibility of the parent/guardian of the child.

Enrolment Procedures



1. **Check the age requirement.** Your child must turn 5 years old on or before 30 April in the year they start primary school.
2. **Apply online.** Submit your enrolment application through the Victorian Government's VicStudents portal.
    - **Upload the digital copies of your child's birth certificate,** an immunisation certificate showing vaccinations up to and including the 4-year old vaccinations and proof of address such as a rental agreement, council rates or utility bill.
3. **Arrange a school tour.** It is recommended that you visit the school and meet with the Principal.
4. **If transferring schools,** provide previous school reports and samples of your child's schoolwork, if available.

Excursions and School Visits



Firsthand experiences are part of a vital educational program. Participation in these group outings is a valuable aspect of your child's social development.

Consent and payment for excursions, school visits and camps will be completed, in most cases, via Compass. We will also sometimes need your assistance with supervision. **Consent and payment must be made by the due date. Students are not able to attend an excursion without parent permission AND payment.**

When children are representing their school, it is compulsory that they wear school uniform as it ensures that they are easily identified. Depending on weather conditions, they will also need to bring raincoat, sunhat etc.

Hats

Bonbeach Primary School is a **Sun Smart School**. Children are to bring their wide brimmed hats and 30+ sunscreen to school in order to provide protection from harmful UV rays during outdoor play periods, Physical Education and sport classes. Caps are not permitted as they do not offer enough protection from the sun.

PLEASE ensure hats are clearly labelled with the child's full name.



It is Sun Smart policy that the wearing of a wide brimmed hat is compulsory from the mid-August to 30th April and on days where the UV reaches 3 or more on any day outside of these dates.

Head Lice

Head Lice is a community health issue which is not confined to schools. All head lice matters are dealt in a confidential and sensitive manner. Parents/Guardians are encouraged to undertake regular inspections of their child's hair and commence appropriate treatment should they detect head lice.

A courtesy call to the school office or bringing this matter to the attention of the class teacher so that other parents can be notified of the presence of head lice in the class will assist us all with our efforts.

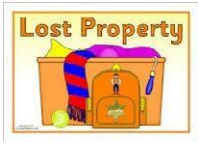
Illness

The best place for a sick child is at home. A child is not capable of effective learning whilst ill. Infections spread quickly in the school environment. A note with date/s and reason/s of absence must be provided to the school. *It is not the school's responsibility to care for an ill child for an entire school day. Parents who work must make arrangements for friends/relatives to be available to collect their child to be cared for at home if they are unable to leave work.*

Immunisation Status Certificate
When enrolling your child, it is a requirement that parents provide an Immunisation Status Certificate, which states completed at the age of 5 years. This can be obtained online through Medicare Australia.

Infectious Diseases Exclusion
The Department has produced a comprehensive list of infectious diseases and exclusion guidelines for schools. This information is available at the back of this booklet and from the school office.

Lost Property



It is most important that all uniform and personal articles be **clearly labelled** with the **child's full name**.
Lost property, such as clothing, hats, drink bottles and lunch boxes can be found at the rear entrance of the Administration building. Jewellery items and watches will be held at the school office and may be collected at any time during school hours. At the end of each term, unnamed clothing is sold as second hand uniform or forwarded to a charitable organisation.

Lunches and Snacks
It is expected that children will have breakfast before leaving for school each morning. Children should bring a snack for recess at 11am. Students have a fruit snack during the morning, where they may eat a piece of fresh fruit or vegetable.

Year Prep-2 Lunch *(students will eat in class around 12:30pm)*
Year 3-6 Lunch *(students will eat in class around 1:30pm)*



Lunch is eaten in the classrooms and supervised by teachers. Please consider appropriate food for your child to handle, nutrition and the quantity appropriate to your child's appetite when preparing lunches. The school encourages healthy eating and independence and as such, teachers will not heat up or microwave student lunches. **We will not allow students to handle boiling water for obvious safety reasons, and the staff cannot be responsible to heating up lunches in the microwave as they are supervising the rest of the grade.** Suitable insulated containers are readily available from retailers such as Kmart, Big W and the Reject Shop.

Please do **NOT** send glass containers or cans of drink to school. To combat litter in the playground, please help by sending food in reusable containers rather than disposable wrappers.

When a child has no lunch at school, siblings are asked to share their lunch. If this is not possible, the teacher will ring the parents to organise lunch to be brought to the child.

Lunch Orders
The Bonbeach Tuck Shop provides lunch orders at school on Fridays.

There will be 2 deliveries; one at 12:30 for the Preps - grade 2 and the other one will be at 1:30 for grade 3 - grade 6.

Below are the ordering steps.
Step 1. Head over to their website: Bonbeach Tuck Shop
Step 2. Select 'Lunch Orders'
Step 3. Select 'Bonbeach Primary School Lunch Orders'
Step 4. Choose child's lunch from menu
Step 5. Go to checkout
Step 6. Select time slot (Prep - grade 2 @ 12:30pm) (grade 3 - grade 6 @ 1:30pm)
Step 7. **Input Child's name and their class name**
Step 8. Pay.
Note. At this stage you can only place one order per child, orders must be made by **midnight on the Wednesday before.**

School Lunch Order Menu

Medication

Where medication is required to be administered 'three times' a day, we request (where possible) this be administered at home at breakfast time, immediately after school and in the evening. This is a recommendation by the Royal Children Hospital. *Parents should note that staff would prefer that parents administer medicines to their children where possible.*

Parents wishing their child to have medication at school must ensure that a 'Medication Authority Form' is lodged with the school before medication will be administered. All medication sent to school must be clearly labelled with the child's full name, grade and the times and quantity of the doses to be administered. Pain relief medication (which must be provided by parents) will not be administered to children without a completed 'Medication Authority Form' available from the school office or Bonbeach Primary School.

Please ensure all medication and accessories are labelled with the child's full name.

All medication will be administered in accordance with the directions on the pharmacy label or manufacturer's instructions or Asthma Action Plan, whichever is most appropriate.
Parents are required to hand any medication their child needs to take during school hours to the class teacher or office. A Medication Authority Form must be completed before any medication is given.

Please note: wherever possible, medication should be scheduled outside school hours, eg medication required three times daily is generally not required during a school day – it can be taken before and after school and before bed.

Mobile Phones

Students are discouraged from bringing mobile phones to school. In accordance with the Department's Mobile Phone Policy issued by the Minister for Education, personal mobile phones must not be used at Bonbeach Primary School during school hours, including lunchtime and recess, unless an exception has been granted. Where students bring a mobile phone to school, they are required to hand in their mobile phone on arrival at school in the morning to the school administration office. All mobile phones will be placed in a lockable cupboard at the office throughout the day. Mobile phones may be collected from the office after dismissal at 3:30pm or when a child is collected from school early at the time that the student is collected by an adult.

Newsletters

Newsletters (Jumbunna) are an important communication link between the school and home. **Jumbunna is an Indigenous word meaning 'place to meet and talk.'**
A link to the newsletter will be sent via Compass, or alternatively you can view on the school website – Bonbeach Primary School**.**

The majority of notices will be made available via the Compass portal, where permission and payment will need to be made. In some cases where a 'hard copy' is required to be sent, they may contain a 'cut off and return' slip. It would greatly assist the school if parents could attend to these and return them promptly, and if payment is required, enclose correct money. Compass will have an automatic cut-off date and time where the 'event' will not be accessible anymore.



It is extremely important to have permission and payment processed and authorized on Compass by the due dates as we will not accept any late replies.

Parent Involvement
Throughout your child's days at Bonbeach Primary School, there will be numerous ways and opportunities for you to assist not only the school, but also your own child's classroom activities.

The role of both School Council, Parents & Friends and Farmers' Market committee is very important. There is the opportunity also for you to be involved in either or both groups or their sub-committees.



Parental assistance is often sought by class teachers to support excursions and various other activities such as reading, mathematics, PMP, clubs and physical education activities. Just talk with your classroom teacher and they will let you know how and when you can help in the classroom. To comply with the Education Department's Emergency Management Plan, all people entering the school grounds (other than to drop off or collect children), must sign the Visitor's Register (using Compass Kiosk) at the school office on arrival and departure.

If you can help, the school is glad to have your involvement.
It is compulsory that a Working with Children Check is provided before helping at school, as part of the induction process (the induction process needs to be renewed at the beginning of each school year). There is no cost for a voluntary Working with Children Check. You can find a 'Working With Children Check Flowchart' on the school website under 'Policies'. You can apply for a Working with Children Check through the Department of Justice.

Bonbeach Primary School is committed to child safety and to our children to being principled, caring, balanced members of our community. We are committed to the safety, participation and empowerment of our children and have zero tolerance of child abuse. All allegations and safety concerns will be treated very seriously and consistently. We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously. We support and respect all children, as well as our staff and volunteers, and are committed to the cultural safety of children from diverse backgrounds, and to providing a safe environment for children with special needs.

Parent/Teacher Interviews
Early in Term 1, parents are given the opportunity to discuss their child with the class teacher. This is an excellent time to discuss any problems (e.g. academic) or other concerns (e.g. health, history etc.) that you feel the teacher should be aware of. All bookings for Parent Teacher Interviews will be made via Compass.

It is extremely important that restrictions relating to Family Court orders be brought to the attention of both the Principal and the Class Teacher.

Formal Parent/Teacher Interviews are held mid-year where parents may discuss their child's progress and Semester One student report.



Informal chats or interviews are encouraged between parents and teachers as many queries can be solved with a quick question. On most occasions this will be fine, but the needs of your child and the other children in the class must come first during the school day. It may be necessary for you to make an appointment at a more convenient time. If you would like to arrange a time to meet or a telephone call with a teacher please email your request to bonbeach.ps@education.vic.gov.au this ensure the teacher will be able to give you their full attention.

Parents and Friends Club (P & F)
The P & F meets once a month in the Staffroom

The Club aims to:
- Foster good will and harmony between parents, teachers and children.
- Play an active part in school organization.
- Assist with the raising of funds for the school.

Perceptual Motor Program – (PMP)
The Perceptual Motor Program (PMP) operates for all Prep children. It consists of a range of simple, small group, gym and movement lessons using specifically designed equipment to promote the development of each gross motor skill.



Physical Education and Sport



Healthy participation in Sport and Physical Education activities requires that children wear suitable clothing. Shorts and a T-shirt or a tracksuit with black runners are most suitable. A wide brimmed hat is required for all outside activities from 1st September to 30th April.

As all grades participate in some form of active physical exercise, most children either wear runners to school or bring them in a bag and change at school.

Prep Health Screening

A school medical nurse will visit our school to conduct health screening for all students in prep. The visits will be based on written information provided by parents.

Pupil Free Days

Each state school in Victoria is allocated four days each year when students do not attend school so that teachers can participate in curriculum planning, professional development or report writing. Parents will be given adequate notification through the newsletter to permit alternative arrangements as the school is closed to students on these days. *The first two days of Term 1 are always a pupil free day*. Although teachers are on duty on the first day of the school year, students do not attend.

Safety

Parents are asked to discuss the following and ensure that your child:

- knows his/her full name, address and telephone number.
- is familiar with the route to school.
- knows how to cross the road safely.
- knows to use the school crossing, only when the flags are displayed.
- knows the correct gates to enter the school grounds.
- understands they must not enter the school through the car park.
- knows not to accept rides from strangers and walk straight home.
- will not bring articles to school, which could cause harm to others e.g. knives.
- uses plastic drink bottles instead of glass containers.
- understands that the school is not responsible for articles that are lost or damaged at school.

School Captains

Four School Captains are selected each year from our Year 6 students. They represent the school; provide student leadership and present awards at assembly. Our House Captains and Vice Captains are elected by the students.

School Council

The School Council is the governing body of the school. Through the 'Education and Training Reform Act 2006' the school council has been given certain powers and responsibilities to voluntary governing bodies at each school, namely the School Council. Elected school councillors are expected to **serve the school as a whole**, rather than to represent the interests of any special group. Bonbeach Primary School and Pre-school has a School Council membership which comprises of elected parent representatives, elected Department of Education and Training (DET) representatives and, in some cases, community members. School Council meetings are held once a month. Visitors are most welcome at meetings.

The School Council is presently responsible for:

- the school budget and financial plan
- maintenance and improvement of buildings and grounds
- reporting and communicating with the school community



School Council – Sub-Committees

School Councils usually find it helpful to establish committees or working parties to tackle specific tasks or responsibilities. It spreads the workload and means that the School Council can call on people outside the School Council to offer special expertise in various areas, since not all members of committees need to be School Council members. Smart School Councils utilise the expertise and resources available in their community to assist the work of their committees. School Council is free to form the number of committees or working parties it needs to carry out its work. Committees or working parties are directly responsible to the School Council. They may make recommendations to the School Council but the final decision rests with the School Council. Committees generally meet monthly. They are responsible for dealing with specific matters referred to them by the School Council and for making recommendations to the School Council. Bonbeach Primary School has the following sub-committees:

- Education
- Finance
- Parents & Friends
- Pre-school
- Farmers' Market

School Houses
Bonbeach Primary School operates four Houses and children are assigned to one of the following School Houses:

Gunnamatta	(Green)	Lonsdale	(Red)
Sorrento	(Yellow)	Torquay	(Blue)

Siblings are normally placed in the same House. Each week 'House Points' are awarded as a reward and are collected from each classroom. A cumulative total is announced at assembly each week. Whole school events and special days are organised according to Houses.

School Photographs
Each year the school photographs are taken. Usually, all children are photographed individually and in class groups. Siblings may also be photographed together at an additional cost. Purchasing photographs is optional.

School Uniform
Bonbeach Primary School has a compulsory uniform policy. This includes the wearing of school hats from **1st September to 30th April**.

Our school uniform supplier is State Schools' Relief and is available for online purchasing using Shopify. Orders will take approximately 3 business days and will be delivered to your nominated address. Alternatively, you can opt to 'click and collect' the items from State Schools' Relief's Dandenong South Outlet. All returns or refunds can be processed via your Shopify account. Please see the 'Returns & Exchanges' policy which is available online in the top right corner of the web platform before requesting a refund. Parents can purchase and return uniform directly from the State School's Relief warehouse, which can be found at 1/8 Johnston Ct, Dandenong South VIC 3175.

The Parents & Friends Association also sell quality second hand uniform items, which have been kindly donated by families. The Second Hand Uniform Shop, which is located in the library at the front of the school hall, is open once a month from 8:30am to 9:00am. A Compass post will be sent out alerting you to upcoming dates.

PLEASE ensure all removable clothing is **clearly labelled** with your child's full name, not initials. Iron-on labels, permanent marker or laundry pens are best. A few minutes spent marking your child's belongings will save worry and expense.

Secondary Transition
A comprehensive transition program is provided for students in Year 6 to support their move to secondary college. Working closely with local secondary schools, teachers provide a series of activities throughout the year to familiarise students with the secondary school facilities, organisation and programs. To celebrate the completion of each child's primary education, a Graduation event is held for all students in Year 6.

Shopify
Shopify is an online web-based ecommerce platform that can be accessed via any device - laptop, phone, or tablet in order to purchase school uniform through our supplier, State Schools' Relief. The following link provides direct access to Bonbeach Primary School's profile.

https://ssr-online-store.myshopify.com/collections/bonbeach-primary-school-uniform

Sick Bay
Children attend Sick Bay for injuries and/or illness. Minor injuries/illness are recorded via Compass and can be found under 'Student Chronicle' on your child's homepage. Parents/Guardians/Emergency contacts will be contacted for serious injuries and/or illness.

It is school procedure to monitor a child for 15-20 minutes in the Sick Bay if your child is feeling ill. Parents are contacted by phone if their child is not well enough to go back to class after this time. We remind parents that children who are ill should not be sent to school. It is not the school's responsibility to care for an ill child for an entire school day. Parents who work must make arrangements for friends/relatives to be available to collect their child to be cared for at home if they are unable to leave work. Any child that has vomited will need to remain away from school for a period of 24 hours.

It is school policy that any knock to a child's head is reported to parents.

Smoke Free Environment
No smoking is permitted in any Bonbeach Primary School building or grounds at any time (i.e. during school holidays, before and after school care etc.) in accordance with Department of Education and Training policy. It is a condition of entry that all people abide by this health & safety requirement for the wellbeing of students, staff and visitors.



Staffing
Our school is currently allocated staff according to the number of students enrolled. Each year much thought and time is given to the placement of staff and the provision of specialists programs in line with the expertise of the staff. **Equally, thought is given to the careful placement of students so that they can gain the most from their years at primary school.**

Student Injuries and Insurance
Parents are responsible for paying the cost of medical treatment for injured students, including any transport costs. Most medical costs will be refundable by Medicare. If you are a member of an ambulance or health insurance fund, you may also be able to claim transport or other expenses from the fund. The Department of Education and Training **does not** hold accident or ambulance insurance for school students. Student accident insurance is available from a number of insurance companies.

Student Leadership
Teachers encourage student leadership skills as a way of fostering student self-esteem. Students throughout all year levels are provided with many opportunities to take on leadership roles and responsibilities such as school captains, house captain, junior school council, environment monitors, 'I sea, I care' ambassadors, bike shed monitors, conducting whole school assemblies etc.

Student Representative Council
Students from Years 3-6 can be elected for Student Representative Council. SRC organises whole school events for students to raise funds for community organisations as well as theme days and events.

Student School Reports
Reports are issued twice a year. In June and December, parents are provided with written reports detailing student progress. School reports will be made available to parents via Compass. If a printed copy is required, please see the office staff.



Student Welfare and Discipline
At Bonbeach Primary School, we firmly believe that learning occurs in a happy, positive and safe environment that caters for individual needs.

We aim to provide a positive and supportive environment enabling students the opportunity to strive for excellence and develop sound academic, social and emotional wellbeing.

At Bonbeach PS, we use the School Wide Positive Behaviour Support approach to wellbeing and behaviour management.

School wide Positive Behaviour Support is a framework that is supported by the Victorian Department of Education based on evidence-based practices. At Bonbeach Primary school, we call this Positive Behaviour for Learning, or PBL for short.

School-wide positive behaviour support (SWPBS) is a framework that brings together school communities to develop positive, safe, supportive learning cultures.

We have a school wide, consistent approach to teaching positive, expected behaviours and responding to inappropriate behavior in the yard and classroom that is known and predictable for students.

Our Student Handbook and Positive Behaviour for Learning Handbook, contain important information regarding our school values, expectations, and positive behavior acknowledgements and how we respond to inappropriate behavior.

Please take the time to read these handbooks and discuss them with your family. By understanding and practicing these values and expectations, you will help to maintain a happy and safe environment where we can learn together and value each other's individuality.

SUSPENSION
The principal may suspend students from attendance at school in accordance with *Ministerial Order 625 – Procedures for Suspension and Expulsion.*

Suspension may be imposed where a student:

1. behaves in such a way as to pose a danger, whether actual, perceived or threatened, to the health, safety or wellbeing of any person;
2. causes significant damage to or destruction of property;
3. commits or attempts to commit or is knowingly involved in the theft of property;

4. possesses, uses or sells or deliberately assists another person to possess, use or sell illicit substances or weapons;
5. fails to comply with any clear and reasonable instruction of a staff member so as to pose a danger, whether actual, perceived or threatened, to the health, safety or wellbeing of any person;
6. consistently engages in behaviour that vilifies, defames, degrades or humiliates another person based on age; breastfeeding; gender; identity; impairment; industrial activity; lawful sexual activity; marital status; parent/carer status or status as a carer; physical features; political belief or activity; pregnancy; race; religious belief or activity; sex; sexual orientation; personal association (whether as a relative or otherwise) with a person who is identified by reference to any of the above attributes;
7. consistently behaves in an unproductive manner that interferes with the wellbeing, safety or educational opportunities of any other student.

More information from DET can be found at: Education - Information for parents

Swimming Program



The whole school is involved in an 8-day intensive swimming program each year. The swimming program improves student safety as well as developing swimming and survival techniques.

Telephone Messages for Students

We are unable to disrupt our classrooms to call students to the phone. Please arrange afterschool plans before your child leaves home for the day. We understand emergencies may arise during the day, and we will do our best to relay urgent messages.

Toilet Accidents

Wet pants are quite easily changed. However, if your child soils him/herself at school we will contact you so you can bring clean clothing to school and clean your child. We have found that this is much less embarrassing for the child. It is suggested that Preps who can 'forget' to go, have a spare pair of underwear and a change of clothing in their school bag.

Transfer to another School

Families transferring to another school are asked to notify the Principal in writing stating the school they will be transferring to. We will arrange the necessary transfer form is completed and forward the information to the new school to ensure a smooth start. Parents are asked to check that all Library books, class readers and equipment have been returned to the school before your child's last day.

Valuables

Students are asked not to bring valuable items or articles which hold sentimental value to school, this includes mobile phones. School Council and school staff will not take responsibility for such items which may be misplaced or lost. In an effort to prevent loss, theft or interruption to classes, if a child brings a mobile phone or other valuable item to school, it must be handed in at the office at the beginning of the day where it will be locked away until collection at the end of the day.

Visitors



All visitors to the school (including parent helpers) are required to sign in on the Compass Kiosk at the school office when they arrive and depart, as well as complete any site induction process. Visitor tags are required to be worn by **all** visitors. All visitors to Bonbeach Primary School and Pre-school **MUST** have a current Working with Children Check prior to engaging in any activities at the school and are required to read and sign our Volunteer OH&S and Child Safe Induction Handbook. This can be accessed on our school website or at the school office.

Website

Bonbeach Primary School regularly updates the website with the school newsletter, policies, canteen, uniform shop, forms and other general information at Bonbeach Primary School.
We encourage families to view the website on regular basis.

Weather-Extreme



If it is too wet for children to play outside, an announcement will be made, and teachers will arrange to share supervision of children in the classrooms. Children will be dismissed at the normal time of 3:30pm. In the event of extremely hot weather, students will be kept indoors and will participate in quiet activities under teacher supervision.

Working With Children Check

Working with Children Checks are compulsory for all parents and community members wishing to work with children in various activities such as assisting in the classroom, at school and on excursions. The application forms are available online from the Department of Justice Working with Children Check. A voluntary Working with Children Check is free. Upon receipt, please present it to the school office.

Yard Supervision

The school yard is supervised by 2 staff members between **8:45am and 9am**; as well as between **3:30pm and 3:45pm**. Students who arrive at school too early will be taken to the Before School Care program in the BER Building. Similarly, students who are unsupervised in the yard after 3:45pm (as indicated by the 3:45pm bell) will be taken to the Office and emergency contacts called. If the Office is unattended after 3:45pm, students will be taken to the After School Care Program in the BER Building and fees charged accordingly. While we realise that this may cause some inconvenience, we do this to ensure your child's safety, and that an appropriate level of supervision and care can be provided. On wet days and extremely hot days children are supervised in classrooms during recess and lunch.

Minimum period of exclusion from primary schools and children's services[1] for infectious diseases cases and contacts

Public Health and Wellbeing Regulations 2019

Schedule 7

Column 1 Number	Column 2 Conditions	Column 3 Exclusion of cases	Column 4 Exclusion of Contacts
1	Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
2	Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
3	Cytomegalovirus (CMV) infection	Exclusion is not necessary	Not excluded
4	Diarrhoeal illness*	Exclude until there has not been vomiting or a loose bowel motion for 24 hours	Not excluded
5	Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Chief Health Officer
6	Glandular fever (Epstein-Barr Virus infection)	Exclusion is not necessary	Not excluded
7	Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
8	Haemophilus influenzae type b (Hib)	Exclude until 48 hours after initiation of effective therapy	Not excluded
9	Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
10	Hepatitis B	Exclusion is not necessary	Not excluded
11	Hepatitis C	Exclusion is not necessary	Not excluded
12	Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded
13	Human immuno-deficiency virus infection (HIV)	Exclusion is not necessary	Not excluded
14	Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
15	Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Chief Health Officer
16	Leprosy	Exclude until approval to return has been given by the Chief Health Officer	Not excluded
17	Measles	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of exposure with any infectious case, or received Normal Human Immunoglobulin (NHIG) within 144 hours of exposure of any infectious case, they may return to the facility
18	Meningitis (bacterial —other than meningococcal meningitis)	Exclude until well	Not excluded
19	Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
20	Mumps	Exclude for 5 days or until swelling goes down (whichever is sooner)	Not excluded
21	Molluscum contagiosum	Exclusion is not necessary	Not excluded
22	Pertussis (Whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment
23	Poliovirus infection	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
24	Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded
25	Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
26	Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Chief Health Officer
27	Shiga toxin or Verotoxin producing Escherichia coli (STEC or VTEC)	Exclude if required by the Chief Health Officer and only for the period specified by the Chief Health Officer	Not excluded
28	Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
29	Tuberculosis (excluding latent tuberculosis)	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
30	Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Chief Health Officer	Not excluded unless considered necessary by the Chief Health Officer

Regulation 111

A person in charge of a primary school, education and care service premises or children's services centre must not allow a child to attend the primary school, education and care service premises or children's services centre for the period or in the circumstances:

* specified in column 3 of the Table in Schedule 7 if the person in charge has been informed that the child is infected with an infectious disease listed in column 2 of that Table; or
* specified in column 4 of the Table in Schedule 7 if the person in charge has been informed that the child has been in contact with a person who is infected with an infectious disease listed in column 2 of that Table.

*Diarrhoeal illness includes instances where certain pathogens are identified including Amebiasis (*Entamoeba histolytica*), Campylobacter spp., Salmonella spp., Shigella spp. and intestinal worms, but is not limited to infection with these pathogens.

Further information

Please contact the Communicable Disease Prevention and Control Section on 1300 651 160 or visit www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion