



**Brunswick South**  
**PRIMARY SCHOOL**

*imparare insieme ♦ creare insieme ♦ vivere insieme*

**Parent Information ~ 2020**

Principal: Trevor Strolla

## WELCOME TO OUR SCHOOL

Brunswick South Primary School's culture has changed significantly in the past five years. It has become a true Learning Community and is characterised by an environment which fosters mutual cooperation, emotional support, personal growth and collective efficacy.

From the moment you walk in the front gate it is highly evident that here is a climate of trust, shared vision and values, plus a passion for the welfare of the students and their learning. The school prides itself on promoting an unrelenting focus on building positive and caring relationships and central to all our work is wellbeing.

We aim for high quality and low variability in the quality of instruction for every student. This is scaffolded by effective leadership, professional learning, high expectations of all students and all teachers and the provision of a safe and secure learning environment. We actively seek ways to enhance student learning by partnering with families, other education and training institutions and community organisations.

To encourage community involvement, our practices encourage openness, welcome new ideas and consider fresh perspectives. We are welcoming to all, are inclusive and celebrate diversity. Strongly supported by the school and Italian communities is the incremental pathway for Italian language with a Bilingual Program for students from years Prep to Grade 6 beginning officially in 2017. It is anticipated that the school population will continue to grow with 360 enrolments anticipated by 2021.

Our learning spaces include two recently refurbished historic buildings alongside two modern, purpose built, flexible learning spaces and a double story relocatable building. There is a 'wonderful synergy between the old and the new.' We also offer a range of interesting outdoor spaces to enhance learning and encourage interaction, play and investigation.

*The story behind our school logo tells it all.*

Our logo is based on the delightful toy of childhood, the kaleidoscope. It symbolises both the wonders of childhood and of the learning experience at our school. Elements from our historical building have been used in creating the symbol, allowing us to honour the present and the future.



Our signature colour – pink – is inspiring and comforting. It suggests hope for the future. Bringing together the strength of red and the purity of white, it is intuitive, insightful and suggests empathy and sensitivity.

Pink represents the innocence of the child in all of us.

It's my absolute pleasure to lead our school – I can't wait for you to see for yourself how fantastic it is.

**Trevor Strolla** – *Principal*

### Our vision

For all students to live meaningful and rewarding lives; valuing and being valued as members of diverse communities.

### Our purpose

Brunswick South Primary School is an outstanding, multicultural government school committed to preparing students for the realities of today and the unknowns of tomorrow.

### Our values

Brunswick South Primary School is a community united by a shared belief in the following values

<b>Constant learning</b> Committed to learning from each other Seek to accomplish something worthy and purposeful Try hard and pursue excellence	<b>Compassion</b> Be aware and inclusive of others and their cultures Treat all people fairly
---	---

<p><b>Mutual responsibility</b>          Be accountable for one's own actions          Contribute to society and to civic life          Support one another's wellbeing, development and success          Stand up for the rights of others          Take care of the environment</p>	<p><b>Sense of possibility</b>          A deep belief in the potential of all learners          Ensuring educational opportunities for all</p>
---	--

**STUDENT WELLBEING – SCHOOL WIDE POSITIVE BEHAVIOUR**

Student wellbeing is central to our positive school culture. Staff, students, parents and carers work collaboratively to develop a fair and respectful whole-school engagement and behaviour management approach. Our school implements a framework of School Wide Positive Behaviour. SWPB is an evidence-based framework for preventing and responding to student behaviour. It aims to create a positive school climate, a culture of student competence and an open, responsive management system for all school community members. Underpinned by our school Mission, Vision and Values the Behaviour Purpose Statement clearly indicates our expectations of the school community. The Behaviour Expectations Matrix will provide a consistent language that will be explicitly taught to all students and used by community members in their interactions with others. As a school, an emphasis is placed on the development of intrinsic motivation and students feeling good about the actions and choices that they make on a daily basis. This will be assisted by community members recognising the efforts and achievements that students make.

**Restorative Practice**

As part of our commitment to student wellbeing, at BSPS, we have introduced Restorative Practices. The philosophy and practice of restorative practice is to promote resilience in both the student who is harmed and the one who causes harm. The focus is on helping students become aware of the impact of their behaviour on others through personal accountability and learning from a conflict situation. Restorative practices create opportunities for students to:

- Become aware of the impact of their behaviour
- Understand the obligation to take responsibility for their actions
- Take steps toward making things right.

Restorative practices encourage accountability, improve school safety, help strengthen relationships and create more positive outcomes for students and the school community.

## GENERAL INFORMATION

<b>School Address:</b>	Brunswick South Primary School 56 Brunswick Road Brunswick East 3055
<b>Telephone:</b>	9380 1231
<b>Office attended:</b>	8.30am – 4.00pm on school days
<b>Email:</b>	<a href="mailto:brunswick.south.ps@edumail.vic.gov.au">brunswick.south.ps@edumail.vic.gov.au</a>
<b>Website:</b>	<a href="http://www.brunswicksouthps.vic.edu.au">www.brunswicksouthps.vic.edu.au</a>
<b>Principal:</b>	Trevor Strolla
<b>Assistant Principal:</b>	Marg Weymouth
<b>Business Manager:</b>	Mary Glendza
<b>Administration Team:</b>	Sanae Arnavas Des Tona

## SCHOOL PROCEDURES

### Yearly Planner

#### Term Dates for 2020

Term 1:	30 January to 27 March
Term 2:	14 April to 26 June
Term 3:	13 July to 18 September
Term 4:	5 October to 18 December

#### Curriculum Days

At the start of the year on **Tuesday 28<sup>th</sup> January**, there is a curriculum day used by teachers for planning and professional development. **Wednesday 29<sup>th</sup> January** is a Pupil Free Day. Students in grades 1 to 6 will resume school on **Thursday 30<sup>th</sup> January**. The Foundation students start school on **Monday 3<sup>rd</sup> February**.

There are three more pupil free days during the year on dates to be decided. Students do not attend school on these days.

#### Term 1 Foundation days

Each Wednesday for the month of February, the Foundation students will not attend school. They will commence full time on Monday March 2, 2020.

#### Public Holidays

The School is closed on all public holidays, including Labour Day, Good Friday, Anzac Day, Queen's Birthday and Melbourne Cup Day.

#### Timetable

The day at Brunswick South Primary School has the following schedule:

## Orario (Times)

8.45am	Start of yard supervision students arrive for school
9.00am	School day begins: Sessions 1, 2 and 3
11.30am -11.40am	Supervised eating time
11:40am - 12:30pm	Break 1
12:30pm - 2.10 pm	Sessions 4 and 5
2:10pm - 2:40pm	Break 2
2:30pm – 3:30pm	Session 6
3.30pm	Students dismissed
3.45pm	End of supervision

### Grounds Supervision

Students are supervised from 8.45am to 3.45pm, including Break 1 and Break 2. Students who are not collected by 3:45, are directed to the office. Parents/carers are phoned and students wait at the front office until collected.

Students not collected from the office by 4:00pm will be taken to Team Kids After School Care Program.

### Wet Days

If it is raining during recess or lunchtime, students stay in their own classrooms and undertake a quiet activity. Teachers share supervision.

### Attendance, Absences and Permissions

#### Attendance

In order for students to gain the maximum benefit from instruction time, it is important for them to arrive punctually and to attend school at all times, unless they are sick.

For student wellbeing, we ask that parents are mindful of the following procedures.

#### Absence from School

Please notify the school if your child is absent via the Compass Community Online Portal using your unique username and password.

Access via the school website [www.brunswicksouthps.vic.edu.au](http://www.brunswicksouthps.vic.edu.au)

Parents will be sent a text message from the school by 10:00 if an absence has not been reported.

#### Absence during School Hours

Sometimes it may be necessary for parents to take students from school during the day. If you are collecting your child before 3.30pm, it is necessary to sign your child out at the main office using the Compass Kiosk and give the teacher an early dismissal slip.

Likewise if your child is late, you are asked to get a late slip to give to your child's teacher.

You may wish to enter the absence in advance using the Compass App

#### Extended absences

Planned extended absences must be discussed in advance with the lead teacher and a learning plan put in place.

Further information is contained in the *Attendance* policy – link to policy

### **Photo Permissions**

Parents are invited to sign a blanket permission to use child/ren's photographs for promotional or news items relating to the School. Students without current permission will not have any photographs taken of them used without the parents' permission.

### **Excursion Permissions**

Students attending school excursions must have an appropriately signed permission form. Permission forms may apply for several excursions such as walking excursions, or be valid for a single specified excursion. Permission will also be required to attend camp and may be required to participate in some incursions (external providers conducting educational activities on school grounds).

## **STUDENT AND COMMUNITY INVOLVEMENT**

### **Getting Involved**

Brunswick South Primary School values the contribution of parents to the School Program. Getting involved provides support in many ways, and offsets costs associated with grounds maintenance and other activities. It's also a great way to meet staff, other parents and to be part of the community. Ways to get involved include:

- helping in the classroom on a regular basis
- reading with students
- going on excursions
- attending interschool sport – supporting the participants
- coming along to the various fund-raising and social events held during the year
- helping at the Winter Solstice – help with planning, setting-up and volunteering on the day
- coming to working bees– sweeping, painting, digging, mulching
- joining School Council and committees
- covering library books, cataloguing resources, re-shelving.
- joining the Fundraising Committee which is responsible for organising the Winter Solstice, parent trivia night, mother's and father's day stalls and various other fund-raising activities.

To find out more, ask at the office, or look out for notices and 'calls for help' in the newsletter.

### **Keeping Informed**

In the yard, in the classroom and in print you will hear and see words, phrases that may be unfamiliar to you.

Parent/class carers: in each year level a parent has volunteered themselves to be to contact person who informs the parents in that year level of upcoming events, excursions, reminders etc.

Specialists: Each week the students participate in specialist subjects; Art, Physical Education, Performing Arts and STEM (science, technology, engineering and maths).

Open classrooms: Each term, at the end of a designated day, parents/carers are invited into the classrooms to look at all the wonderful learning that has been done. Parents can also arrange a time with the teacher to come in and look at their child's learning throughout the year.

Character Strengths: Character Strengths underpin all our work with regards to student engagement and wellbeing. They give us a framework for conversations within our school community and ensure that a strengths based approach is used – even when overcoming obstacles.

Jig saw: Multi age activity that happens regularly throughout the year. The focus of activity is on Character Strengths, Respectful Relationships and Positive Behaviours.

Learning Legends: Every Friday afternoon at recess, students from across the school are nominated to join Trevor for afternoon tea. The purpose is celebrate and acknowledge learning.

## **School Council**

School Council is Brunswick South Primary School's governing body and is a legal requirement for all government schools. Council comprises 10 elected members. The school council has particular functions in setting and monitoring the school's direction.

School councils have three main responsibilities:

- [Finance](#): overseeing the development of the school's annual budget and ensuring proper records are kept of the school's financial operation.
- [Strategic planning](#): participating in the development and monitoring of the school strategic plan.
- [Policy development and review](#): developing, reviewing and updating policies that reflect a school's values and support the school's broad direction outlined in its strategic plan.

Other key functions of school councils include:

- raising funds for school related purposes
- maintaining school grounds and facilities
- entering into contracts
- reporting annually to the school community and the Department
- creating interest in the school in the wider community
- representing and taking the views of the community into account
- regulating and facilitating after-hours use of school premises and grounds
- operating a children's service at the school.

Monthly Meetings are held at 7.00pm, usually on the third Tuesday, in the staffroom. Observers are welcome to attend with prior notice given to the principal

Nominations for Council members are called for in February/March.

The School Council has several subcommittees. Council members are expected to belong to at least one of these. Other members of the community are welcome to participate and actively support the following committees:

- Policy
- Finance
- Building and Grounds
- Community and Fundraising

To get involved with a Committee or School Council, please ask at the Office.

## **Monday School Assemblies**

Each learning area is rostered to conduct a whole school assembly during the term on a Monday morning in the school hall. Parents are welcome and encouraged to attend where they can.

## **School News**

Brunswick South Primary School has a fortnightly newsletter that provides information about upcoming events, calendar dates, and notice of curriculum days, etc. The newsletter is emailed to parents who have signed up for the electronic version and it can also be viewed on the school website.

## **Student Reports / Parent information session**

Students' progress is formally communicated to parents twice a year via a written report, at the end of Term 2 and 4. Student Led Conferences where students discuss their learning goals with their parents/carers, will occur mid Term 1 and 3. Parents wanting to meet with teachers to discuss their child's learning or engagement at school, can make an appointment directly with the teacher or via an email to the school.

Early in Term 1, parents are invited to a group Information session, conducted in the evening. The purpose of this evening is to formally introduce the teaching team in your child's learning area and to

provide more information about the routines, expectations and curriculum content to be covered. It is an opportunity for you to ask questions and meet other parents.

## **HEALTH, SAFETY & WELLBEING**

### **Sun Smart**

Brunswick South Primary is a Sun Smart School. Students must wear hats that protect face, head, neck and ears on sunny days. This is compulsory during Term 1 and 4. Wide-brimmed hats may be purchased at the Office. Students are encouraged to wear clothes that provide protection from the sun, (no singlets), and to use sunscreen.

### **What to Wear**

Students should wear comfortable clothes appropriate for the season. Shoes should protect feet during play and sport. Thongs and singlets are considered unsuitable school attire.

### **Lost Property**

We ask that all items brought to school, including clothing, are clearly labelled. Any items found in the school grounds will be held at Lost Property. At the end of each term, unclaimed items are sent to a charitable institution.

### **What to eat - Snacks and Lunches**

Students should bring suitable food for 2 eating breaks, and fruit for a fruit break. Drinking fountains throughout the school provide fresh drinking water. Students are encouraged to bring food that does not produce litter.

### **Wellness**

Students must attend school unless they are unwell. Early nights, a healthy breakfast and established routines all contribute to your child's wellness at school. Should there be any issues at home that might affect students at school, please share these with your child's teacher or the Assistant Principal.

Please do not send unwell children to school. They are not able to participate effectively and may infect others.

### **Illness and Accidents at School**

If a student becomes unwell during the day or is involved in an accident, the school will contact parents or a nominated person to collect the student. A First Aid Room is available so that unwell students may be supervised for brief periods away from their classroom. Any injury, knock or bump to the head or face will be reported to parents. The office staff will phone parents as a courtesy.

### **Medical Details / Contact Numbers**

So that we can contact you in an emergency, it is vital that the school has current details, including contact numbers and medical history. This includes:

- contact telephone number(s) for parents during school-hours
- contact telephone numbers for other nominated adults who may collect children if parents cannot be reached
- doctor's name, address and telephone number
- any medical condition that your child might have that the school should be informed about
- emergency response plans for acute health conditions.

### **Medication at School**

If your child requires medication at school, please write an explanation of the dosage and times it should be administered. All medications must be given to the office staff and not left in your child's bag.



## Infections Conditions – Exclusions

Certain conditions require exclusion from attending school. These include:

Condition	Exclusion Period
Chicken pox	<input type="checkbox"/> Until fully recovered
Conjunctivitis	<input type="checkbox"/> Exclude until discharge from eyes has ceased
German measles (Rubella)	<input type="checkbox"/> Until fully recovered (at least 4 days from rash onset)
Headlice/nits	<input type="checkbox"/> Until treated
Hepatitis A	<input type="checkbox"/> Medical certificate needed
Impetigo	<input type="checkbox"/> Until treated (covered until clear)
Influenza	<input type="checkbox"/> Exclude until well
Measles	<input type="checkbox"/> For at least 4 days from rash onset
Mumps	<input type="checkbox"/> For 9 days or until swelling ceases
Ringworm	<input type="checkbox"/> Until treated
Scabies	<input type="checkbox"/> Until treated
Whooping cough	<input type="checkbox"/> For 21 days from cough onset or until treated

## Asthma

We are an Asthma Friendly School. Asthmatics medication will be kept in the sick bay. We ask that you give your child's Asthma Plan to the staff at the front office and ensure the office always have a current plan.

## Anaphylaxis

Brunswick South is **not** a nut free school. Students who have nuts are required to eat at a designated "nut club" area.

The school has a policy that provides protocols for the management of students with anaphylaxis. We encourage parents to avoid providing nuts and nut products, (for example, peanut butter, nutella) for their child's play-lunch and lunch at school. This policy can be viewed on our website.

## Getting to School Safely

### Walking and Pedestrians

Many students walk to school. Please encourage the use of the two supervised crossings in Park Street, and the school crossing on Brunswick Road.

### Roads and Motor Vehicles

The streets around Brunswick South Primary School are very busy at drop-off and pick-up times. There are also many new construction sites and buildings that are going up. For everyone's safety, please keep to the 40km speed limit, ensure that the school crossing is clear at all times, observe the parking restrictions and never double park. Students and families who walk to and from school are advised to plan a route to travel and discuss the risks that exist, e.g. vehicles exiting driveways, crossing major roads, watching

### Bicycles and Scooters

Students who ride bicycles and scooters to school are required to wear an approved, safely secured helmet. Bicycles and scooters must be wheeled (not ridden) through the school grounds, and stored in the designated bike shed.

### Student Welfare

If you have any concerns with welfare related issues, please arrange a time to meet with your child's teachers in the first instance. The Assistant Principal can support in more complex cases, in conjunction with Our Wellbeing and Engagement Leader and Principal.

## SCHOOL ACTIVITIES

### Camping Program

Students in Years 3-6 take part in a 3 day camp program. Venues and activities are alternated so that over 4 years students have a varied and changing experience on camps.

### Swimming Program

Each year all students participate in an intensive swimming program as part of the school's physical education program. The program includes water safety, the development of swimming skills and fitness training. Parents who volunteer to assist with the swimming program are required to have a **Working With Children Check**, as stipulated in our Volunteer Policy.

### Excursions

Excursions are planned by teachers as part of the school program. It is important for students to attend these excursions that support classroom activities. Parents must complete a permission form to enable students to attend.

### Extra-Curricular Activities

At Brunswick South, lunch time clubs are offered every day of the week. These clubs are supervised by teachers and run from 12-12:30. Chess, drawing, hoops, skipping, Italian films, flash mob and choir are just some of the clubs offered.

### Instrumental Music Program

The Instrumental School Music Program offers instrumental and general music lessons. Instruments offered include violin, guitar, drums, singing and keyboard. This program is a user pay program and operates during class time. To enrol, and for details of costs, please see the website for an up to date list of instruments and teachers.

## OUT OF SCHOOL HOURS PROGRAMS

### Outside School Hours Care (OSHC)

External provider *TeamKids* operates Outside School Hours Care:

- before school from 7.00am to 8.45am
- after school from 3.30pm to 6.00pm

For details of costs and to make bookings, please contact TeamKids by phone on 1300 035 000 or online at [www.teamkids.com.au](http://www.teamkids.com.au)

## ADMINISTRATION AND FEES

Below is an outline of the fees for our Essential Student Learning Items and the Voluntary Financial Contributions for 2017. We have also attached the DET *Understanding Parent Payment Categories Information* to further assist you with the changes with the DET Policy relating to school parent payments.

### PART A

#### Essential Student Learning Items

These are items, activities or services that the school deems essential to student learning of the standard curriculum:

- **Items ..... \$310**

Items that the student takes temporary or permanent possession of e.g. pens, paper, books, crayons, pencils, rulers and rubbers etc. This also includes specialist resources for Mathematics, English, ICT, Health and PE, Project Based Learning, Science, Italian and The Arts.

- **Activities..... \$30**  
**Whole** school activities associated with instruction that all students are expected to attend  
e.g. travel, entry fees, excursions, incursions

**Total ..... \$340 per student**

- **Other Activities (TBA)**  
School or year level activities associated with instruction that all students are expected to attend e.g. camps, swimming, excursions and incursions  
*(Families will be advised details and cost leading up to the time of the event)*

**Optional**

These are items, activities or services that are optional and are offered in addition to the standard curriculum e.g. instrumental music tuition, graduation, camps and sports.

**PART B**

**Voluntary Contributions:**

**General Voluntary Contributions**

The suggested sliding scale is as follows:

Combined income up to \$70,000.....	\$150.00 per child
Combined income from \$70,000 to \$100,000 .....	\$200.00 per child
Combined income from \$100,000 to \$150,000 .....	\$400.00 per child
Combined income above \$150,000.....	\$500.00 per child

**Voluntary Contributions (for a specific purpose)**

All donations in this category will be used to assist us with improvements to the play area

**Tax Deductible Donations** Brunswick South Primary School is endorsed by the ATO as a Deductible Gift Recipient to operate a Building Trust Fund. Donations made to the Building Trust Fund will assist new developments identified as enhancements to the recent building and landscape works.

Contributions to either fund are fully tax deductible and for families on or near the top marginal tax rate, this is a very effective way of assisting the school.

Families will be informed throughout the year about School Council priorities for the expenditure of these funds.

We appreciate that families may sometimes experience financial difficulties in meeting payment requests. A range of support options are available to parents who have difficulty making payments.

Families who do not have an immediate capacity to pay are also able to enter into alternative and confidential payment arrangements with the school. Should you require information about financial assistance please contact our Business Manager, Mary Glendza on 9380 1231.

**Making Payments**

Our preferred payment method is BPAY. The details are printed on the Family Statement posted each term. The school also accepts payment by EFTPOS and cash at the school office or telephone (credit card). Cash does not go through classrooms.