

# **BEECHWORTH PRIMARY SCHOOL**



## **PARENT INFORMATION BOOKLET**



# Beechworth Primary School



## Welcome to the Beechworth Primary School

At Beechworth Primary School we have a lovely blend of new and old. We value and pay respect to our long history, and look forwards to an innovative and collaborative learning environment where students are encouraged to embrace all opportunities. Communication, critical thinking, and sustainability are at the core of our learning. Strong learning partnerships with our families and the wider school community are important to us.

We have a strong focus on deep learning in Literacy and Numeracy, which underpins learning in all other curriculum areas. We encourage global thinking and citizenship and work hard at preparing students to be confident and successful in the new digital age and their life beyond school

Thank you for taking the time to read through our Information Book for 2018. This booklet provides you with an overview of the School, if you require further information regarding any aspect of the School, please contact the office.

Principal: Sue McDonald



## Child Safe Statement

Beechworth Primary School is committed to the implementation of Child Safe Standards to promote the safety and wellbeing of all young people.

**Office Hours:** 8.30am to 4.30 pm

**PH:** 5728 1066

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**WEBSITE:** <http://www.beechworthps.vic.edu.au/>

## **Philosophy:**

Beechworth Primary School is a child-centered school. The voices of the children are significant and their views are respected. We believe that children are adventurous in acquiring knowledge, intellectually curious and keen to actively engage in making sense of their world. We encourage joyful pursuit and excitement of learning for our entire School Community.

## **Motto:**

Believe, Persist, Succeed

## **Vision:**

For all members of our community to value and embrace the educational opportunities for every child.

## **Mission:**

We aim for excellence in all we do, our decisions and choices are guided by our values; respect, pride, safety, inclusiveness and trust. The celebration and promotion of personal best is at the forefront in all we do. Through this we build productive and positive relationships with all members of our school community.

## **Context.**

Beechworth is a historic gold mining town in North East Victoria. Like all small, rural towns it has unique characteristics. In Beechworth the preservation of heritage buildings, a beautiful natural environment and a vibrant arts community has combined to create an environment in which tourism is a major industry. Beechworth Primary School was built in 1875 and consists of a central heritage building classified by the National Trust and a newly constructed 21<sup>st</sup> century open learning space which houses our senior students.

Beechworth Primary School is set on five acres of spacious and attractive grounds that feature a stand of sequoias more than 100 years old. The grounds offer a stimulating physical environment that enhances formal education.

The school draws its students from the town and the surrounding rural area and is a major focus within the community. Our current enrolment is 204 students and we expect it to remain around that number in the coming years.

# CURRICULUM



Beechworth Primary School addresses the learning needs of each and every child. Determining the specific learning requirements of each child is the key to our highly successful literacy and numeracy program. Our program is based on the Victorian Curriculum and rather than focus generally on whole classes, we 'fluid-group' children according to ability. This facilitates more accurate teaching. Within groups, children may also have individual learning plans designed to fit their needs. In this way, gaps in individual learning are continually identified and teaching is fine-tuned to address them. Knowing precisely which literacy and numeracy concepts each child needs to develop ensures the progression of all students.

Our Inquiry Curriculum program runs on a repeating 2 year cycle, and covers all aspects of the Victorian Curriculum, emphasising Literacy and Numeracy. For our Inquiry based learning we use a program called MAPPEN. MAPPEN units are designed around eight concepts. The eight concepts are Community, Sustainability, Social Justice, Creativity, Identity, Change, Necessity and Curiosity. Following the MAPPEN program all students explore the same concept at the same time, allowing for whole school immersion and cross level collaboration.

We have teachers dedicated to specialist programs in; Performing Arts and Music, Visual Arts and Physical Education.

Our LOTE (Languages Other Than English) program focuses on Indonesian language, and more generally, on promoting a cultural and geographic awareness of Southeast Asia. We also offer an excellent Sports program, with opportunities for students to compete at regional through to state levels.

## **FOCUS – Every Child, Every Opportunity.**

At Beechworth Primary School we value the skills and talents of every child. We want our students to become active learners and contributors to their education and to develop enthusiasm for lifelong learning. Our teaching and learning empowers students to be actively involved in their learning journey; we encourage them to be responsible for their own learning, to set goals and work solidly to attain those goals.



Literacy and Numeracy. These are the main focus for teaching and learning at Beechworth Primary School. Every day every class, Prep to Year 6, has an uninterrupted Literacy block that consists of 1 hour of reading and 1 hour of writing. This ensures a concentrated focus on the development of Literacy skill. Our Numeracy is structured into groupings based on individual student need. Students are placed in fluid groups and work with a specific teacher, who may not necessarily be their regular classroom teacher. This ensures we are targeting every student's point of need learning. Every student completes 1 hour of Numeracy per day.

### **NATIONAL ASSESSMENT PROGRAM – LITERACY AND NUMERACY**

All students in Years 3 and 5 students sit National Assessment Program - Literacy and Numeracy (NAPLAN). These tests are set by the Government and they provide the school with a comprehensive view of the progress of each child. They enable the school to compare our data against similar schools and also against national benchmarks. Tests are conducted in May each year, with the results provided to schools by around August. The NAPLAN tests are one component of our assessment program.

### **REPORTING TO PARENTS**

Reporting is an integral part of teaching and learning. Assessment is a vital component of a teacher's work and here at Beechworth we use our Assessment data to inform our teaching programs. Students are also asked to set personal learning goals, to reflect and self-evaluate their learning with the support of their teachers.

Parents receive written reports against the Victorian Curriculum progression points twice a year (June and December). Interviews are also offered in Term 2 and Term 4. We ask that all students attend parent/teacher/student interviews to ensure they are involved in the learning process.

Parents are encouraged to contact the teachers and make an appointment if there are concerns in relation to your child.



## OUR SCHOOL COMMUNITY

We believe our school is a community resource and that the education of children is a joint effort with valued input from children, teachers, parents and members of the wider community. This foundation is fostered by:

- Striving to make our school **friendly and welcoming** for all and having a strong sense of belonging;
- Developing an atmosphere of **trust and tolerance** by having clearly defined expectations of **all** people within our school community;
- Providing a school where everyone feels **safe and confident** by dealing honestly and justly with all concerns.
- Actively supporting **open communication** whenever possible. Communication in the first instance should be directed to the Classroom teacher. If you would like to speak with the Principal, please make an appointment through the office.
- **Respecting each other** and developing supportive guidelines for everyone within our school community.

### TEACHERS

Our teachers value learning not only for the children, but also for themselves. Professional learning is a high priority at this school. It adds depth and value to our programs, which in turn improves student learning. We are an innovative school and the methods of teaching are modified and enhanced when we adopt practices to meet the needs of our children. Curriculum planning is done on a whole school, team and individual level.

Some students may need individual learning plans, which teachers devise and implement along with student/parent input. Please feel free to contact your classroom teacher if you have any concerns relating to your child. As teachers have meetings and other activities outside classroom time, making an appointment is better for all. We know you will understand when we ask parents not to interrupt classes for informal chats as this is taking away valuable learning time from all children.



## **PARENTS**

We encourage parents to become involved in our school, to work with us for the benefit of all our children. Parents are welcome in the classrooms and in any capacity they wish to support education in our school; help at working bees or fund-raising events throughout the year; attending school assemblies (we have student-led assemblies every Monday morning and also at the end of each term); becoming involved in school programs, such as camps and excursions or starting an activity group or program within the school. Parents are vital members of our School Council and Parents and Friends Association.

If parents wish to help, they are asked to see the relevant teacher to arrange the best possible time for this. We also have a visitors' code of conduct to ensure that our students' privacy is kept confidential and that the welfare of the volunteer, the students and staff is all respected. All volunteers within the school are asked to undergo a volunteers' working with children check. This is required by law. Working With Children forms are available at the Post Office. Parents may also wish to join our Parents and Friends Association (P.A.F.A.) This group actively participates in various events which create opportunities for our school community to come together as well as raising money for school resources.

## **SCHOOL COUNCIL**

We have a proactive School Council that helps in the running of the school at the policy level. Parents are encouraged to become involved either on the Council or a Sub-committee of the Council. Elections for membership on School Council are conducted at the beginning of each School year. Information regarding elections is published in the School Newsletter. The council meets twice a term, on the 3<sup>rd</sup> Wednesday of the month.

## **WIDER COMMUNITY**

We work with our Shire Council, Landcare, Water Watch, Environ Waste, Energy sustainability and other organisations to enhance learning opportunities for our students and to support the community in which they live. We actively seek to be a productive part of our community and assist our students in becoming good citizens and having a community conscience.

## **INDIVIDUAL LEARNING PLANS**

These plans set specific targets for children identified with additional needs in any area of the curriculum or in social behaviour. Additional needs can be extension for high achievers, or support for students experiencing learning difficulties. Our Literacy Support program focuses on children who require extra help in reading. We have outside agencies we call on to help us meet specific needs, such as speech pathologists, school psychologist, and school engagement workers. Specific funding is available for children with special physical, educational or emotional needs.



## **CAMPS AND EXCURSIONS**

Our camping program operates for students in Years 3 to 6. Year 3 and 4 students alternate each year with an adventure type camp and a city experience. To introduce our Year 3 students to the camp experience, we hold a "sleepover" here at school early in the year. The Year 5 and 6 students alternate between an adventure camp (Borambola) and educational camp (Canberra). The cost of these camps is usually around \$400 and parents are advised well in advance to allow for payment.



## **WELL-BEING PROGRAMS**

These are offered to students not coping with all that life has to offer and are used by a wide cross section of our community at times of need. One such program is called 'Seasons for Growth'. Children experiencing grief, loss, transition difficulties etc. may access this program.

## **HEALTH AND PHYSICAL EDUCATION**

At Beechworth Primary School we are proud to offer a specialist Physical Education Teacher for all students in Prep to Year 6. Students have 1 hour of PE classes each week, plus additional PE activities with their classroom teacher. We conduct whole school Athletics Carnival, Swimming Sports, Cross Country running, plus winter sports such as Football, Netball, Soccer, and T'Ball.

Beechworth Primary School values the importance of physical activity for all children. Our programs include, swimming, physical fitness, athletics, perceptual motor programs and dance. Our students participate in Winter sports carnivals for football, netball, and Kanga8 cricket. Students participate in District and Regional events for swimming, cross country running and athletics. Parents are more than welcome to join in as an observer or help with coaching or supporting. Our spacious school grounds provide the perfect opportunity for all sporting activities. We have a huge oval, synthetic rubber and synthetic grass courts for various ball games, plus we offer shaded playground equipment for all students.

## **COMPUTERS IN THE CLASSROOMS**

We have developed a network of computers enabling each classroom to access various applications, the Internet and telecommunications. Our students use the technology in all classrooms as a tool for learning. All classrooms have interactive whiteboards. Beginning in 2017, all Years 3 to 6 classes have been allocated 15 netbooks and a bank of iPads. These devices are used in all aspects of student learning programs from Literacy and Numeracy to the Arts.



## **INSTRUMENTAL MUSIC TUITION**

The school offers Instrumental music lessons for students wishing to learn from a range of instruments. These lessons can be individual or in small groups. This is a “user pays” system and parents organize payment with the teacher involved.

Students have a number of opportunities through the year to perform for each other, their parents and the wider community.

## **LIBRARY**

We foster the love of literature and children are encouraged to borrow books from the school library. A book-return tub is located inside the library door and we ask that all families are vigilant in returning books to the library. Classes attend Library once a week.

## **ART**

Art is available in the specialist areas of our curriculum as well as being part of the children’s day to day activities within the classroom. Students have 1.5 hours of formal art instruction a week within our art room and participate in community art displays.

## **STUDENT REPRESENTATIVE COUNCIL (SRC)**

SRC plays an active role within our school in charity work and event organization. Each classroom elects a representative to be on our SRC and all decisions made are done in consultation with the group.

## **PERFORMING ARTS**

At Beechworth Primary School we are very proud of our Performing Arts program. All students participate in Music and Performing Arts across the year. Each year in Term 2 we hold a Senior School Production in which every child in Years 3 to 6 participates. Junior school production is held in December each year. These productions provide all students the opportunity to develop their drama skills and excel in the area of performance.

## **LEARNING TO LEARN**

During Term 1 each year, all classes are involved in a program which involves students developing a set of expectations and requirements for their classroom environment for the coming year. The main focus of this program is to reinforce our school values of Respect, Inclusion, Safety, and Learn. Students develop a deeper understanding of how they learn and what things they need to do to ensure they achieve their potential.



## GENERAL INFORMATION

### 2018 TERM DATES

**Term 3** 16 July to 21 September

**Term 4** 8 October to 21 December

### 2019 TERM DATES

**Term 1** 29 January to 5 April

**Term 2** 23 April to 28 June

**Term 3** 15 July to 20 September

**Term 4** 7 October to 20 December

### SCHOOL TIMES

School times are:

|                         |                        |
|-------------------------|------------------------|
| <b>Starting at:</b>     | <b>9am</b>             |
| <b>Morning break:</b>   | <b>11am – 11.30am</b>  |
| Supervised Lunch:       | 11.30am – 11.45am      |
| <b>Afternoon break:</b> | <b>1.15pm – 1.45pm</b> |
| Supervised Snack:       | 1.45pm – 2.00pm        |
| <b>Dismissal:</b>       | <b>3.25pm</b>          |

All children are expected to be at school within these hours. To keep everyone safe, children are not permitted to leave the grounds unless they have permission or are collected from the office by their parents or guardians. We ask that students be at school by 8.50am so they are ready to start classes at 9am. If you collect your child during the day, we ask that you come to the office and sign them out in the appropriate book.

### OFFICE

The office at the school is where parents may collect information, leave messages, etc. or pay any accounts. **Our office staff** are there to help you in any way possible. Please use the reception window for any inquiries.

### COMPASS

Compass is a web-based school management system that our school uses for a variety of administration tasks including; attendance and roll-marking, absence notifications and our semester reporting. Compass can be accessed on any device including apps for android and iPhones and iPads, in addition to computers. All families are asked to register for Compass following enrolment using directions and a log on provided by the office.

## GRADE / STAFF STRUCTURE

Class structure for the coming school year is normally finalised in December. It is a difficult process as we have to wait for confirmation of our projected student enrolment numbers. Student allocation to classes is also confirmed in December and we endeavour to maintain friendship groupings where possible. In the event of a concern with concentration, focus in class or other issues, we will consult with parents to ensure the best possible placement for your child. During Term 4 we ask for parents to put forward considerations in regard to their child's class placement. This is to help us in placing each child in the best group for learning. These considerations assist us in having all facts at our disposal and **must** be in writing and addressed to the Principal.

## PUPIL-FREE DAYS

Every school in Victoria is allocated 4 pupil free days throughout the year. These days are to be used for Staff Professional development and Assessment and Reporting. Each year, teachers begin school, 1 day prior to students. Staff are involved in curriculum planning, professional development and organisation relating to the new school year. The remaining 3 days are scheduled throughout the year. Advanced notice is always given in the School Newsletter and Parent Planners which are available online.

## SCHOOL FEES

The Victorian State Government requires all families to pay for the individual requisites of their children. The fee structure is sent out annually and fees may be paid in full or by instalments, cheque, cash or Eftpos. The school offers a direct bank deposit option for parents.

(Commonwealth Bank Beechworth) **BSB 063637 A/C 10026363** Payment for all camps and excursions must be paid in full prior to the event in line with our Camps and Excursions Payment Policy. Notices will be sent home informing parents about any upcoming excursion or camp.

## TRAVEL

Students can ride their bikes to school but we recommend students under the age of ten be supervised by a parent. (This is in line with state laws.) Students must wear an approved helmet and bikes are to be brought into school through the back gate (via the park) and are to be housed in the bike shed. This area is out of bounds for all students during the day. Some children travel to and from school on the school bus provided by the Department of Education and Training (DET). One bus travels from the Wooragee area, another from the Stanley area, one from Fighting Gully Road while the fourth operates in the township of Beechworth. Conveyance allowance is provided for students who travel more than 4.8km to school. See staff in the office for details.

## WALKING SCHOOL BUS

The Walking School bus is a program coordinated by Beechworth Health Service. Students can meet the walking School Bus at designated points within the township of Beechworth. A community volunteer will then walk with the students to School. This program promotes Active children. Inquiries regarding this program can be made to the Beechworth Health Service.

## ABSENCES

If your child is absent from school, a **note is required** to be given to the class teacher. All absences must be recorded. If your child becomes ill during the day, a staff member will contact you.

## MEDICATION

Staff are not permitted to give medication to children unless parents have signed a permission slip for this purpose. We have staff trained in first aid at our school and all staff have a current CPR accreditation. **All medication** is to be handed to the classroom teacher along with the signed medication form. Without this form, no medication can be given. In cases of emergency, it is important that all parent contact details are current. Please ensure your contact details are up to date at all times.

## SUNSMART

Our school is a SunSmart school and all children are to wear broad-brimmed hats when outdoors. However, they have the choice of a beanie, broad-brimmed hat or no hat from May 1 to August 31. In order to protect our students from the harmful rays of the sun, we have a no hat, no play policy. Hats may be bought at the office for \$10.

## OUT OF HOURS SCHOOL CARE

The Beechworth Primary School are the registered providers for Out of School Hours Care Program. The program includes Before School Care, After School Care and Vacation Care programs.

The program times are:

|                            |   |
|----------------------------|---|
| <b>Before School Care:</b> | 7am to 8.45am                             |
| <b>After School Care:</b>  | 3.25pm to 6pm                             |
| <b>Vacation Care:</b>      | 8am to 6pm (during School Holiday breaks) |

Enrolment forms for our OSHC Programs can be obtained from the School Office. Bookings are essential for all programs.



## LUNCH

We encourage all children to bring a healthy lunch and to bring treats only on very special occasions. Please note under Department of Education and Training guidelines, soft drinks are not permitted at school. Glass bottles are also not permitted here at school.

Children are encouraged to have a fruit/veggie snack at 10 am and to have a drink bottle of water in the classroom for access throughout the day during class time. We encourage all students in class to drink water and eat fruit and vegetables in order to keep their concentration at its best and themselves fit and healthy. We actively encourage children to eat well so that they can maximize their learning time while at school.

## SPECIAL NEEDS

We have students at our school who suffer from anaphylaxis. This is a severe life threatening allergy to certain foods such as peanut butter and other nut products. We ask for your support with measures we have in place for these children. We ask that children **do not** bring peanut butter or nut products to school. We have training for parents and staff in the treatment of an anaphylactic reaction. More information is available through classes and in the School Newsletter from time to time.

## PROPERTY

Please ensure all property is **clearly labeled**. Lost property is to be found in the foyer of the school in a large basket. This is cleaned out once per term.

## NEWSLETTER

The newsletter is produced every Friday and provides a valuable communication tool between home and the school. Our School Newsletter is produced electronically and can be emailed to you or accessed via the School's website or Facebook page. If you would prefer an emailed copy, please provide your email address to the office

## BANKING

Banking day is on **Tuesday** for school banking. If you would like your child to participate in this, please see office staff.

## YARD SUPERVISION

There are two staff members on duty at all times in the yard and we commence duty at 8:45 a.m. There is also a staff member on duty at the bus every afternoon. We encourage children not to be at school any earlier than 8:45 a.m. as there are no teachers on duty until then. The staff on duty carry Walkie Talkies at all times to help keep our students as safe as possible.

## IMMUNISATION CERTIFICATES

All Certificates are now issued by ACIR – **1800 653 809** (Australian Childhood Immunisation Record) automatically – if all immunisations have been completed. If a child has been properly immunised and the address is the same as the address on their Medicare card, it is recorded at ACIR and parents can obtain their certificate from them. If you have difficulties obtaining a certificate, it probably means that the address has changed or all details have not been received.

## STUDENT MOBILE PHONES

We understand that in today's world, students may have the need to have access to mobile electronic devices such as phones and iPods. **For security reasons we ask that students sign these in at the office at the beginning of the day and then collect them at 3.25pm.** The Department of Education and Training does not hold personal item insurance and therefore does not take any responsibility for items brought to school by staff or students.

There are a number of attachments included in your information folder. Please ensure that all forms are completed and returned to School as soon as possible. This will ensure that we have all the necessary information we require. We appreciate your prompt return and support with returning all forms.