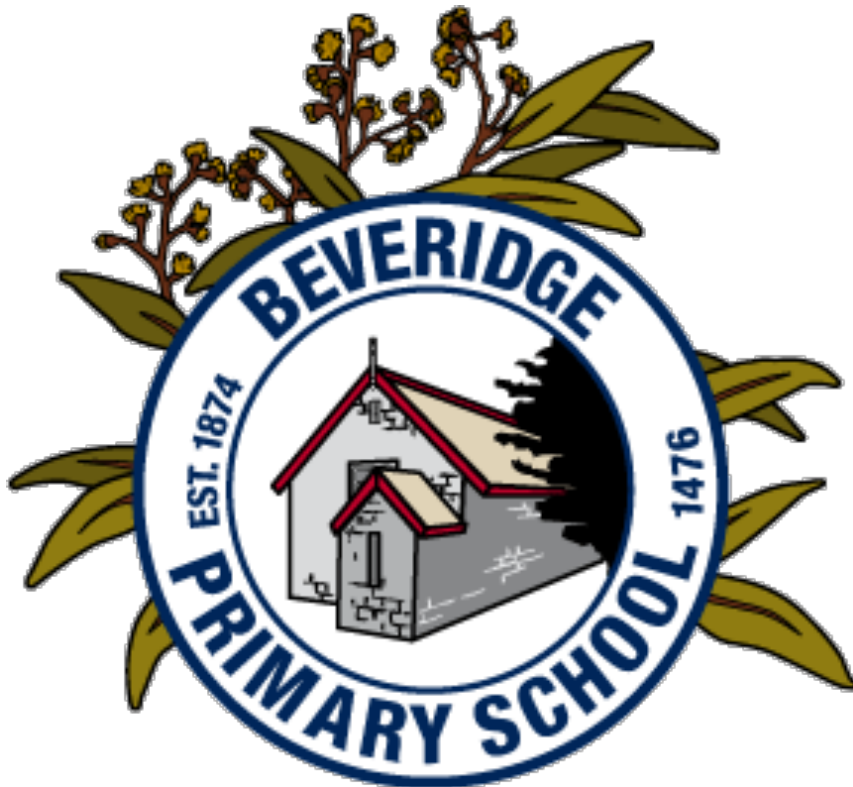


BEVERIDGE PRIMARY SCHOOL

AMBROSIA WAY CAMPUS



Parent Information
Handbook 2022

School contacts

Principal	Steven Fernando
Campus Principal	Helen Bouris
Wellbeing	Amanda Salem
Business Manager	Kerrie Driver
Uniform Supplier	PSW: www.psw.com.au 2/283 Rex Road Campbellfield Ph: 93037845

Reception Hours

The school reception hours are Monday – Friday 8:30am – 3.45pm

KEY DATES FOR 2022

Term		Commences	Finish dates	Finish times
1	Years 3 – 6	Monday 31.01.2022	Friday 08.04.2022	2:30pm
2	Years 3 – 6	Tuesday 26.04.2022	Friday 24.06.2022	2:30pm
3	Years 3 – 6	Tuesday 12.07.2022	Friday 16.09.2022	2:30pm
4	Years 3 – 6	Monday 03.10.2022	Tuesday 20.12.2022	1:30pm

* Each year government schools are provided with four student-free days for professional development, school planning and administration, curriculum development and student assessment and reporting purposes. The first day of Term 1 is a student-free day in all government schools to allow for appropriate planning to take place for the arrival of students. The remaining three student-free days are determined by each individual school. The following student free days have been approved by School Council for 2022.

Monday.....28th January
Thursday.....28th January
Monday.....11th July
Friday13th December

PUBLIC HOLIDAYS 2022

Labour Day	Monday 14 th March
Good Friday	Friday 15 nd April
Easter Monday	Monday 18 th April
Anzac day	Monday 25 th April
Queen's Birthday	Monday 13 th June
Melbourne Cup Day	Tuesday 1 st November

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Access to the school/parking

When entering the school grounds, it is important that students only enter via the dedicated pedestrian entrances and not through the car park. The main gates are on Plume St and back gate is Crystal Way. **Please do not use the staff carpark for pick-up or drop off of students. Only authorised cars are to use the school's car park.**

Assemblies

A whole school assembly is held in the school gymnasium every fortnight on a Monday morning at 9:00am. The assembly is an integral element of our school's life that helps develop, nurture and support a sense of community. All parents and community members are encouraged to attend.

Attendance

Learning begins at 9:00am. Please ensure your child is on school grounds prior to the music sounding at 8:57am. Please note: all school gates are locked promptly at 9am. **The grounds are supervised before and after school from 8:45am- 9.00am and 3.30pm- 3.45pm each day.**

It is most important that students attend school every day with the exception being for genuine illness.

Absenteeism is a serious and concerning issue. The wider school community, parents and students need to fully understand the impact of missing many school days.

A key message that needs to be embraced by schools, parents and the wider community is that 'Every Day Counts'. The potential consequences of poor attendance are very real. Students with high rates of absences will be at risk of not achieving their potential and therefore limit their life choices. Other real consequences are:

- Social isolation
- Students could get too easily involved in socially unacceptable and/ or illegal activities
- Will have gaps in their learning of knowledge and basic concepts
- May feel insecure in the school environment
- Students may place themselves at risk of harm while absent
- More likely to leave school early
- Be over-represented in the juvenile justice system
- Be the victims of bullying and harassment

Beveridge Primary School has high expectations for attendance. This means that students are required to be in class for every session, every day - unless they have a specific reason for being absent. Students are required to remain in class for the full school day. Parents will be contacted by school staff if attendance is causing concern and invited to support teachers in resolving unexplained and unapproved absences.

Students who arrive late for school must be signed in by a parent/carer at the office prior to making their way to class.

Bikes/scooters

Students are permitted to ride their bikes and scooters to and from school. All students are required to wear a helmet and comply with State Laws for bicycle riding. Bikes must be left in the school bike enclosure. For safety reasons riding of bikes within and around school grounds is not permitted.

Homework

Years 3 & 4 (10 –15 minutes per evening)

All homework tasks will be recorded in the student's diary / electronic device. Students will be encouraged to plan and manage their homework through the use of the diary so that homework can be finished by the due date.

- Should not be seen as a chore
- enables the extension of class work by practising skills or gathering of extra information or materials that can be shared
- completion of unfinished classwork
- will mainly consist of daily reading to, with, and by parents/carer or older siblings
- will not be set on weekends or during vacations.
- practice of Literacy skills--Reading
- reinforcement of Numeracy learning eg. games, maths puzzles
- gathering resources, collecting project material across all Learning Areas
- gathering data by various methods eg. interviews, surveys
- open ended activities that involve choice and cater for individual learning styles

Years 5 & 6 (20-40 minutes per evening)

All homework tasks will be recorded in the student's diary / electronic device. Students will be encouraged to plan and manage their homework through the use of the diary so that homework can be finished by the due date.

- should include daily independent reading
- may extend class work, projects and assignments, essays and research, completion of unfinished classwork
- will generally range from 20 to 40 minutes a day
- reading for reading circles
- maths puzzles and problems
- gathering resources, researching and collecting project material/ information across all Key Learning Areas
- gathering data by various methods eg. interviews, surveys
- open ended activities that involve choice and cater for individual learning styles

Elaboration on types of homework

Type	Description
Practice exercises	<p>Provide opportunities for students to apply new knowledge or to review, revise and reinforce newly acquired skills, such as:</p> <ul style="list-style-type: none">• reading for pleasure• practising spelling words• practising physical education skills• writing essays and other creative tasks• completing consolidation exercises for Mathematics• practising words/phrases learnt in a Language Other Than English.
Preparatory homework	<p>Provides opportunities for students to gain background information so they are better prepared for future lessons, such as:</p> <ul style="list-style-type: none">• collecting newspaper articles• researching topics for class work• reading background material for History• reading English texts for class discussion• revising information about a current topic.
Extension assignments	<p>Encourage students to pursue knowledge individually and imaginatively, such as:</p> <ul style="list-style-type: none">• writing a book review• researching local news• finding material on the Internet• making or designing an art work• monitoring advertising in a newspaper• completing Science investigation exercises

Local excursions

All students are required to have a local excursion permission form signed on their enrolment application. This form is part of the enrolment pack and covers all local excursions involving walking.

Lunch and snacks

Students eat their lunches inside their classroom between 1:20pm – 1:35pm every day. Students are to bring a water bottle and snack for morning break. Students are encouraged to bring a water bottle (no glass) to school each day. When selecting food to send with your child, please consider unprocessed foods and any anaphylactic allergies in the classroom.

Office hours

The School office hours are Monday – Friday 8:30am- 3.45pm. Payments of accounts (by cash, cheque) are accepted during these times. Entry to the school office can be accessed via Plume St.

Out of School Hours Care

Beveridge Primary School has partnered with TeamKids to provide quality care, flexibility and commitment to deliver on our promise to your school community..

Please contact TeamKids directly on 1300 035 000 OR info@teamkids.com.au to enrol students or make bookings

Parent/Carer/Teacher communication

Communication between teachers and parents/carers is a vital part of your child's development and we are always happy to discuss your child's wellbeing and/or academic progress. It is advisable to discuss any concerns or relevant information about your child with your child's teacher.

Should parents/carers have questions relating to their children or classroom, the class teacher is the first point of contact. Please arrange a mutually convenient time to speak to your child's teacher by emailing them through compass.

Personal computers

Student laptop computers can be purchased from through the parent portal <https://beveridge.orderportal.com.au/> We recommend the Lenovo 100E G3 Chromebook - 11.6", AMD. Students should bring personal devices to school from day 1... if devices need to be connected to the school network please contact reception to arrange bookings with our technician.

If you're buying a computer from outside of our preferred suppliers.

- External or extra software isn't required.
- As a student, your child will have a copy of Office Software and we mostly use Google Docs at Beveridge.
- No antivirus needed: Windows comes built in Windows defender, therefore external antivirus isn't necessary.
- If accidental or extended hardware warranty is offered, please consider taking up that option.

Any questions can be sent to our technician.

Lee.ioannou@education.vic.gov.au

Personal devices

Personal Goods Brought to School at Owner's Risk Personal property is often brought to school by students, staff and visitors. This can include mobile phones, electronic games, calculators, toys, musical instruments, sporting equipment and cars parked on school premises. The Department of Education and Training does not hold insurance for personal property brought to schools and it has no capacity to pay for any loss or damage to such property. **Mobile phones are not allowed in learning spaces and must be left at the office when arriving at school and collected at the end of the day.**

Punctuality

To assist and promote qualities including responsibility, good manners and respect and in order for the school to fulfil its responsibility for the safety and welfare of students, the school insists on punctual attendance. Students arriving at school after 9.00am are expected to be signed in by a parent/carers at the office. Continued lateness will be followed up by the Attendance Support Officer.

Session times

The school adopts limited use of the school bell. A bell will only be rung to signal the end of each break and dismissal at the end of the day. At Beveridge Primary School we are working towards establishing a calm, nurturing and educationally stimulating learning environment where we encourage students to accept responsibility for time management and self-discipline.

School commencement times are as follows: Students to be in attendance by **9:00am the latest**

8:45-9.00	Teachers supervise the yard from 8:45
9:00	Session 1
10:00	Session 2
11:00	Morning tea (eat inside)
11:10	Break
11:30	Session 3
12:30	Session 4
1:20	Lunch (eat inside)
1:35	Break
2.30	Session 5
3.30	Dismissal
3.30-3.45	Teachers supervise the yard until 3:45.

Traffic

To relieve traffic congestion around the school, it would be appreciated if parents would strictly observe traffic regulations and No Parking signs. Double parking is dangerous. Police and By Laws officers from the City of Hume regularly patrol schools at peak times and penalise offending drivers.

One option is to park a short distance from the school and enjoy the walk with your child. For safety reasons parents and students are not permitted to enter the staff car park at any time.

Yard Supervision

Teachers supervise students during all breaks. Teachers are also on yard duty before school from 8.45am to 9.00 am and after school from 3.30pm till 3.45pm.

PLEASE DO NOT ALLOW YOUR CHILD TO COME TO SCHOOL EARLY OR STAY LATER AT SCHOOL AS THE YARD IS UNSUPERVISED BEYOND THESE TIMES.

If you require supervision beyond these hours please inquire about the Out of School Hours Care and ring Team Kids on **1300 072 410.**

