

Brunswick South-West Primary School
Another Great State School

Information Book – 2017

Principal: Louise Chocholis

South Daly Street
Brunswick West 3055
Telephone: 9387 6886
www.brunswicksw-ps.vic.edu.au



Contents

WELCOME TO OUR SCHOOL	4
OUR VALUES.....	5
GENERAL INFORMATION	6
SCHOOL PROCEDURES	7
Yearly Planner	7
• Term Dates for 2017	7
• Curriculum Days.....	7
• Public Holidays	7
• School Highlights.....	7
Daily Planner	8
• Bell Times	8
• Grounds Supervision.	8
• Wet Days.	8
• Out of School Hours Care	8
Attendance, Absences and Permissions ..	9
• Attendance	9
• Absence from School	9
• Absence during School Hours	9
• Photo Permissions	9
• Excursion Permissions	9
STUDENT AND COMMUNITY INVOLVEMENT	10
Getting Involved.. ..	10
• School Council	11
• Student Representative Council	11
• Monday School Assemblies	12
• Junior School Assemblies.....	12
• School News	12
• Student Reports.....	12
• Share Time	12
HEALTH AND SAFETY ..	13
Wellbeing	13
• SunSmart.....	13
• What To Wear.....	13
• Lost Property	13
• What To Eat - Snacks and Lunches.....	13
• Wellness.....	14
• Illness and Accidents at School.....	14
• Medical Details / Contact Numbers.....	14
• Medication at School	14
• Infectious Conditions – Exclusions.....	15
• Asthma & Anaphylaxis.....	15

Brunswick South-West Primary – Information Book

Getting To School Safely	16
• Walking and Pedestrians.....	16
• Roads and Motor Vehicles.....	16
• Bicycles and Scooters.....	16
• Public Transport.....	16
Student Code of Conduct	17
Student Welfare.....	17
SCHOOL ACTIVITIES.....	18
Camping Program	18
Swimming Program	18
Excursions	18
Library	18
OUT OF SCHOOL HOURS PROGRAMS .	19
Outside School Hours Care (OSHC).....	19
After School Performing Arts (ASPA) Program.....	19
ADMINISTRATION AND FEES	20

WELCOME TO OUR SCHOOL

A warm welcome to Brunswick South-West Primary School, a partnership of students, school staff and parents.

We want our students to love learning and to be excited about the world around them.

Our students are supported by caring teachers who are generous with their own time and talents.

We are proud of our programs and facilities that promote our students' learning and physical and emotional well-being. Our multi-aged class groupings have a positive influence on the school's character and atmosphere. Our openness to new ideas and educational research initiatives ensures that our curriculum stays rigorous and lively.

Parental involvement contributes immeasurably to life at BSW. We encourage you to join in where and when you can. Your participation will increase your child's enjoyment and capacity to learn.

I look forward to getting to know you and your child better.

Yours sincerely,

Louise Chocholis

OUR VALUES

At Brunswick South-West Primary School we are deeply committed to state education and firmly believe in a state school's capacity to deliver a first-rate education.

Our aim is to equip every student with the skills required to become resilient, resourceful leaders and contributors to society.

We value

- *Learning which empowers each student to explore and engage with the world*
- *Interactions that embrace and celebrate diversity*
- *Honesty, trustworthiness and fairness*
- *Free and confident communication of ideas and opinions*
- *Self-acceptance and the courage to learn, grow and realise one's potential*

GENERAL INFORMATION

School Address: Brunswick South-West Primary
No. 4304
South Daly St
West Brunswick 3055

Telephone: 9387 6886

Office attended: 8.30am – 4.00pm on school days

Email: brunswick.sw.ps@edumail.vic.gov.au

Website: www.brunswicksw-ps.vic.edu.au

Principal: Louise Chocholis

Office Manager: Amanda Frittolini (on leave)
Colin Bell

SCHOOL PROCEDURES

Yearly Planner

Term Dates for 2017

Term 1: 30 January (school teacher's start) to 31 March

Term 2: 18 April to 30 June

Term 3: 17 July to 22 September

Term 4: 09 October to 22 December

Curriculum Days

At the start of the year on 30th January, there is a curriculum day used by teachers for planning and professional development. There are three more pupil free days during the year on dates to be decided. Students do not attend school on these days.

Public Holidays

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

School Highlights

Highlights of the School Year include:

Term 1:

- School Fete

Term 2:

- Education Week

Term 3:

- 10 day swimming program
- Camps for students Years 3-6
- Literacy and Numeracy Week
- Year 2 Urban Camp Sleepover

Term 4:

- Italian Camp – Campeggio italiano

Dates and details of these events will be provided in the weekly School News.

Daily Planner

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

Bell Times

8.45am	Start of yard supervision ▪ students arrive for school
9.00am	School day begins: Sessions 1 and 2
11.00 -11.10	Supervised eating time
11:10 - 11:50	Break 1
11:50 - 1.50	Sessions 3 and 4
1:50 - 2:30	Break 2
2:30 – 3:30	Session 5
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. Any students in the school grounds before 8.45am or after 3.45pm are sent to the Out of School Hours Care Program at their family's expense.

Wet Days

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

Out of School Hours Care

The Out of School Hours Care Program provides for students who arrive before 8.45am or leave after 3.45pm. Places must be booked.

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 well-being, we ask that parents are mindful of the following procedures.

Absence from School

Please notify your child's teacher by phone or in writing, if your child is absent.

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 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.

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 be photographed or featured in promotions.

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. Copies of permission forms can be found on School website.

STUDENT AND COMMUNITY INVOLVEMENT

Getting Involved

Brunswick South-West 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
- listening to students read
- going on excursions
- attending interschool sport – supporting the participants
- coming along to the various fund-raising and social events held during the year
- working at the fete on the stalls, selling tickets, cooking food
- helping at the Art Show – help with planning, setting-up and gallery sitting
- being one of our ‘phantom mowers’, part of the watering team or Friday morning gardening group
- coming to working bees held each term – sweeping, painting, digging, mulching, followed by a barbecue to re-fuel
- joining School Council and committees
- covering library books, cataloguing resources, re-shelving.
- joining the Events Committee which is responsible for organising the school fete, 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.

School Council

School Council is Brunswick South-West Primary School's governing body. Council comprises 15 elected parents and teachers. The Council develops policies and procedures that contribute to the sustainable operation of the school consistent with Department of Education and Training Guidelines. Monthly Meetings are held at 7.30pm, usually on the third Monday, in the staffroom. Observers are welcome to attend.

Nominations for Council members are called for in February.

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

- Education
- Finance
- Gardens and Grounds
- Promotions

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

Student Representative Council

Student Representative Council is comprised of two elected representatives from each class, one boy and one girl and meets regularly. It chooses to support the Asylum Seeker Resource Centre. The student representatives attend an educational session run by the Centre and co-ordinate the collection of goods for the food bank. They also raise money for the State School's Relief Fund and the Indigenous Literacy Fund through dress-up days and other initiatives.

Monday School Assemblies

The Year 6 Young Leaders conduct a whole school assembly at 9.00am on Monday mornings in the school hall. After we sing the Australian National Anthem, we have reports from the Principal and various student committees. Sometimes there are student performances or whole school singing. Parents are encouraged to attend. From Term 2, each Junior School class is assigned a date to perform at assembly. ‘Shining Stars’ are awarded for outstanding efforts. Our younger students really appreciate their parents’ presence at these assemblies.

School News

Brunswick South-West Primary School has a weekly newsletter that provides information about upcoming events, calendar dates, and notice of curriculum days, etc. The newsletter is produced on Wednesday and is sent home with students or emailed to parents who have signed up for the electronic version.

Student Reports

Students’ progress is formally communicated to parents twice a year via a written report. There is a Student Led Conference in the middle of the year.

Share Time

Early in the year there is a Share Time when parents can tell the teacher about their child and discuss any medical, social or emotional needs. Teachers may discuss the year’s goals.

HEALTH AND SAFETY

Wellbeing

SunSmart

Brunswick South-West Primary is a SunSmart School. Students must wear hats that protect face, head, neck and ears on sunny days. This is compulsory from 31st August to 30th April. 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. 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 Principal.

Please do not send unwell children to school. Sick children 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.

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 class teacher and not left in your child's bag.

Infections Conditions – Exclusions

Certain conditions require exclusion from attending school. These include:

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

Asthma

We are an Asthma Friendly School. Asthmatics must keep their inhalers with them at all times. We ask that you give your child's Asthma Plan to the class teacher.

Anaphylaxis

The school has a policy that provides protocols for the management of students with anaphylaxis. We have a designated Anaphylaxis Co-ordinator. 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.

Getting to School Safely

Walking and Pedestrians

Many students walk to school. The school promotes this by participating in the Active Travel to School Program. Please encourage the use of the two supervised crossings in Dawson Street, and the school crossing in South Daly Street.

Roads and Motor Vehicles

The streets around Brunswick South-West Primary School are very busy at drop-off and pick-up times. 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.

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 one of the 2 designated bike sheds on the left hand side of the red brick building.

Public Transport

- Tram - the school is very close to the Melville Road tram route 55.

Student Code of Conduct

We are committed to providing a friendly, safe and caring environment that promotes learning, personal growth and positive self esteem for all our students. It requires the acceptance of responsibility and consideration of others. The five school rules require students to:

- be responsible for their own behaviour
- respect others
- respect property
- allow learning to take place
- work and play safely.

A more detailed policy of student behaviour is available from the Office.

Student Welfare

If you have any concerns with school related issues, please arrange to discuss these with your child's teacher, the Principal or the Assistant 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. Year 2 students have a sleepover during Term 3 at the Urban Camp in Royal Park.

Swimming Program

Each year all students participate in a 10 day 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.

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.

Library

The school Library has an excellent collection of student appropriate resources. Students may borrow up to 4 items at a time for two weeks. Parents are encouraged to visit and use the library. Parental help is always welcomed. Library hours are posted on the library door.

OUT OF SCHOOL HOURS PROGRAMS

Outside School Hours Care (OSHC)

Camp Australia operates Outside School Hours Care:

- before school from 7.30am to 8.45am
- after school from 3.30pm to 6.00pm

For details of costs and to make bookings, please contact Camp Australia by phone on 1300 105 343 or online at www.campaustralia.com.au

Moreland City Council operates a school holiday program using our facilities. For bookings phone 9240 2427 or sd_schoolholidayprogram@moreland.vic.gov.au

After School Performing Arts (ASPA) Program

These user pays programs are designed to supplement the school program. To enrol, and for details of costs, please contact the Office.

The After School Music Program offers instrumental and general music lessons. Instruments offered include violin, guitar and keyboard.

The Circus and Drama Program is offered to students aged 8 years and over. Two experienced circus teachers instruct the students in a variety of circus and drama skills.

ADMINISTRATION AND FEES

Book Lists

The booklist charge for materials used in the classroom in 2016 was \$85.00 per child. Charges for 2017 are yet to be determined.

Other Educational Programs

Parents are asked to pay a fee for some extra educational programs, such as a Performing Arts Program (\$40 in 2016). Charges for 2017 are yet to be determined.

Voluntary Contributions

Parents are asked to make a yearly financial contribution to the School. This greatly assists with the funding of educational programs. The Voluntary Contribution requested for 2016 was:

- \$90 – families with one child attending
- \$130 – families with two or more children attending

Charges for 2017 are yet to be determined.

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, cheque and cash at the school office or telephone (credit card). Cash does not go through classrooms.

Donations

Donations to Brunswick South-West Primary School Building Fund and Library Fund are tax deductible and always welcomed.