



**Brunswick South-West**  
Primary School

# Brunswick South West Primary School

Another Great State School

## 2024 Information



South Daly Street

Brunswick West 3055

Telephone: 9387 6886

[www.brunswicksw-ps.vic.edu.au](http://www.brunswicksw-ps.vic.edu.au)

Email: [brunswick.sw.ps@education.vic.gov.au](mailto:brunswick.sw.ps@education.vic.gov.au)

# Welcome To Our School

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

At Brunswick South West Primary School all of our children are considered unique and full of promise. Our school prides itself on a calm and orderly environment where every child is known, and where each individual is both equipped and challenged to chase their dreams and fulfil their unique talents.

Our school is very much a hub of the community. Our grounds are open on the weekends and outside of school hours for families to have picnics, catch up with friends, and explore our gardens, playgrounds and check on the chickens! We believe that for children to be the best they can be, the connection between home and school must be strong. We encourage future families to become a part of our school community by participating in our community events, exploring our grounds, and connecting with other members in our school community.

At Brunswick South West Primary School we understand that learning is an interactive process. We recognise the importance of effective relationships, and we ensure that our curriculum is diverse and engaging. We understand students will learn and grow at different rates so have designed processes to ensure that each individual is given the opportunity to thrive in their own way.

At Brunswick South West Primary School the children come first. All staff members work together to support, extend and challenge students. Students are offered a broad range of extra-curricular activities and an extensive leadership program aims to equip our students with the qualities necessary to become tomorrow's leaders.

We welcome you to our school.

Emma Fuller  
Principal



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 Vision

... is for our children to become curious, life-long learners, inclusive of everyone and respectful of themselves, others and the environment.

## Our Values

At Brunswick South West we are:

Respectful, Curious and Inclusive

## General Information

<b>School Address:</b>	Brunswick South West Primary South Daly St West Brunswick 3055	<b>Principal:</b>	Emma Fuller
<b>Telephone:</b>	(03) 9387 6886	<b>Assistant Principals:</b>	Judy Harrington Jacqui Lucas
<b>Office hours:</b>	8.30am – 4:30pm on school days	<b>Business Manager:</b>	Melissa Cameron
<b>Email:</b>	<a href="mailto:brunswick.sw.ps@education.vic.gov.au">brunswick.sw.ps@education.vic.gov.au</a>	<b>School Council President:</b>	Graeme Joyce
<b>Website:</b>	<a href="http://www.brunswicksw-ps.vic.edu.au">www.brunswicksw-ps.vic.edu.au</a>		

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# School Procedures

## Yearly Planner

### Term Dates for 2024

- Term 1: 30 January - 28 March  
(teachers start - 29 January)
- Term 2: 15 April—28 June
- Term 3: 15 July - 20 September
- Term 4: 7 October - 20 December

### Curriculum Days (Pupil-free)

- Term 1: Monday, January 29
- Term 1: TBC
- Term 3: TBC
- Term 4: Monday, November 4 (Cup Day eve)

All Curriculum days are pupil-free. OSHC is still available on these days through Team Kids.

### Public Holidays

The School is closed on all Victorian public holidays.

## Daily Planner

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

8:50 am	Start of yard supervision Students arrive for school
9:00 am	School day begins
9:00-11:00 am	Sessions 1 and 2
11:00-11:15 am	Supervised eating time
11:15-11:50 am	Break 1
11:50 am-1:50 pm	Sessions 3 and 4 (includes inside eating time)
1:50-2:30 pm	Break 2
2:30-3:30 pm	Session 5
3:30 pm	Students dismissed
3:45 pm	End of yard supervision

### Eating Arrangements

Students have a supervised eating break at 11:00am for 15 minutes. Other flexible eating opportunities occur throughout the day.

Students are encouraged to bring friendly 'rubbish free lunches' in a lunchbox, free of packaging, to school. Any organic waste is collected and taken to the school compost.

### School Highlights

Highlights throughout the school year include:

- \* Twilight Fete (2024)
- \* Camps for Years 3-6
- \* Year 2 Sleepover
- \* 10 Day Swimming Program
- \* Book Week
- \* Year 6 Graduation
- \* Literacy, Numeracy and Science Weeks
- \* Biennial Art Show (2023, 2025)
- \* Year 4 Bike Education Program
- \* Year 1 Bedtime Story Night



### Grounds Supervision

Students are supervised from 8:50 am to 3:45 pm, including Break 1 and Break 2. Any students in the grounds before 8:50 am or after 3:45 pm are sent to the Out of School Hours Care Program at their family's expense. The school grounds are not supervised outside these times.

### 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

If your child is absent, please use our parent portal, Compass (preferred), or notify your child's teacher by phone or in writing to report their absence. Alternatively, please call the school office and leave a detailed message on the dedicated absence line.

### 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 3:30 pm, it is necessary to sign your child out at the school office via the Compass Kiosk and give the teacher the printed departure slip. Likewise, if your child is late, it is necessary to sign your child in at the school office and collect the printed arrival slip to give to your child's teacher.

If you need to arrange for someone other than a listed parent to collect your child before 3:30pm, please provide written permission to the school office for the person to collect your child. Written permission can be emailed to [Brunswick.sw.ps@education.vic.gov.au](mailto:Brunswick.sw.ps@education.vic.gov.au). We may ask for photo I.D.

### Photo Permissions

Parents are invited to sign a yearly photo permission on Compass to enable us to photograph their child/ren. There is a School Use Photography Permission which gives permission for staff to take photos for use within the school community. There is also a separate External Media Photography Permission which gives permission for photos to be published on publicly available sites such as the school website. Students without permission will not have their photo printed or displayed in any publicly available forum.

## Compass

Our school uses Compass as our digital parent portal.

Using Compass 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 absences or lateness
- \* Communicate with your child's teachers
- \* Update your family contact details
- \* View the school calendar
- \* Download and view your child's semester reports
- \* Book parent-teacher conferences
- \* Pay and provide consent for events and school fees
- \* View news items and the school newsletter

Our school will advise parents when each of these features becomes available for parent use.

Compass is a web-based system that is accessible on any modern web browser (Chrome, Safari, Firefox, Edge, Internet Explorer) or by using the Compass iOS or Android app. Search for 'Compass School Manager' in the store.

Every family receives a separate login to Compass which will be provided to you by our school. To access the parent portal, go to our school website and click on 'Parents' then 'Compass'.

The Compass Kiosk which is used to sign your child in and out during school hours is located in the foyer of the office.

# Community Involvement

## Getting Involved

Brunswick South West Primary School values the contribution of parents, carers and family members 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 and supporting participants
- \* Coming along to the various fundraising and social events held during the year
- \* Working at the fete on the stalls, selling tickets, cooking food, etc.
- \* Helping at the biennial Art Show— assisting with planning, setting up, and gallery sitting



- \* Being one of our 'phantom mowers', part of the watering team, or secret Yarn Bombers.
- \* Helping out at working bees held each term— sweeping, painting, mulching, always followed by a delicious lunch to re-fuel
- \* Joining the School Council and Sub-Committees
- \* Covering library books, cataloguing resources, re-shelving
- \* Volunteering to assist with organising the Twilight Fete, Special Person's stalls, disco, and various other fundraising activities

All family volunteers must have a current Volunteer Working With Children Check. Cards should be presented at the office before your first volunteer session and an induction is required.

To help find out more, ask at the office or look out for notices and 'calls for help' on Compass or 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 in the staffroom at 7:00 pm, usually on the third Monday of each month. Observers are welcome to attend.

Nominations for School Council are called for in February each year.

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
- \* Grants and Fundraising
- \* Buildings and Grounds
- \* Engagement

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

# Student Vision

## Student Representative Council

At Brunswick South West primary School we recognise students as experts in their own education. The Student Representative Council (SRC) empowers all student voices to be valued and heard. It is comprised of two elected representatives from each class and meets regularly to discuss any student concerns or ideas for school improvement. Teachers regularly make time for classes to discuss these issues with their SRC reps. The SRC takes action to improve and enrich school life such as conveying important messages, advocating for students with teachers and leadership, and organising fundraising, both for the school and charitable causes chosen by students. The SRC communicates to school staff and School Council via the Weekly Briefing.

## School Assemblies

The Year 5/6 students conduct a whole school assembly at 9:05am on Monday mornings in the school hall. Assembly features reports from the Principal, the SRC and various student groups. Sometimes there are student performances. Parents are encouraged to attend.

## School News

Brunswick South West Primary School has a fortnightly newsletter that provides information about upcoming events, calendar dates, notice of curriculum days, etc. The newsletter can be accessed through Compass News Feed. Some hard copies are available at the school office. School updates and news items are also regularly posted to Compass News Feed.

## Student Reports

Student progress is formally communicated to parents twice a year with a written report which is accessible via Compass. There are Parent teacher interviews held in the middle of the year.

## Share Time/ Parent Teacher Interviews

Early in the year there is a Share Time when parents can tell the teachers about their child and discuss any medical, social, or emotional needs. Teachers may discuss the year's goals. Mid way through the year there are Parent Teacher Interviews to discuss the semester reports

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## 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 a four year span, students have a varied and changing experience on camps. Year 2 students have an urban sleep over during Term 3.

### 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 and Incursions

Excursions and incursions are planned by teachers as part of the school program. It is important for students to attend these excursions and incursions that support classroom learning. The permission forms will be released on Compass as these events are organised.

### Library

The school library has an excellent collection of student appropriate resources and books available for borrowing.



# Health and Safety

## Wellbeing

### 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/carers 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/carers during school hours
- \* Contact telephone numbers for other nominated adults (emergency contacts) 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 (anaphylaxis, asthma, etc.)

### Medication at School

If your child requires medication at school, please provide a medical authority form, available from the school office. All medications must be labelled with the child's name and must be given to the office and not left in your child's bag. Medication will not be administered if written authority is not provided.

### Infectious Conditions—Exclusions

Certain conditions require exclusion from attending school. These include:

Chicken pox	Until fully recovered
Conjunctivitis	Exclude until discharge from eyes has ceased
COVID-19	Exclude for 5 days (preferred)
German measles (Rubella)	Until fully recovered (at least 4 days from rash onset)
Head lice/nits*	Until treated *See over page for more information
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

The school has an Asthma Management policy. We ask that you give your child's Asthma Plan and inhaler to the office. Older students who are able to self-administer are able to keep their inhaler in their bag.

### 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 food.



## COVID-19

Our number one priority is always maintaining the safety of our student, staff and community.

If your child is at all unwell and displaying any symptoms such as cough or fever, they must be kept at home and not return to school until they are recovered and received a negative result on a COVID test. Any students who display these symptoms while at school will be sent home, unless they have a doctor's certificate stating an alternate cause for the symptoms.

If for any reason there are changes to daily school operations due to orders handed down by the Department of Education and State Government, parents and carers will be advised via Compass and the newsletter.

## Head Lice

Anyone can get head lice. Head lice are small, wingless, blood sucking insects. Their colour varies from whitish-brown to reddish-brown. Head lice only survive on humans. If isolated from the head they die very quickly (usually within 24 hours).

People get head lice from direct hair to hair contact with another person who has head lice. This can happen when people play, cuddle, or work closely together. Head lice do not have wings or jumping legs so they cannot fly or jump from head to head. They can only crawl.

Check your child's head regularly. If you find eggs or lice, shampoo and combs can be obtained from your local chemist or in some cases the local council.

Please advise the school if your child contracts head lice, and do not return your child to school until the head lice have been treated. Where head lice have been identified in a particular class, a note will be sent home to alert parents to the issue.

## SunSmart

Brunswick South West Primary School is a SunSmart School. Students must wear hats that protect face, head, and ears on sunny days. This is compulsory when the UV rating is above 3. 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. Please refer to our Student Dress Code Policy on our website for more information

## 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 in Lost Property. At the end of each term, unclaimed items are sent to a charitable institution.

## Mobile Phones

From Term 1 2020, Department of Education policy states that students who choose to bring mobile phones to school must have them switched off and securely stored during school hours. The school will provide a secure location for phone storage.

## What to Eat—Snacks and Lunches

Students should bring suitable food for eating breaks and a water bottle. Drinking fountains throughout the school provide fresh drinking water.

Students are encouraged to bring lunches that are rubbish free/do not produce litter. We can recycle fruit and vegetable scraps and paper/cardboard. Other rubbish or left over food will be brought home, in your child's lunch box. Possibly it can be recycled or re-used at home.

## Sustainability

Sustainability is an important part of the Australian Curriculum. Brunswick South West Primary School is an environmentally conscious school that engages in a range of sustainable practices. We are part of the *Victorian Government's Sustainable Schools Program*. In many different ways, we encourage our students, teachers and school community to live sustainably, as part of their daily practice.

## 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 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 or the bike racks located at the front of the school grounds, near the grey brick building.

### Public Transport

Tram— the school is very close to the Melville Road tram route 58, with the closest stop on Dawson Street.

## 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. It also incorporates our values of being Respectful, Curious and Inclusive. Please refer to Student Values Matrix on the back page.

### 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.

## Parent Payments Arrangements

Information regarding parent payment arrangements for 2024 are communicated via Compass prior to the end of the 2023 school year. This information is also located on our website.

### Making Payments

Our preferred payment method is Compass. The school also accepts payment by EFTPOS and cash at the school office or by telephone (credit card). Cash does not go through the classrooms.

Department of Education guidelines now mandate that schools will no longer be able to send out invoices and statements for Curriculum and Other Contributions

### Donations

Donations to Brunswick South West Primary School Building Fund and Library Fund are tax deductible and are always welcomed. Receipts for these donations will be provided.

# Out of School Hours Programs

## Outside School Hours Care (OSCH)

Team Kids operates Outside School Hours Care at Brunswick South West Primary School:

- \* Before school from 7:00 am to 8:50 am
- \* After school from 3:30 pm to 6:00 pm

A Team Kids information pamphlet can be found on our website: [brunswicksw-ps.vic.edu.au/oshc](http://brunswicksw-ps.vic.edu.au/oshc)

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

Moreland City Council operates a school holiday program at the school. For bookings please phone 9240 2427 or email [cd-schoolholidayprogram@moreland.vic.gov.au](mailto:cd-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 refer to details below.

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

For all enquiries, please contact Creative Music:  
(03) 9818 2333.




The *Circus and Drama Program* is offered to students aged 7 years and over. Two experienced circus teachers instruct the students in a variety of circus and drama skills.

For all enquiries, please contact Anita Alexander:  
0416 505 962 or [anita.alex@gmail.com](mailto:anita.alex@gmail.com).





# Be Your Best at Brunswick South West

We are:	Learning Spaces	Play Spaces	Using Technology	Always
<p><b>Respectful</b></p> 	<p>We put our hand up to share</p> <p>We treat school property with respect</p> <p>We line up when the music goes</p>	<p>We walk in the grey brick area</p> <p>We solve problems with words</p> <p>We respect nature and keep our grounds rubbish free</p>	<p>We contribute positively</p> <p>We take care of devices and move appropriately with them</p> <p>We follow the BSWPS <a href="#">Acceptable Use Agreement</a></p>	<p>We respect personal space</p> <p>We move safely and quietly on the stairs and hallways</p> <p>We use respectful language</p>
<p><b>Curious</b></p> 	<p>We let others learn</p> <p>We see mistakes as part of our learning</p> <p>We ask questions</p>	<p>We play safely on the equipment</p> <p>We stay 'in bounds' and in the grounds</p> <p>We learn and follow the rules of games</p>	<p>We use our devices as a learning tool</p> <p>We keep our personal information private</p>	<p>We respect others' privacy</p> <p>We try our best</p>
<p><b>Inclusive</b></p> 	<p>We wait our turn to talk</p> <p>We listen when others talk</p> <p>We contribute to group work</p>	<p>We include others in our games</p> <p>We help others in need</p> <p>We wear hats so we can all play outside</p>	<p>We tell a trusted adult if we feel uncomfortable or unsafe</p> <p>We report cyberbullying to a trusted adult</p>	<p>We share equipment, toys and sticks</p> <p>We work and play with lots of different people</p>