

BERESFIELD PUBLIC SCHOOL

INFORMATION BOOKLET

2021



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WELCOME TO BERESFIELD PUBLIC SCHOOL

Our school community wants each of our students to be secure and happy during their time with us.

Your child is a very important person and we will do our best to give them a good start to their school life.

To help them, we need to know as much as possible. We hope that you will inform us of any situation at home which may affect your child's learning and attitude at school. This means things like family illness, a parent being away etc.

A note to a child's teacher of any problem will help us to provide a sympathetic environment to your child.

At Beresfield Public School the teachers are vitally concerned about welfare and safety of all children. School rules help safeguard children from accidents and help them learn to consider others and take responsibility for their own actions.

Our school aims to establish and maintain a child / teacher / community relationship of warmth, security, support and cooperation. By working together we can best support students.

Please make appointments to meet with teachers about any concerns.

The self - esteem of each child is important to us. Children will gradually learn that we are all different, we are good at different things, we find some things hard, our friends are good at different things but we are all needed.

We live in a very fast changing society and we need to be adaptable, flexible and tolerant.



Jonathan Ridgway
Principal



STAFF ORGANISATION 2021

Current staffing is as below

Executive Staff

Principal	Mr Jonathan Ridgway
Instructional Leader	Miss Mikaela Vermeulen
Assistant Principal – Support	Mrs Rechelle Glasson
Assistant Principal – K-2	Mrs Fia Lyle
Assistant Principal - Stage 3	Mr Michael Edwards
Assistant Principal – Stage 2 & Wellbeing	Mrs Christie Walandouw

Class Teacher

Mrs Fia Lyle
Miss Mel Doornbos
Ms Heather Bennett
Mrs Chantelle Douglas
Miss Leah Morgan
Miss Ashleigh Searle
Mrs Kayla Sanger
Mr Cameron Smith
Mr Michael Gabrielides
Mrs Mel Smith
Mr Drew Inman
Mrs Christine Evans
Miss Stef Hainsworth

Special Education

Mrs Rechelle Glasson
Ms Sarah Gallagher
Miss Kellie Dooner
Mrs Jayde Kernahan
Mrs Veronica Hodgson

Teaching Support Staff

K-2 Interventionist	Mr Paul Mantle
3-6 Interventionist	Ms Belinda Ward
Librarian	Mrs Karen Meyer
	Miss Lisa Grall
School Counsellor	Ms Phoebe Burchill
Support Staff	Mrs Katherine Aitken, Mr Michael Edwards Ms Jessica O'Brien & Miss Alba Aparicio

School Admin Support Staff

School Administration Manager	Mrs Stephanie Chappell
School Administration Officers	Mrs Jaimie Rennex Mrs Anna Zorba Mrs Sue Adams
School Learning Support Officer (Support)	Mrs Helen McEnearney, Mrs Margaret King, Miss Agnieszka Pawlik
School Learning Support Officer (Aboriginal)	Miss Lesley Farley
School Learning Support Officers	Mrs Di Lewin; Mrs Karlene Frappell, Ms Sam Oddy
General Assistant	Mr Rob Morrison

SCHOOL UNIFORM

School Colours	Navy and sky blue.
School Hats	Wearing of the school hat outside is a requirement. We have a 'No Hat No Play' policy.
Purchase of uniforms	Uniforms can only be purchased from the school uniform shop. The Uniform Shop is run by P&C volunteers and is open on <u>Tuesday and Thursday between 8.30 – 9.00 am</u> . Order forms are available at the office if you are unable to shop at these times.

GIRLS

Summer	Blue and white checked school dress OR Navy tailored shorts and school polo shirt White socks and black shoes.
Winter	Navy cargo pants or tracksuit pants, school polo shirt (or sky-blue skivvy if desired). Navy blue jacket (style – baseball jacket) White socks and black shoes.

BOYS

Summer	School polo shirt, grey shorts. White socks and black shoes.
Winter	Navy cargo pants or tracksuit pants, school polo shirt (or sky blue skivvy if desired). Navy blue jacket (style – baseball jacket) White socks and black shoes.

Paint Shirt Please provide an old shirt, t-shirt or smock to protect uniforms during art and craft activities.

Sport Uniform School polo shirt
Black sport shorts for girls and boys
Black or white joggers
White socks for girls and boys.
Navy tracksuit in winter.

Spare Clothing If for some reason your child has an accident or spillage on their clothes we do have spare sets at school. Please wash and return ASAP after use as we have limited supplies.

For all kindergarten children and children who are prone to accidents – please ensure a spare set of underwear and clothes are packed in their bag.

SCHOOL TIMES

Lessons commence at 9.00 am and conclude at 3.00 pm. Students are not supervised prior to 8.30 am; therefore, it is inadvisable and certainly unsafe for children to be at school prior to this time.

No child is detained after school. Once children are at school they must not leave the school grounds without permission.

The school day currently has three sessions –

Morning	9.00 am - 11.00 am (Crunch & Sip® 10.00 am K-6)
First Break	11.00 am -11.15 am Eating time with teacher
First Break Play	11.15 am -11.38am
Mid-Morning	11.38 am -1.38 pm
Second Break	1.38pm - 1.53pm Eating time with teacher
Second Break Play	1.53 pm - 2.15 pm
Afternoon	2.15 pm - 3.00 pm



SCHOOL TERM DATES 2021

Term 1	Wednesday 27th January - Thursday 1st April (Students start Friday 29 th January)
Term 2	Tuesday 20th April - Friday 25th June
Term 3	Tuesday 13th July - Friday 17th September
Term 4	Tuesday 5th October - Friday 17 th December

PLAYGROUND

The playground is divided into five playing areas:

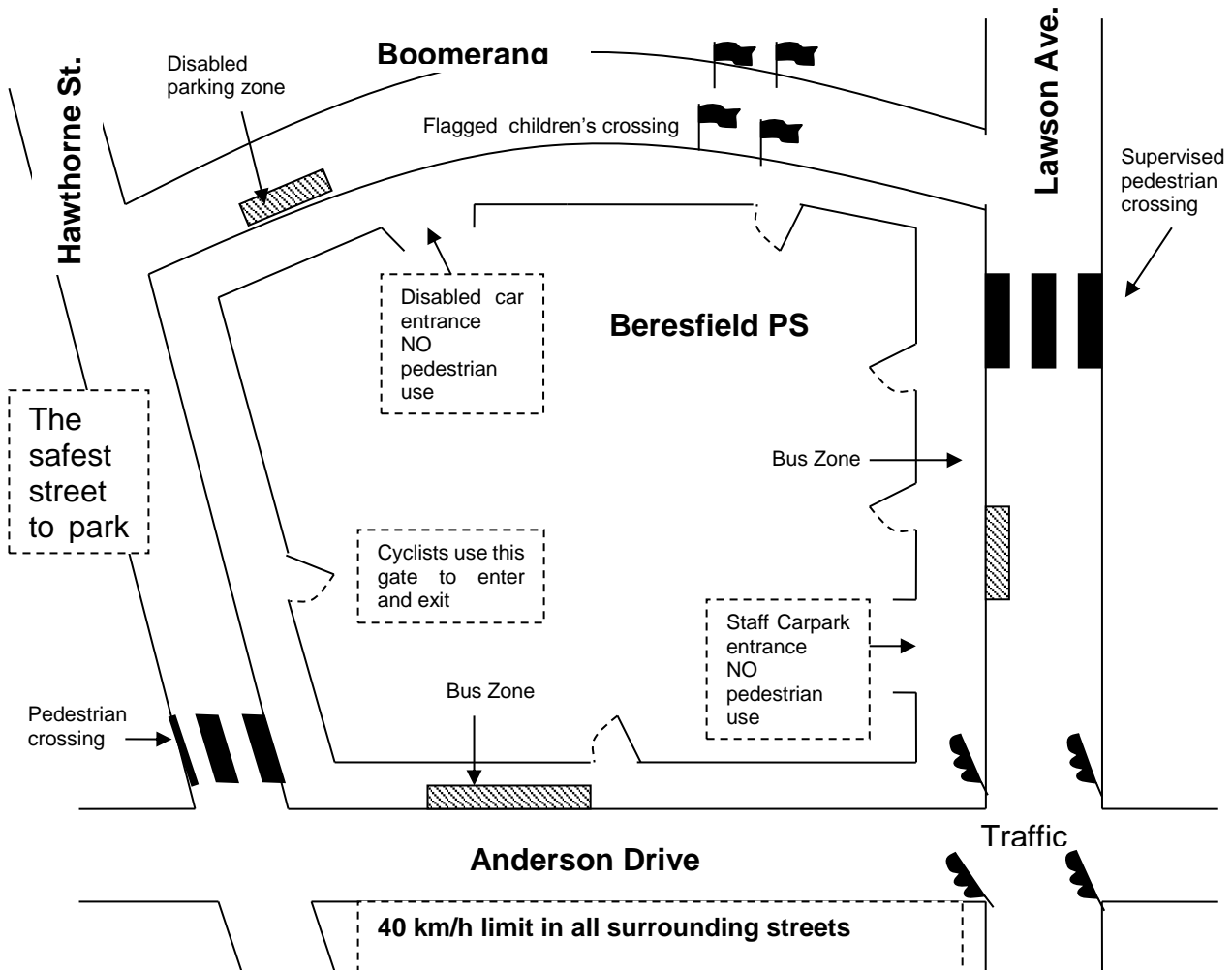
- Playground A - quadrangle (assembly area)
- Playground B - back concrete and paved area
- Playground C - fixed equipment and grass
- Playground D - grassed area
- Playground E - COLA, canteen, area around B Block ramp



TRAVEL INFORMATION FOR STUDENTS AND PARENTS

Safety of students as they travel to and from school each day is important. It is expected that parents and carers will support the school through role modelling safe road use behaviours. These include:

- Using footpaths or walking in areas away from the road
- Holding their child's hand and actively supervising all children as they walk to and from school
- Teaching children to "Stop Look Listen Think" every time they cross the road
- Walking with children to cross roads (do not call children across the road)
- Crossing roads away from parked cars
- Parking correctly in areas that allow parking
- Getting children in and out of the car on the footpath side
- Using seatbelts or child restraints for all passengers before driving away



Coming to and from school

Parents are asked to walk with their child to school to reduce traffic congestion around the school. This also encourages children to be more physically active and provides an opportunity to teach children how to be safe in the traffic environment.



There are many entrances to Beresfield Public School. The main entrance is found on Lawson Avenue. Another pedestrian access gate is found further along the avenue, located near the supervised pedestrian crossing.

The access gate located in Boomerang Street allows access to the un-supervised children's flagged crossing on this street.

The access gate on Hawthorn Street allows access to the pedestrian crossing. Anderson Drive also has an access gate which links to the traffic light crossing.

Parents and students are not permitted to walk through the staff car park entrance and the delivery/ disabled taxi vehicle entrance as this is not a safe pedestrian area.

Parents need to teach their child to:

- "Stop, Look, Listen, Think" before crossing the road
- Use available pedestrian crossings to cross the road
- Cross in an area away from parked cars
- Walk quickly and directly across the road

Parents are strongly advised to not call students across the road. Instead the safest action is to meet your child at the school gates and walk with them.

Arrival and departure by car

For those parents that need to drive their child to school, there is limited parking directly outside the school on Lawson Avenue. There are No Stopping signs either side of all the pedestrian crossings around our school. Drivers must not stop or park in these areas.



There are disabled car spaces and restricted parking in Boomerang Street. The No Parking signed area allows for drop-off and pick-up of students only. This means that you may stop for up to two minutes to drop off or pick up your child. You must not leave your vehicle unattended. Alternatively, park correctly in surrounding streets and walk with your child to the school gate. Front of school parking is for 15mins only.

The school is located in a 40km school zone where a 40km speed limit applies from 8.00-9.30am and 2.30-4.00pm on school days. The speed limit is lowered to 40km/h during these hours to increase the safety of students coming to and from school. Drivers must not exceed 40km/h at these times.

Wet weather days are more dangerous for children as traffic increases. Children are hard to see and slippery roads make driving more dangerous. Lower your speed, park correctly and walk with your child from the school gate to your car.

Arrival and departure by bus

Parents are asked to walk with their child to the bus stop in the morning. In the afternoon, parents should wait at the bus stop, nearest to their home, to collect their child.



The school bus zones are located in Lawson Avenue for children on the Woodberry bus, and Anderson Drive for children on the Thornton bus.

Parents can apply for a school opal card for their child by completing an online application at transport.nsw.infor/schoolstudents. Students must follow the rules of the Department of Transport Code of Conduct. These relate to travel on buses. Students must follow the directions of the bus driver when getting on the bus, travelling on the bus and getting off the bus. Students who misbehave when travelling on the bus may have their bus travel temporarily or permanently confiscated by the bus company.

Students must:

- Tap on and tap off with their opal card when getting on/off the bus
- Obey the bus driver at all times
- Sit correctly on the bus with school bags placed under the seat

Arrival and departure by bicycle and scooter

The Roads and Maritime Service (RMS) and NSW Department of Education recommend that students under the age of 10 years of age do not ride bicycles or scooters to or from school unless accompanied by an adult.



Students who do ride a bicycle or scooter to and from school must correctly wear a Standards Approved Australia helmet. This is a NSW government law enforceable by the NSW Police Service. Students must ride in a safe manner and follow the NSW bicycle rules for bicycle riders.

Students must enter and exit by the gates on Hawthorn Street and Boomerang Street only. Once at school students must walk bicycles on site and lock them in the bicycle rack provided.

Skateboards are not permitted at school.

Driving and Parking safely near Beresfield Public School



School opening and closing times are busy times for pedestrian and vehicle traffic outside our school in Lawson Avenue and Boomerang Street. Drivers have a responsibility to ensure the safety of ALL children so...



- Always drop your children on the school side of all boundary roads
- Meet your children at the designated area for their class – especially in wet weather
- Park in HAWTHORNE ST if you need to leave quickly after school has finished
- The safest way to cross the road at our school is via the
 - traffic lights at the cnr Lawson Ave and Anderson Drive

- pedestrian crossings in Lawson Ave and Hawthorn St
- flagged childrens crossing in Boomerang St

Always take extra care in the 40km/h school zone – slow down as there are children around

Observe all parking signs – these signs help keep our children safe

Model safe and considerate behaviour for your child – they will learn from you



NEVER allow your child to walk through the vehicle entrances

NEVER park in our bus zones or staff carpark – this blocks the vision of other drivers and puts children at risk

NEVER call to your children from across the road – teach them to wait until you come to them

MORNING ARRIVAL

At 8.55am Infants children gather at bell time under the COLA near the canteen / hall in class lines. Their teacher will take them to class.

Parents should reassure their child of when they will be back and encourage them to place their bag in their class line and play with their friends until the bell goes. It is best not to linger as this can upset your child and interfere with morning routines. Please assist us in this and be assured if there is a problem we will let you know.

If you have a spare ½ hour or so parents are invited to help in classrooms or the canteen. See your teacher or the canteen volunteers to see how you can help. All parents still on school grounds between 9am and 2.50pm must sign in at the office and wear a school visitor sticker.

AFTERNOON DISMISSAL

At 3.00 p.m. Stage 1 (Year 1 and Year 2) children are dismissed at bell time from under the COLA near the canteen / hall. Early Stage 1 (Kindergarten) are dismissed in Area B outside the classroom. Stage 2 (Year 3 and Year 4) are dismissed in Area A. Stage 3 (Year 5 and Year 6) are dismissed in Area B. Parents are welcome to wait near this spot for their child. Please do not wait outside classrooms as this causes disturbance to classes and confusion for children. Please assist us in this.

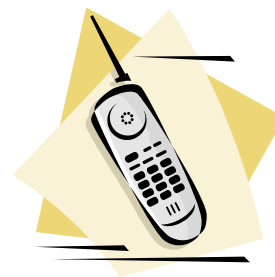
If your child is going home with someone different, please advise the class teacher by written note.

Lollipop Persons - We are lucky to have these people to assist the children crossing the busy road at Lawson Avenue. They are normally on duty before and after school. Traffic lights assist the children who wish to cross at Anderson Drive.

ATTENDANCE

Absences

Parents of children from Kindergarten to Year 12 must ensure their children attend school every day. On occasion, your child may need to be absent from school. Justified reasons for student absences may include:



- being sick or having an infectious disease
- having an unavoidable medical appointment
- being required to attend a recognised religious holiday
- exceptional or urgent family circumstances e.g. attending a funeral.

If your child is absent please phone the school to advise us of the absence. Each day by 10am a text is sent to a parent of students who are absent unexplained. Please reply to the text with an acceptable reason, the absence will be updated with the explanation.

Alternatively, a note of explanation is required for every absence on your child's return to school. Blank absence notes are available from the office. This is a Department of Education requirement. Class rolls are regarded as legal documents and all absences must be explained.

If the school does not receive an explanation of the absence from the parents within 5 days, the office generates a standard letter which is sent home with the student requiring the parent to explain the absence within the next 2 days.

Parents/caregivers must provide an explanation for absences to the school within 3 days from the first day of any period of absence. Parents/caregivers are expected to inform the school prior to an absence if it is foreseeable. Although written explanations are preferred (letter, email or text), verbal explanations are acceptable. Where an explanation has not been received within the 7-day timeframe, the school will record the absence as unjustified on the student's record.

Holiday Travel during School Term

If students are travelling during school time, parents must notify the school of the travel in advance. The school will provide an application for a Certificate of Extended Leave to be completed and returned to the school for consideration. If considered appropriate, the certificate will be issued by the principal, given to the student to take while on leave and the student's absences will be recorded as "Leave".

Arriving Late

If your child is late, arriving after the 9.00 am bell, please take him/her to the office to obtain a Late Arrival/Early Leaver slip. This must be handed to the teacher by the accompanying parent. For safety reasons children must have an adult accompany them to the office. If you are unable to accompany them, please send a signed note with your child explaining the absence. Please ensure that your child arrives on time. Please aim to be at school by 8.50am to ensure that your child arrives on time. Each day by 10am a text is sent to a parent of students who come to school late without a parent. Please reply to the text with an acceptable reason, the absence will be updated with the explanation.

Leaving Early

We realise that there are times when you will need to collect your child early for dental/medical appointments that couldn't be made outside school times. In this case, it is necessary in the interest of safety, to come to the office to obtain a Late Arrival/Early Leaver slip which you must give to your child's teacher. This slip eliminates the need for you to write an additional note to

explain the part absence. Children are not allowed to leave without an accompanying adult. Children are only permitted to leave with parents or emergency contacts.

Restricted access to children

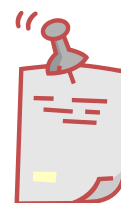
Should your family circumstances change to the extent that a court order has been obtained restricting access by a particular family member, please notify the school, in writing, immediately and provide a copy of any court papers.

COMMUNICATING WITH PARENTS

Newsletter

All information about what is happening at school is contained in our school newsletter. It is emailed to parents each Monday. The newsletter contains special dates that need to be noted and kept for constant reference.

The newsletter can also be found on the school website and Facebook page and can answer most questions about what is happening at school. Make sure you check your email's each Monday.



Website

The school website address is www.beresfield-p.schools.nsw.edu.au. You can find the website by typing Beresfield Public School in "Google" then clicking on the school locator site. Save it in your favourites so you can access it easily. The website can also be accessed on Smartphones and tablets by visiting the school website, clicking on "Mobile Version" and following the prompts.

School Facebook Page

Our school has a Facebook page. This is another way to get out information and announcements to our parents and community members and allow you to see all the exciting and wonderful things our students here at Beresfield are doing. On occasion, photos may be posted from special events, excursions and assemblies. We will also use the page to broadcast reminders, make announcements and post links to things such as our school newsletter and other websites worth reading.



To find our page, you can search '**Beresfield Public School**' or you can scan the QR code below to be taken directly to the page. We have also placed a link on the school webpage to allow you to access the Facebook page directly. Like our page to have notifications appear in your news feed.

If you would like to **get notifications** each time an update is posted on our page you will need to access our Facebook page **via a computer**. Once on the page, click the **like** button again and a drop down menu will appear. Select '**Get Notifications**' from the drop down menu. Unfortunately, there does not appear to be a way to enable **get notifications** for a specific page when accessing via a mobile.

If you have also allowed the Facebook app to send push notifications on your mobile each time you receive a Facebook notification, then you will see at a glance on your mobile screen when we update our Facebook page so you do not miss any updates.

We do ask that you carefully read our '**Rules of Engagement**' before liking our Facebook page. They are outlined on our Facebook page in the Notes section and there is a link from the wall. In particular, please note the following:

Facebook terms and conditions state that no one under the age of 13 years should have a

Facebook profile. Therefore, any primary students who 'Like' or comment on the Beresfield Public School Facebook page will be deleted and reported immediately.

We encourage interaction from Facebook users but are not responsible for comments or wall postings made by visitors to the page.

We reserve the right, but assume no obligation, to remove comments that are racist, sexist, abusive, profane, violent, obscene, spam, that advocate illegal activity, contain falsehoods or are wildly off-topic, or that libel, incite, threaten or make attacks on BPS students, employees, guests or other individuals.

Please do not ask to friend a member of staff on Facebook as refusal often offends.

We hope you like and enjoy our Facebook page. If you have any questions or suggestions about ways we can improve our Facebook page in terms of what information is made available on our wall and page, please let us know.

Student Reports

Staff provide parents / carers with a written report on their child's learning twice each year. Reports from state - wide testing programs are distributed to parents/carers. Opportunities to discuss reports with teachers are provided.

Student Led Conferences

These are held once a year. The aim of Student Led Conferencing is for the child to accept increased responsibility for their own learning. During the conference each child will:

- * discuss their self-evaluation with their parents
- * display a collection of school work completed.
- * discuss personal goals for the year.
- * invite the classroom teacher to discuss your child's progress, areas of concern, etc.

If you require an interview at another time please phone or write to arrange a suitable time. Teachers are unable to conduct impromptu interviews during lesson time.

P&C meetings

The Principal reports to all P&C meetings. P & C Association meetings are held on the 2nd Monday of each month at 5.30 pm in the staff room. Parental involvement is encouraged to provide resources for the school and also input in the decision making of the school.

SCHOOL ROUTINES ACTIVITIES AND ORGANISATION

Excursions

From time to time, excursions may be arranged as part of a unit of work. They may be arranged on an individual class OR grade basis. They will not necessarily be the same each year as they are closely related to class work and the needs and interests of a particular group of children. Please return permission notes and money for excursions and special school activities promptly. N.B. permission notes are a legal requirement to attend excursions and special school activities. If a note is not provided, children cannot attend. All excursions must be paid by 3.15pm 2 days before the excursion.

Costs are calculated by the providers. The school is billed for this amount and in order to keep the costs down for all students this amount is equally divided between all students. Please be advised that components of some excursions are non-refundable.

Performances

From time to time we invite professional companies to perform for the children; puppets, drama, music or dance. The cost is usually around \$5.00 - \$10.00, has to be prepaid by the due date and is non-refundable. These performances are advised in the newsletter. These are also required to be paid by 3.15pm 2 days before the performance.

Book Club

Scholastic Australia offers opportunities throughout the year to purchase children's literature at reasonable prices. For every book ordered, the school accumulates bonus points. These points enable us to purchase extra books for the school. These payments are made online through the Scholastic LOOP platform on your phone, iPad, laptop or computer.

Money Collections

All payments at school can be made by cash or EFTPOS at the school office, credit card payments by phoning the school office or Parent Online Payments can be made anytime on your phone or computer through our website.

When it is necessary to send cash to school for excursions, visiting performances etc. please send the correct money in a zip lock bag labelled with your child's name. Pop a slip in the bag to indicate what you are paying for. The bag and receipt will be returned to your child. If at any time you need to send a cheque, please make the cheque payable to Beresfield Public School.

Please note that we do not carry change and the correct money is appreciated.

FINANCIAL ASSISTANCE

If required, parents can apply for a small amount of financial assistance each year using forms available at the school office. Financial assistance can be provided for class resources, sport fees and excursions etc.

REGULAR CLASSROOM ROUTINES

Library

The children visit the school library each week. During this lesson children may borrow and return library books. Books may be kept for a maximum of two weeks. Children are given the opportunity to borrow more frequently if so desired. In order to borrow, children need a library bag to care for the books. We will advise you when your child's library day will be. Borrowing begins during Term 1.



Computer Education

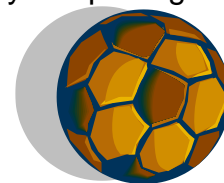
Our school is fortunate to have a number of computers in a special computer room as well as computers and printers in each classroom and the school library.

Assemblies

Assemblies are held on Tuesdays and Fridays after first break. Whole school assemblies are held on a regular basis. Parents are invited. Dates and times are included in the weekly newsletter.

Sport

Infants children participate in organised weekly sport, which consists of a variety of sporting activities that the children rotate around in their respective sport houses. Children are allocated a sport house after they enrol at school. Families are allocated the same sport house. The sport houses and colours are: Platypus-Blue; Kangaroo-Green; Koala-Red, and Possum-Yellow.



Swimming may be offered to Year 3-6 students in Term 1 and 4. Intensive swimming for Years 2 and 3 non swimmers is offered in Term 4 each year. This runs every day for two weeks.

Year 5-6 pupils are selected to be involved in P.S.S.A. sport such as cricket, soccer, rugby league, touch and netball throughout the year.

Crunch&Sip®

Crunch&Sip® involves a time each day when children can eat a piece of vegetable or fruit in the classroom at 10am, while class continues. They can also have a clear water bottle on their desk to sip from throughout the day. Teachers will also include the benefits of vegetables and fruit and drinking water in lessons during the school year. Some classes choose to use Crunch&Sip® as a lesson break for approximately 5 minutes which reinforces the importance of healthy eating in the classroom. Crunch&Sip® gives children the opportunity to eat the vegetable or fruit that might otherwise be left in their lunchbox or not eaten at all.

For more information, please see a member of the Wellbeing Committee or talk to the class teacher.

Religious Instruction

This is nondenominational and conducted in your child's classroom by visiting clergy and lay-people each Wednesday. Exclusion from Scripture must be made by written request from the parent.

Personal Possessions at School

The school holds no responsibility for personal possessions at school. If, for any reason a child brings personal possessions to school, make sure they are clearly labelled but the school will not be responsible for them. Therefore, items come to school under risk. Mobile phones are to be left in the office while at school.

HEALTH

Please advise the school of any special need, allergy or medical condition that your child has. A health care plan may need to be developed.

If your child is ill, it is better for him / her to stay home to avoid the spread of infection.

Vaccinations

The school must receive an immunisation certificate, which is a record of your child's immunisation status. These are available online in mygov or from the Medicare office Ph: 1800 653 809.

Medicines

It is the responsibility of parents to supervise children taking medicine. If your child needs **prescribed** medicine and you cannot come yourself to administer the medication at the correct time, these are the steps that must be followed:

- A *'Request to administer prescribed medication at school'* must be completed and signed. (Available at the office.)
- The correct dosage clearly labelled with the child's name should be in an unbreakable container with the prescription sticker on it and left at the office with the above form.
- The child has to go to the office to have their medication at the allotted time.

There is a real concern with children who bring medication to school without the teacher's knowledge and leave it in their bag to which other children may have access. This is unacceptable and obviously very dangerous. **Parents must bring all medication to the office and complete relevant paperwork. We cannot administer unprescribed medication i.e. Paracetamol or cough mixture.**

Asthma

Children who suffer from asthma and are on medication such as puffers etc. must have their medication with them at all times or nearby to use when necessary. The school must be aware of their medication routine, and an Asthma Management Plan must be obtained from the office and completed. Asthma medication must always be taken by the child on excursions / sport.

Children becoming ill or injured at school

Class - During class time, the student is assessed by the classroom teacher and if it is indicated that your child is to be sent home, office staff will contact caregivers as a matter of priority. Students will stay in the classroom under the supervision of the teacher until the parent arrives. All care and consideration is given to the student based on individual circumstances. Minor injuries are treated by staff and sent back to class. A first aid officer is called in to assess and treat more serious illnesses and injuries.



Playground - Teachers on playground duty are supplied with a small pack which includes items for treatment of minor injuries and scrapes. If your child feels sick or is injured during lunch and recess breaks, **the student must report to the teacher on playground duty** who will assess the situation and either:

- treat your child on the spot;
- send the child for an ice pack or treatment; and
- in the case of a more serious injury, send a messenger to the first aid officer to attend the injured person at the site.

After initial assessment of an injury and when circumstances warrant, a member of the executive and first aid officer may authorise for an ambulance to be called in to assist.

When parents and caregivers cannot be contacted and all emergency contacts have been exhausted, in extreme circumstances or serious illness, the situation is reassessed. The Principal is entitled under the Department of Education "Duty of Care" policy to send the child to hospital out-patients for treatment. If these circumstances arise, the Principal or a member of staff will accompany the student and remain with them until such time that a caregiver can be contacted and meet the student at hospital.

Should the child require transport by ambulance, this cost is covered by a DoE insurance policy.

Please ensure you notify the office if you change any contact numbers, especially mobile and work. It is distressing for sick children when we cannot contact parents.

INFECTIOUS DISEASES

Minimum exclusion

Chicken Pox	5 days after the first spots appear
German Measles	4 days after rash appears
Measles	4 days after rash appears
Mumps	9 days after swelling appears
Glandular Fever	Child may return to school as soon as he/she is well enough. In all cases children must be fully recovered before returning to school.
Hepatitis	Exclude until subsidence of symptoms or on receipt of medical certificate of recovery. Minimum 7 days after onset of jaundice.
Head lice	Hair must be treated with special anti - lice lotion or shampoo available from the chemist. Hair must be free from all nits. Please notify the school.
Conjunctivitis	Exclude until discharge from eyes has ceased.
Impetigo	Child may return if treatment is being carried out and if sores are completely covered with dressing.
Ringworm	Exclude until you have seen your pharmacist and begun suitable treatment. Please notify the school.
Scabies	Exclude until you have seen your pharmacist and begun suitable treatment. Please notify the school.

PARENT INVOLVEMENT

We actively encourage parents to assist in most school activities and functions. Classes need parent helpers for reading, maths, sports, excursions etc. Both parents and children benefit greatly from this type of involvement. Please see your teacher to see how you can help.

All visitors to the school must report to the office to be signed in and collect a Visitor's sticker. When leaving the school please remember to let the office know you are leaving so you can be signed out. It is important that in the case of an emergency evacuation we know who is on school grounds.



Working With Children Check

All volunteers must complete a Working With Children Declaration and submit this to the office with photo identification. Once completed the declaration is valid while your child is at Beresfield Public School. Extra documentation is required if you are driving students other than your own child.

CANTEEN

Our canteen supports NSW Healthy School Canteen Strategy. The strategy is all about giving students across NSW a taste for healthy foods. It is a move beyond nutrition guidelines for school canteens to a government-endorsed approach that helps schools determine the healthier types and frequency of foods that are available for sale in their canteens. The NSW Healthy School Canteen Strategy categorises food into 2 groupings:

Occasional Foods - Foods to eat only sometimes in small amounts.

Everyday Foods - Encourage and promote these foods in the canteen.

Canteen opens at 8.30am for recess and lunch orders. A box is available outside the canteen for earlier orders to be placed. Lunch orders are collected just before 10.55 am. Recess orders are collected just before 1.35 pm.

Parental help is required for the canteen roster. Please see the canteen volunteers to see how you can help even for a couple hours a week.

DENTAL CLINIC

Is available in the school grounds. All children who attend this school are able to attend the clinic. The Dental Clinic phone number if 4966 3333

BERESFIELD INTEGRATION PROGRAM

Beresfield Public School caters for students with a wide variety of physical, emotional and intellectual needs. All children receive an education that promotes individual rights and dignity while enhancing their sense of personal worth.

We aim to provide staff and students with the opportunity to develop a greater awareness, understanding, tolerance of and caring for, children with special needs.

To this end we have, integrated within our school, three classes of children with intellectual and learning disabilities.

Also within our school we cater for children with mild, moderate and severe physical and sensory disabilities.



RECOGNITION OF STUDENT ACHIEVEMENT & PROGRESS

School assemblies and the recognition of achievement and progress are regular features of school organisation through K - 6. Presentation of a variety of merit certificates and rewards recognises excellence and effort at assemblies and in class through K - 6.

At the end of the year at Presentation Day, Special Awards for the year are presented to children who have achieved in academic, sporting, the arts and citizenship.

STAGES

Early Stage 1 = Kindergarten
Stage 1 = Year 1 & Year 2
Stage 2 = Year 3 & Year 4
Stage 3 = Year 5 & Year 6

HOMEWORK

Homework is set K-6 with the aim of guiding practice of the skills and concepts that are being taught in class. Individual teachers determine exactly what homework they require their students to complete.

Homework:

- allows for practising, extending and consolidating work done in class.
- provides training for students in planning and organising time.
- develops a range of skills in identifying and using information resources.
- establishes habits of study, concentration and self-discipline which will serve students for the rest of their lives.
- strengthens home-school links.
- reaffirms the role of parents and caregivers as partners in education.
- provides parents and caregivers with insight into what is being taught in the classroom and the progress of their children.

RESTORATIVE PRACTICE

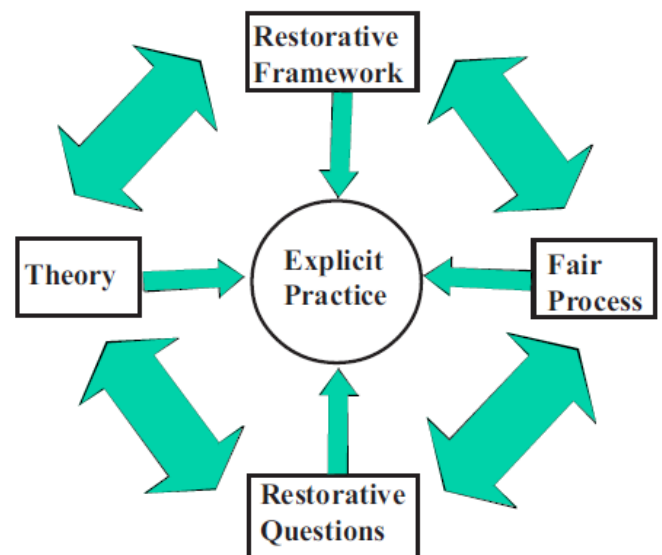
One of the most important things a school does is teach students to build and maintain relationships. This is the single most important skill to set up students for success in later life.

Restorative Practice forms the relational basis for quality teaching and learning at our school. Our Restorative Practice framework, because of its explicit nature and socratic questions, offers a common language and practice for both the school and home environment.

Our approach encourages individual responsibility and helps develop empathy. Inappropriate behaviour, poor choices and mistakes can be viewed as an opportunity for learning and development in both the academic and social domains.

A restorative classroom setting is one that values dialogue through an inclusive approach where everyone expects to be heard and through this participatory process students develop the capacity to learn that emotions are an important and legitimate expression of healthy dialogue. This process helps students to deal with conflict, tensions and difference in respectful ways that engender trust and foster healthy relationships and engaged learning.

Restorative Practice Framework



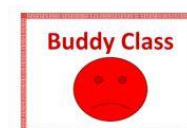
CLASSROOM EXPECTATIONS

All classrooms and learning areas have these charts displayed in their classroom to maintain a consistent approach across the school in managing behaviour.

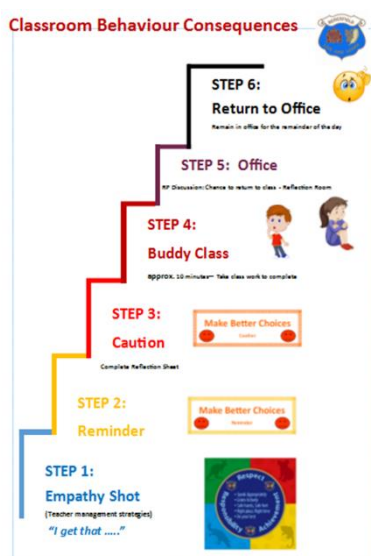
- Students are expected to enter the room in the green zone of 'Ready to Learn'.
- The 'Ready to Learn' and 'Fabulous' charts indicate a child is working with a positive attitude.
- If a student fails to adhere to our school expectations they may be given 2 warnings and a classroom 'time-in'. These warnings and time out allows students time to reflect upon their behaviour and make better choices.
- If inappropriate behaviour continues students will be sent to Buddy Class.
- 2 Buddy Class visits in a week result in a Reflection Room.
- Students may also be sent to Reflection Room at the teacher's discretion.



Class Time In



REFLECTION ROOM



The reflection room operates at lunchtime. Executive staff, in consultation with classroom teachers, will determine whether a student enters the Reflection Room and for how long they stay. The Classroom Behaviour Consequences and Responding to Inappropriate Behaviour Charts are displayed in every classroom and learning area. These ensure a consistent approach to behaviour management across the school by staff as well as clearly informing the students about the consequences of inappropriate behaviour.

Students are counselled whilst in the room with a restorative approach. The students reflect on what choice they will make in the future.

Students are reminded to attend Reflection Room just before lunch. Parents are notified in writing if their child attends Reflection Room for a punitive reason. We ask that parents discuss the incident that leads to their Reflection Room with their child.

Parents sign and return the slip attached to the bottom of the Reflection Room note the following day. This informs staff that they have received notification of their child's negative behaviour choice.

REWARDS DAY

Every term, all students who have exhibited positive behaviour will have the opportunity to attend 'Rewards Day'. Rewards Day is a fun activity that the students look forward to participating in at the end of each term. This is an opportunity for teachers and students to celebrate a great term and recognise those students who follow our school expectations and values.

Students who receive three Reflection Room notes or are suspended during the term will not join the Rewards Day celebrations. These students will instead, engage in restorative discussions with executive, discussing strategies to improve behaviour choices in the future.

RESPONDING TO INAPPROPRIATE BEHAVIOUR

3 Reflection Room notes in a term = No Rewards Day

<p style="text-align: center;"><u>Inappropriate Behaviour</u></p> <ul style="list-style-type: none"> • Repeated disregard of school expectations • Using bad language to peers • Being uncooperative • Dangerous play • Minor Theft • Lying • Insolence 	<p style="text-align: center;"><u>Consequence</u></p> <ul style="list-style-type: none"> • Follow classroom consequences • Notification on Sentral • RP discussion with CT • Buddy Class – CT to call parent/carer <p><i>2 Buddy Class in one week – Reflection visit (note)</i></p>
<p style="text-align: center;"><u>Persistent Inappropriate Behaviour</u></p> <ul style="list-style-type: none"> • As above – repetitive 	<p style="text-align: center;"><u>Consequence</u></p> <ul style="list-style-type: none"> • Notification on Sentral • Discussion with supervisor • Reflection Room Visit - note • Phone call to parent/caregiver from Exec
<p style="text-align: center;"><u>Unacceptable Behaviour</u></p> <ul style="list-style-type: none"> • Defiance or persistent disobedience • Aggressive Behaviour • Abusive Language • Property Damage • Running Away • Persistent bullying or threatening others • Inappropriate behaviour of a suggestive nature 	<p style="text-align: center;"><u>Consequence</u></p> <ul style="list-style-type: none"> • Immediate RR NOTE and phone call to parents. Child may be asked to go home, if parent is available. • Repeated RR NOTES in a Term could result in a Suspension Warning - at Principal's discretion
<p style="text-align: center;"><u>Extreme Behaviour</u></p> <ul style="list-style-type: none"> • Physical violence • Major theft • Extreme Verbal abuse • Persistent Unacceptable Behaviour • Possession of suspected illicit drugs, cigarettes or alcohol • Possession of a prohibited weapon • Threat of serious violence • Engagement of criminal activity associated with the school 	<p style="text-align: center;"><u>Consequence</u></p> <ul style="list-style-type: none"> • Suspension – SHORT 2 x up to 4 days • Suspension – LONG 2 x up to 20 days

TRANSITION FOR NEW KINDERGARTEN ENROLMENTS

At the beginning of Term 4, all enrolments for Kinder for the following year are invited to spend 1 hour per week at school over four consecutive weeks. This enables them to get a feel of being part of a classroom group and participating in social / learning activities that they would normally do when commencing school.

Each family needs to fill out an *Application to enrol in a NSW Government school* form. The following documentation is required prior to your child starting school:

- Birth certificate.
- Immunisation certificate -This can be obtained online from mygov or by phoning Medicare Ph: 1800 653809
- Proof of address.
- Any court orders pertaining to the child.
- Additional forms if your child has a specific medical condition. Please see the office staff for these.

TRANSITION PLAYGROUP

To ensure children have a successful transition from home / formal early learning settings to school, Beresfield Public School has established a Transition to School weekly playgroup – ‘Busy Bees’ **for children eligible to start Kindergarten at Beresfield Public School next year** (and their younger siblings). The playgroup will help children and parents get to know each other and feel linked with their school community when entering school. The playgroup is run in Term 3.

The program is led by an early childhood teacher and provides stimulating activities in a play based setting. Parents are encouraged to be actively involved in running the playgroup, younger siblings are welcome.

Venue: Beresfield Public School Hall
Time: Fridays 9:15am – 10:45am
Cost: Weekly \$2 fee per family to contribute to play resources

What your child needs to bring: A hat, packed lunch box and a bottle of water. We are committed to promoting healthy lunch boxes and healthy eating habits in young children. Please avoid chips, sweet biscuits, lollies or chocolates.

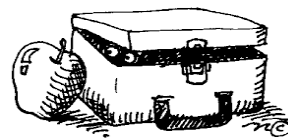
Give your child a head start for school by coming along to our playgroup!



PREPARING THE KINDERGARTEN CHILD FOR STARTING SCHOOL

Equipment Requirements

1. A school bag, with pupil's name inside and with a distinguishing mark on the outside making it easy to recognise.
2. A lunch box and drink bottle clearly labelled.
3. Play lunch (recess) in a separate bag or lunch box.
4. A library bag, clearly labelled (a tea towel folded in half with a draw string at the top is a good size).
5. Rain coat and hat clearly labelled.
6. Box of tissues.
7. Paint shirt (one of dad's old shirts will do).



Please label all items of clothing that your child may be likely to take off.

Social Development

The school seeks to support the home in the social development of children. The influence of the home on the child is very strong. Therefore you can assist this development and help your child to become a good citizen.

At school you will be expecting your child to:

1. Learn to respond positively to adults other than their parents.
2. Respond to group directions.
3. Use simple courtesies - please, thank you, use of people's names etc.
4. Take care of his / her belongings.
5. Become familiar with and obey school rules, and to gradually realise that these rules are necessary for the safety and well-being of everyone.
6. Gradually learn self-discipline.
7. Learn to tolerate situations and children perhaps different to those of his / her previous experience.
8. Pack away all materials when no longer being used.
9. Care for the school environment by helping to keep it clean and tidy.
10. Put all rubbish in garbage bins.
11. Learn to respect and show consideration for others.
12. Learn the difference between right and wrong, and gradually the necessity and value of telling the truth.
13. Accept that wrong behaviour choices bring consequences designed to teach children that some behaviours are undesirable. See discipline code.
14. Learn to share - equipment and the teacher's time.
15. Wait for a turn.

PREPARING YOUR CHILD FOR THEIR FIRST DAYS AT SCHOOL

It is easier for children to adjust to school if they have had practice in:

- talking with children and adults and communicating their needs to them;
- playing with other children the same age and older;
- spending time with others - family, friends or other carers;
- following simple directions;
- sharing and taking turns;
- going to the toilet independently and washing their hands afterwards;
- putting on and taking off their clothes, including shoes and socks, without help;
- recognising and looking after their belongings;
- opening and closing lunch boxes and school back packs; and
- recognising their name.

LEAVING YOUR CHILD

Together, parents and teachers can plan ways of making the separation easier.

Some suggestions are:

- help your child to find a friend before you leave;
- listen to your child's concerns and discuss them together;
- reassure your child that he or she will be safe and that you (or someone he or she knows) will return when school finishes;
- when you are about to leave, tell your child, and tell the teacher who will pick up your child after school if it is someone different;
- if you are concerned, be reassured that the school will contact you if your child does not settle;
- add to your child's feelings of security by making sure you, or someone she or he knows, is ready, waiting at home time;
- explain to your child any alternative arrangements or procedures to follow if for any reason you may be late; and
- always let the school know, as early as possible, if you are running late.

Beresfield Public School Motto

“Live and Learn”

School Values

Respect

Responsibility

Achievement

School Expectations

Speak Appropriately

Listen Actively

Safe Hands, Safe Feet

Right Place, Right Time

Do Your Best

Beresfield Public School Song

Life lies ahead of us

Long and rich and new

All the things we have to learn

And things we have to do

Life lies ahead of us

And tread the path we must

Knowing what is right

Doing what is just

Live and learn

Live and learn

Our motto

Our rule

Live and learn

Live and learn

At Beresfield School