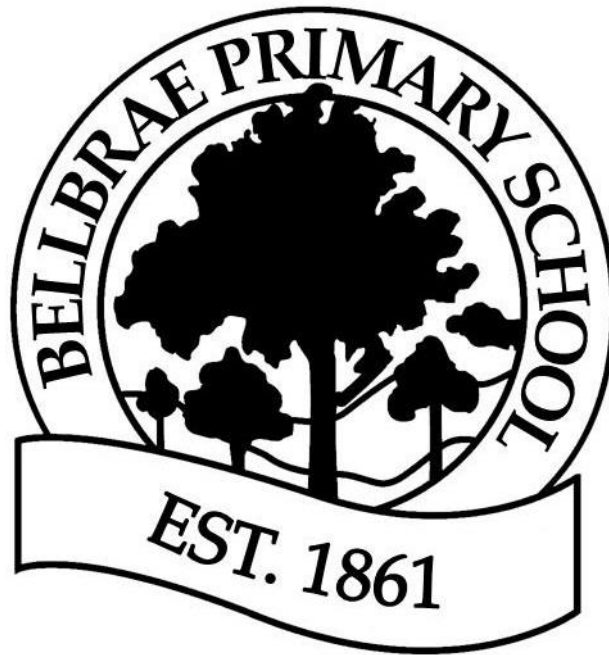


# **BELLBRAE PRIMARY SCHOOL INFORMATION BOOKLET**



**ASPIRE, RESILIENCE, RESPECT, RESPONSIBILITY**

**BELLBRAE PRIMARY SCHOOL  
50 SCHOOL ROAD,  
BELLBRAE, VIC. 3228**

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**Website: [www.bellbraeps.vic.edu.au](http://www.bellbraeps.vic.edu.au)**

# Welcome to Bellbrae Primary School

The Staff, School Council, Parents and children work together to create a stimulating, educational environment for your child.

We encourage you to become involved at the school level as opportunities present themselves.

You can help us to maintain the caring atmosphere that prevails at our school.

Adrian Waters,  
Principal,  
Bellbrae Primary School.

## **VISION STATEMENT**

*A community of critical thinkers and innovative learners.*

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## **FOR PARENTS OF FOUNDATION CHILDREN**

1. We welcome your child and your family to Bellbrae Primary School. We make a special effort to ensure that you become part of our friendly school community.
2. Children will attend from 9.00am to 3.30pm in Term 1 (Excluding Wednesdays in the months of January & February). Students will be required to attend for a short period on two of these Wednesdays for individual assessments.
3. All pupils' requisites (books, pencils etc.) are purchased by the school, however, you will be asked for a contribution towards these costs via the Curriculum Contributions. (See Curriculum Contributions in General Information).
4. Please provide an art smock for your child. A special package, provided by the Department of Education and Training (DET) early in Term 1, will have a library bag for your child. Children without smocks will not be excluded from any art activity but could easily mark their clothes.



## **SCHOOL TIMES**

Children will be under supervision continually from 8.45am to 3.45pm. They should not be in the school ground outside these times unless attending the After School Care Program or another approved activity.

**The timetable for most days is as follows -**

<b>8.45am - 9.00am</b>	Children arrive at school. (Please do not be late as it interrupts the first lesson which begins at 9.00am)
<b>8.57am</b>	Music to inform students the school day begins at 9.00am
<b>9.00am - 11.00am</b>	Learning Activities
<b>11.00am - 11.10am</b>	Supervised eating time - Please provide 'play lunch'.
<b>11.10am - 11.40am</b>	Recess
<b>11.40am - 1.40pm</b>	Learning Activities
<b>1.40pm - 1.50pm</b>	Supervised Lunch Eating in classroom
<b>1.50pm – 2.30pm</b>	Lunch play
<b>2.30pm - 3.30pm</b>	Learning Activities
<b>3.30pm - 3.45pm</b>	Children leave school ground

## **GENERAL INFORMATION**

The following information gives a brief outline of some features of school life at Bellbrae. It has been arranged in alphabetical order for your convenience.

Absence	Lunch Orders
After/Before School Care (OSHC)	Mayfair
Arriving Late/Leaving School Grounds	Newsletter
School Assembly	Parent Involvement
Book Club	Physical Education
Buddy Program	Playgrounds
Camps	Policies
City to Surf Sports Association	Private Property
Collection of money	Punctuality
Compass App	Reporting to Parents
Computers and Internet	School Buses
Concerns and Queries	School Council
CSEF	School Council Sub-Committees
Curriculum Contribution	Social Services
Emergency Information	Specialist Programs
Excursions	Sunsmart
Excursion Payments	Swimming
Extra Curricular Activities	Uniform
Head Lice	Year Book
Illness	Website
Infectious Diseases	
Library	

**ABSENCE:**

Regular attendance at school is a very important habit to develop but in the case of unavoidable absence a notification via Compass is required. For extended absences (Eg: Family holidays) a written note or email informing the school of the intended absence needs to be provided to the school and also entered on Compass.

**AFTER SCHOOL / BEFORE SCHOOL CARE PROGRAM (OSHC):****RUN BY THEIRCARE**

**Before School Care from 7.00am – 9.00am**

**After School Care from 3.30pm – 6.30pm**

The Programs operate each normal school day, and on some approved pupil free days, in consultation with the school Principal, and not on public holidays. For more information log onto:

<https://www.theircare.com.au>

You can also contact TheirCare on 1300 072 410

**ARRIVING / LEAVING SCHOOL GROUNDS:**

Children are not to leave the school grounds during school time unless in the company of a carer, and the class teacher notified, or written permission from a parent has been received by the school. Signing In & Out at the office foyer via Compass must be completed by the parent/guardian if you are arriving late or taking your child out of the school early.

**ASSEMBLY:**

We conduct a whole school assembly fortnightly at 2.45 pm on Friday Afternoons. Apart from announcements, we use this occasion to celebrate children's successes. Parents are invited to enjoy the proceedings.

**BOOK CLUB:**

During each term, children are offered a selection of books to purchase from Scholastic Book Club. The school benefits from the sale of these books by gaining bonus points which are used to obtain books for the school Library.

**BUDDY PROGRAM:**

The Year Prep and Year 6 students are involved in a Buddy Program during the year. The Buddy Program is an integral part of the Prep students' transition from kindergarten to school.

**CAMPS:**

The school runs a camping program which provides a balanced variety of settings. These camps provide educational and social experiences that cannot be provided for at school. All children in Years 3-6 will have the opportunity to attend a camp each year.

## **CITY TO SURF SPORTS ASSOCIATION**

This association organises sporting days for participating schools. Some activities that have been organised are athletics, tennis, football, netball, cross country, basketball & swimming.

## **COLLECTION OF MONEY:**

Money for Camps, swimming, excursions etc. should be paid via Compass at the time of consent or can be sent to the class teacher/office accompanied with permission notes (printed off Compass). Please see the office to make other payment arrangements.

## **COMPASS APP**

Bellbrae Primary School is using Compass as its online school management platform. This will allow the school to provide immediate, on demand access to a range of features including:

- Accessing your child's Semester Reports and ongoing Learning Tasks.
- Booking your Parent/Teacher/Student conferences
- Viewing up to date class and school attendance information
- Approving or entering upcoming or past absences for your child/children
- Giving permission & payments for excursions, camps and swimming etc.
- Communication about school news and current events.

Please download the COMPASS app by searching Bellbrae Primary School in the App Store.

## **COMPUTERS IPADS and INTERNET:**

Each grade is well equipped with computers, Ipads and connected to the Internet.

## **CONCERNS AND QUERIES:**

If of a minor nature, these should be written in students' diaries or directed to the class teacher. Other concerns or queries should be directed to the Principal/Assistant Principal. It is recommended that an appointment be made.

## **CSEF (CAMPS, SPORTS AND EXCURSIONS FUND):**

Families with eligible Health Care cards can claim this allowance. Application forms are available from the office. This allowance is credited to the families school account to help cover excursion costs and the other half is provided to families.

## **CURRICULUM CONTRIBUTIONS:**

As with most schools, Bellbrae requires extra financial support from the parent community in order to provide the expected high quality educational programs. The School Council appreciates the support of the parent community. Information regarding Curriculum Contribution and payment details will be sent home at the beginning of the school year.



**EARLY YEARS PROGRAM:**

At Bellbrae Primary School we follow an evidence-based systematic synthetic phonics approach to Literacy that is aligned with the Science of Reading. We have a daily two-hour literacy block that is dedicated to the development of these skills. We encompass Multisensory Structured Literacy (MSL), Sounds-Write, the exploration of the morphology and etymology of words, the building of core knowledge and comprehension skills and the development of a rich and robust vocabulary through text study along.

**EMERGENCY INFORMATION:**

It is important that the school has up-to-date information and contact numbers for emergency purposes. Please notify the school if these numbers change. Further information may be sought by the school regarding medical conditions eg. asthma, epilepsy, etc.

**EXCURSIONS:**

We anticipate that children will be involved in at least two major excursions each year as well as local trips and visits from a variety of performers or educators.

**EXCURSION PAYMENTS:**

Money for Camps, swimming, excursions etc. should be paid via Compass at the time of consent or can be sent to the class teacher/office accompanied with permission notes (printed off Compass). Please see the office to make other payment arrangements.

**HEAD LICE:**

All schools have some problems with these nuisances. Please regularly check your child's hair. If a positive identification is made the child should not return to school until appropriate treatment has commenced. We also ask that you advise the school so that we can monitor infestations.

Students identified as having head lice at school will have their parents contacted to collect and treat them, before returning them to school.

**ILLNESS:**

If your children are ill, please keep them home. If it is necessary for your child to take medication at school, please ensure it is handed to the class teacher and 'Permission to Administer Medication' form (available from teachers or the office) completed. You may prefer to come and administer the medication yourself.

**INFECTIOUS DISEASES:**

Refer to Appendix 1 at the back of the Handbook.

**LIBRARY:**

The Library has an extensive range of high quality children's literature, both fiction and non-fiction. Children borrow and return books on a regular basis. Children should have a library bag to protect their library books.

Parents are most welcome to help with re-shelving books, covering new books and maintaining books in their correct order.

**LUNCH ORDERS:**

Lunch orders are available on Mondays, Wednesday, Thursday and Friday. Sushi is available to order Tuesday. An extensive and healthy lunch order list is made available to all families at the beginning of the year and can also be accessed from the school website. Canteen Orders can be placed either online via Compass Canteen or by placing correct money (wrapped separately) in a paper bag clearly named with child's class. The order is then placed in a classroom basket before school. Sushi Orders can only be placed online on [www.healthysushi.square.site](http://www.healthysushi.square.site) by Monday nights 8pm. (no paper orders)

**MAYFAIR:**

The Mayfair is Bellbrae Primary School's major fundraiser, which is held annually on the first Sunday in May (usually!). This is the one day the year that we ask all of our families to offer their time to help make the Mayfair a success.

**NEWSLETTER:**

The Newsletter is published fortnightly on a Wednesday to keep everybody up to date on school news, and is published on the Compass App, the School Website <http://www.bellbraeps.vic.edu.au> - a limited number of hardcopies are available in the office foyer. It is essential that you read this fortnightly so that you are fully aware of upcoming events.

**PARENT INVOLVEMENT:**

Bellbrae has a very strong tradition of parent involvement in many aspects of school life. If you have any particular talents or free time please let your child's teacher know. In the past, parents have helped with establishing the library, hearing reading, typing stories, music, repairing and covering books, mowing and maths activities, etc. Each year, as part of the Early Years Literacy and Numeracy Program, the school runs a *Classroom Helpers Program* (available on the school website [bellbraeps.vic.edu.au](http://bellbraeps.vic.edu.au)) which qualifies parents to provide assistance in the Literacy block or Numeracy block. We also run '*Developing Literacy Partnerships*' which helps parents work with their children at home.

**PHYSICAL EDUCATION and SPORTS:**

Regular physical education is taken at the school including games, skills and fitness sessions. Inter school sport activities are organised with other schools in the City to Surf Sports Association.

**PLAYGROUNDS:**

No area of the playground is for the exclusive use of any particular group of children unless they are participating in organised activities specific to an area eg: cricket on the cricket pitch, netball on the netball court. All children are encouraged to play together.

**POLICIES:**

The school has a range of policies related to curriculum, administration and student welfare. Policies are available for parent access via the school website.

**PRIVATE PROPERTY:**

Property brought to the school by students is not insured nor is the Department of Education and Training responsible for any loss or damage.

We discourage children to bring expensive or valuable items to school.

**PUNCTUALITY:**

Please have your child at school by 8.50am so they can be ready to start by 9.00am. Late comers disrupt the session, distract the other children and miss vital instruction. If you arrive after 9.00am, please sign at the office on the Compass Kiosk which must be done by a parent or guardian.

### **REPORTING TO PARENTS:**

Written Reports are prepared mid-year and in December and published on Compass, together with student Learning Tasks.

Parent/Teacher/Student interviews are conducted in Terms One & Two.

Information evenings are conducted as required and regular updates on Compass will be available.

### **SCHOOL BUSES**

Students who live 4.8 kms or more from and attend their nearest government or non-government school are eligible for free travel on school bus services. Children who do not attend their nearest school (Eg: Torquay College, Anglesea, Moriac, Mt. Duneed etc) may travel as fare paying travellers. Three buses service Bellbrae Primary School, one servicing the Country area and the other two Jan Juc. See Appendix 2 for Bus routes.

**Country Bus:** This service is operated by Coles Coaches, with the first pick up in the morning at 8.05am and arriving at school at approx. 8.45am. Departure in the afternoons is approx 3.40 (Depending on all students arriving promptly!)

**Jan Juc Buses:** These services are operated by McHarry's. Departure in the afternoons is 3.40pm promptly. This service is a PAYG service and operates under the MYKI system.

### **SCHOOL STRATEGIC PLAN:**

The School Strategic Plan is revised every four years. It states the School goals, priorities and codes of practice. Copies of the School Strategic Plan are available to all parents via the school's website; [bellbraeps.vic.edu.au](http://bellbraeps.vic.edu.au)

### **SCHOOL COUNCIL:**

School Council is made up of parents, teachers and the principal. They hold eight meetings per year (normally two per term) to decide school policy, resourcing of programs, and to monitor the School Charter. School Council elections are held early in the year and parents are strongly encouraged to nominate for election.

### **SPECIALIST PROGRAMS:**

The school provides Specialist Programs in Visual Art, Performing Arts, STEM and Indonesian & Physical Education (PE).

### **SUNSMART:**

To protect children from the dangers of the sun, we run a Sunsmart program that emphasises the need for appropriate hats. School broad-brimmed hats are compulsory during Term One and Term Four while the children are outside. Adequate shade areas have been provided.

**SWIMMING:**

An intensive learn to swim program is based on Austswim levels.

Qualified swimming instructors provide lessons for all children during a two week intensive program.

**UNIFORM:**

It is school policy that all students are required to wear the school uniform. The uniform list is available from the office. The uniform policy can be viewed on the school website - <http://www.bellbraeps.vic.edu.au>

Uniforms can be purchased via the office, our endorsed supplier (Coastal Uniforms) or other retailers. We also have a well-supplied Second Hand Uniform Cupboard.

**WEBSITE:**

To access current information about what is happening at Bellbrae Primary School, make sure you access the school website at <http://www.bellbraeps.vic.edu.au>. Parents are also able to access year level blogs via the website.

D.

### **IPAD PROGRAM:**

Families of students in Years 4, 5 & 6 are asked to provide a full-sized Apple iPad for use at school and at home. The iPad will allow students to access the Internet, email, electronic books and a wealth of online tools and resources. It will support a range of learning activities where students collaborate, create knowledge, problem solve and think critically. Students will be able to produce movies, animations, podcasts and other multimedia products. The portability, long battery life, ease-of-use, its instant-on technology and wealth of educational apps make it an ideal device to support teaching and learning.

### **What Type of Device is needed?**

We recommend that parents purchase a full size iPad with a minimum of 16GB of storage. The iPad should be WIFI only (without cellular or 4G mobile Network capability).



## **APPENDIX 1 - INFECTIOUS DISEASES**

**For the following diseases a student will be excluded from school until -**

**Chicken Pox** -fully recovered or at least one week after the eruption first appears.

**Conjunctivitis** - discharge from eyes has ceased.

**Covid 19-** Children diagnosed with COVID-19 are recommended to isolate. They should not attend school until 5 days after the date of the positive PCR or rapid antigen test result for COVID-19 and until acute symptoms of COVID-19 have resolved.

**Gastro/Diarrhoea** – 48 to 72 hours after last episode ceases.

**Impetigo** - sores have fully healed. The child may be allowed to return provided that appropriate treatment has commenced and that sores on exposed surfaces are properly covered with dressings.

**Measles** - at least 5 days from the appearance of rash or until receipt of a medical certificate of recovery from infection.

**Mumps** - fully recovered.

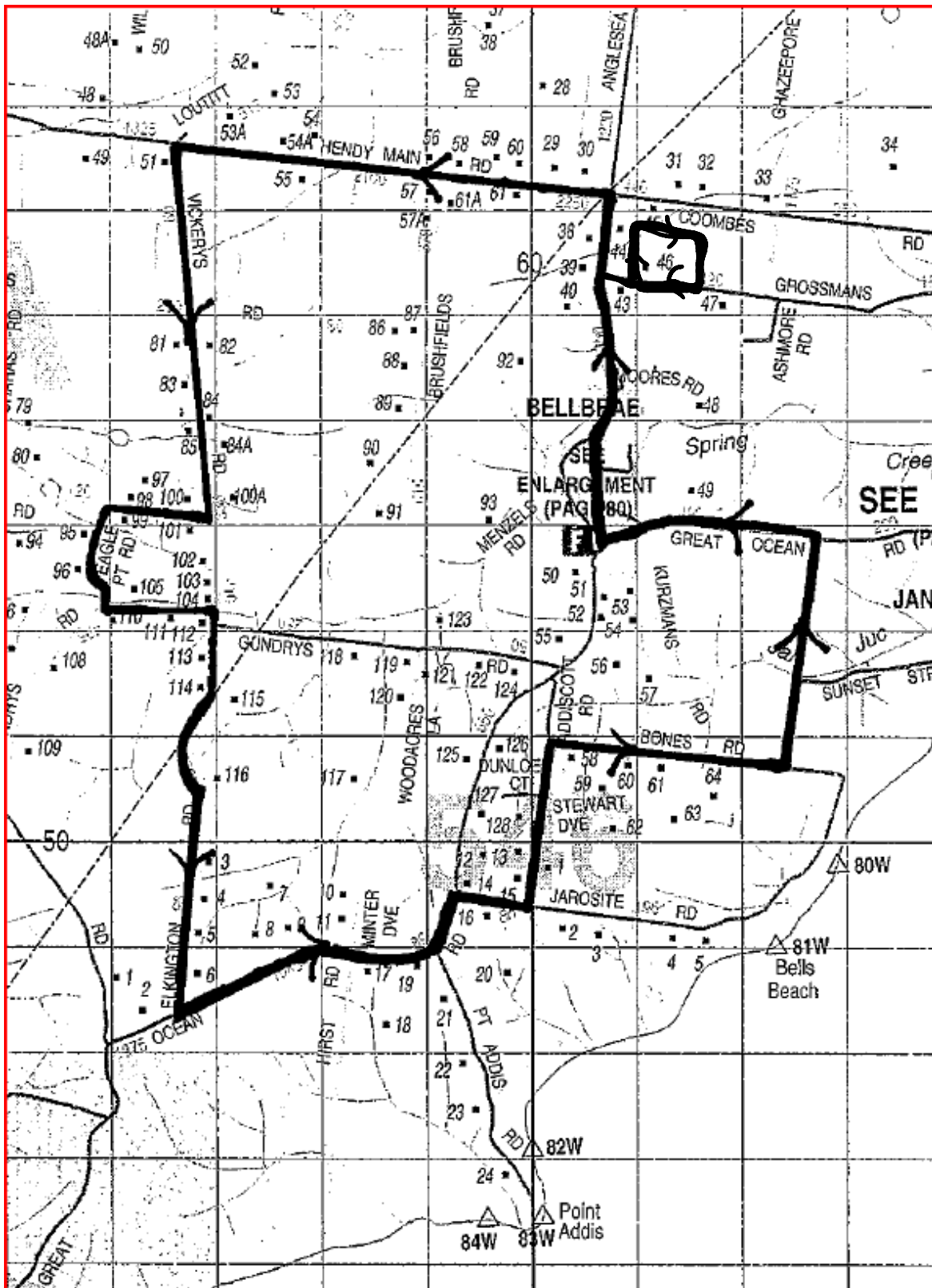
**Head Lice** - appropriate treatment has commenced.

**Ringworm** - appropriate treatment has commenced.

**Rubella** - fully recovered or at least 5 days after onset of rash.

If your child contracts the following diseases - Diphtheria, Hepatitis, Leprosy, Whooping Cough, Poliomyelitis, Scabies, Scarlet Fever, and Tuberculosis - please contact the school for details of exclusion.

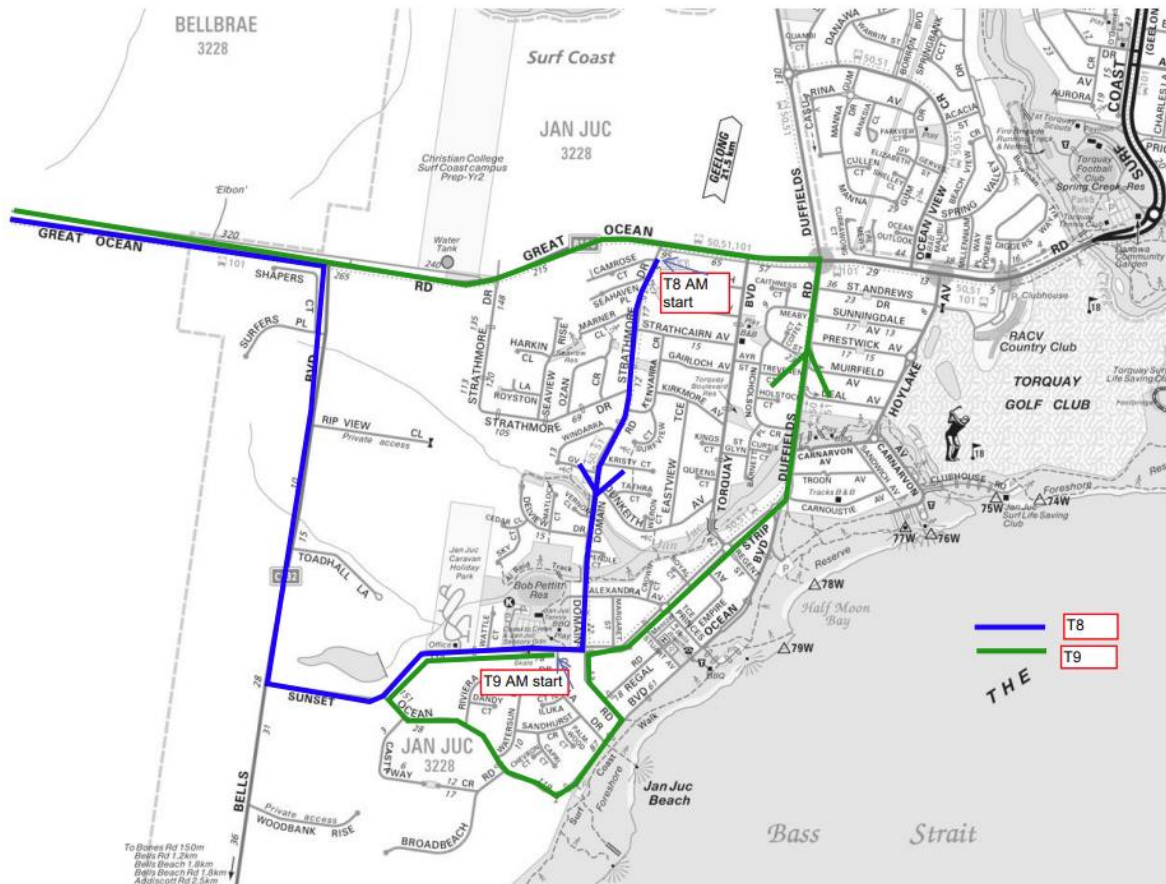
## APPENDIX 2 - COUNTRY BUS ROUTE OPERATED BY COLES COACHES





**BUS ROUTE - JAN JUC BUS ROUTE**  
**OPERATED BY MC HARRY'S UNDER THE MYKI OR PAY AS YOU GO**

**AM Bellbrae PS Bus Routes for T8 & T9**



**BUS ROUTE - JAN JUC BUS ROUTE**  
**OPERATED BY MC HARRY'S UNDER THE MYKI OR PAY AS YOU GO**

**PM Bellbrae PS Bus Routes for T8, T9 & T8 & T9 Backup Bus**

