

# HOW TO GET AROUND BALWYN PRIMARY SCHOOL IN 2017

## An Information Booklet



*'Garden of Beauty' Class 1/2G  
Acrylic on Canvas, Balwyn Primary Arts Festival, November 2016*

Nurturing global citizens for personal success  
in an ever-changing world

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Balwyn Primary School, Balwyn Road, Balwyn 3103

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# WELCOME

Welcome! We extend a warm welcome to your family and hope you will form a close and rewarding association with our school. Our guiding principle is to provide educational excellence through vibrant teaching and stimulating learning programs in an affirming, secure and structured learning environment.

We provide a developmental curriculum within a multi-age structure. This child centred approach acknowledges that children learn at different rates and have preferred learning styles. The school provides a stimulating and supportive environment, with engaging and challenging educational programs beyond the standard curriculum. Classroom teaching and learning is differentiated to meet each child's learning needs. In addition to the classroom program, a Learning Enhancement program is in place to extend student learning in enrichment and intervention. At Balwyn Primary School we aim to develop in our students a love of learning, strong communication skills, the ability to be responsible, creative and critical thinkers and to be socially connected and resilient. The school values the whole child and strives to develop strong self-esteem, confidence and independence.

At Balwyn Primary School we believe that all students need care and support as they develop. Students are better prepared for learning when they are happy, safe and healthy and our learning environment promotes independence, self-motivation and collaboration. As a caring learning community we promote 'norms' rather than 'rules' based upon values that will frame attitudes, behaviours and responsibilities.

Throughout the year, students participate in programs which practise human values, encourage a sense of personal responsibility and empower students to make positive, conscious choices. Students are supported to develop and apply their thinking in a productive, supportive and relevant learning context.

The school highly values education as a partnership of children, staff, parents and the local community.

*Trish Manicom*

Trish Manicom

**PRINCIPAL**

# SCHOOL INFORMATION

Address Balwyn Primary School  
Balwyn Road, Balwyn 3103

Telephone Office 9836 7121  
Outside School Hours Care 9888 5296 / 0423 794 036  
Fax 9836 7897

Email [balwyn.ps@edumail.vic.gov.au](mailto:balwyn.ps@edumail.vic.gov.au)  
Website [www.balwynps.vic.edu.au](http://www.balwynps.vic.edu.au)

Principal Mrs Trish Manicom  
Assistant Principal Mrs Olivia Richards  
Business Manager Ms Jane Oldham  
Office Manager Mrs Maryanne Doran

## 2017 TERM DATES AND TIMES

**TERM 1 30 January – 31 March**

- Teachers resume on Monday, 30 January
- Student Free Day on Tuesday, 31 January
- Years 1–6 students commence on Wednesday, 1 February
- Foundation students commence on Thursday, 2 February (9.15am)

**TERM 2 18 April – 30 June**

**TERM 3 17 July – 22 September**

**TERM 4 9 October – 22 December**

### ***Please Note***

At the end of Terms 1, 2 and 3 school finishes at 2.30pm. However, at the end of Term 4 school finishes at 1.30pm.

On the last day of each term there is a whole school assembly in the hall.

### **DAILY SESSION TIMES**

8.50am	'Bag' Bell	
9.00am	- 11.00am	Lessons
11.00am	- 11.30am	Recess
11.30am	- 12.30pm	Lessons
12.30pm	- 12.40pm	Supervised eating of lunches
12.40pm	- 1.30pm	Lunchtime
1.30pm	- 3.30pm	Lessons

## **SOME ACRONYMS**

Many acronyms are used within the education system. Some of these are:

DEECD	Department of Education & Early Childhood Development
PFTA	Parents' Friends' and Teachers' Association
OSHC	Outside School Hours Care
CRT	Casual Relief Teacher
AusVELS	Australian Victorian Essential Learning Standards
LOTE	Language Other Than English
HPE	Health and Physical Education
SRI	Special Religious Instruction
JSC	Junior School Council

## **HISTORY OF BALWYN PRIMARY SCHOOL**

The history of Balwyn Primary School reflects many parallels existent today. The school was established by a group of enterprising local residents keen to provide an education for their students. The opening ceremony was well attended and the participants enjoyed music, singing and recitations.

That was back in 1868 and the same strong parental support and interest is still apparent. This is backed by a dedicated staff committed to providing quality programs.

1868	Opening of school at site of present RSL (22 pupils)
1869	Official title granted - Common School No 1026 Balwyn Road, Boroondara
1870	Gordon Bennett appointed headmaster
1872	The first music teacher appointed to teach singing
1880	Moved to present site (120 pupils)
1889	271 pupils. Despite extensions, the adjoining Parish Hall had to be leased
1890	A gymnasium class for girls commenced at St Barnabas
1914 – 1915	Purchase of land facing Rochester Road
1927	Second storey section built (608 pupils)
1951	Fire!! 83 years of records destroyed
1956	New buildings completed including an assembly hall
1992	New hall opened
1994	Balwyn Primary School - A School of the Future!
1996	Early Years of Schooling Complex opened
2002	Top Flats – Synthetic Grass Opening
2008	Redevelopment of Rochester Road Flats – synthetic grass and mural
2008	Completion of ICT Capable Classrooms Initiative
2010	Opening of New 'Prep-2 Learning Space'
2012	Planting of the BPS Vegie Garden, "The G"
2013	A new shade structure – The Pavillion is erected
2014	Two new classrooms are installed as Balwyn grows
2015	Student numbers continue to grow – a further two classrooms are installed on the Rochester Road Flats Refurbishment of the Music Centre

# STUDENTS AT BALWYN PRIMARY SCHOOL

## STUDENT CODE OF CONDUCT

Balwyn Primary School is a learning community that provides an inclusive and accepting environment for everyone. The values that form the basis for all our learning are:

<b>Responsibility</b>	We are all responsible for our own actions.
<b>Respect</b>	We treat others as we would like to be treated.
<b>Integrity</b>	We treat others honestly and fairly and we act at all times in an ethical manner.
<b>Belonging</b>	We foster a sense of belonging and connectedness to our class, school and school community.
<b>Empathy</b>	We show interest in, concern for and care for others.

## See Appendix A – Anti Bullying Policy

## JUNIOR SCHOOL COUNCIL

The role of the Junior School Council is to involve students in a range of democratic decision-making processes in the school. Each class elects two representatives to the Council. Serving on the Council gives students experience in representing their views, formal meeting procedures and reporting back to their class on outcomes from decisions made.

The Junior School Council is encouraged to raise funds to support local and international charities.

Students elect to serve on one of the following sub-committees:

- Values Committee
- Fundraising Committee
- Sustainability Committee.

# GENERAL INFORMATION

## ABSENCE NOTES

Unless your child has a notifiable illness, it is not necessary to ring the school office to report an absence from school. Instead, please enter absence notifications on Compass:

- On the Compass home screen (or from your student's profile) click on the "**Attendance**" tab
- Click on the **+ (Add Attendance Note/Approval)** item
- From the pop-up window select the reason
- Select the Start and Finish times
- Click "**Save**"

Absences for medical appointments, etc should be entered in the same way, and, where possible, **in advance**.



If you are planning to take your child away on an extended family holiday, please also notify your child's class teacher and the school office **in writing**.

### **ANAPHYLAXIS**

Anaphylaxis is a severe, life-threatening allergic reaction. The most common causes in school age students are eggs, peanuts, cows' milk, bee stings and some drugs. At Balwyn Primary School we have several students who have anaphylaxis. These students have severe reaction to eggs and nuts and each requires the treatment of adrenaline injected with an epipen. All Balwyn staff have received the necessary training in the possible signs and symptoms and the management of anaphylaxis. In all classrooms it is school policy that food is not shared except when there is a celebration such as a birthday. We ask that all parents be mindful of the food they send to school (parties, celebrations etc). It is **not** recommended that some products or foods be banned, but we ask you to avoid products such as peanut butter, as the slightest amount (on a finger or knife) may be life threatening to some students. When there is a party or a celebration, your classroom teacher will inform you of any food requirements. Please speak to your children and reinforce the 'no sharing of food' rule when eating lunch or playlunch. Thank you for your understanding.

### **See Appendix B: Food Anaphylaxis Prevention**

### **ASSEMBLY**

Assemblies provide an opportunity to share information, sing together and be an audience for items from individuals or class groups. This is a forum where student voice is evident. You are most welcome to attend these assemblies when you are able to do so. F-2 Assembly is held in the F-2 Learning Space at 2.45 pm and the Year 3-6 Assembly is held in the hall at 2.45 pm.

### **BALWYN ACHIEVERS**

Each week, teachers choose students who have worked at upholding the values of Balwyn Primary School. Balwyn Achiever ribbons are awarded during Monday assembly and recorded in the weekly newsletter.

### **BANKING**

Student banking is available through the Bendigo Bank and is strongly encouraged. Enrolment forms can be collected from the office.

### **BICYCLES/SCOOTERS**

Students may ride bicycles/scooters to school with an approved bicycle helmet, but must dismount from their bike/scooter at the school gates and place bicycles/scooters and helmets in the demarcated area on the North side of the school near the F-2 play equipment. This is open between 8.45 am - 9.05 am and 3.25 pm - 3.45 pm.

### **CLOTHING & BELONGINGS**

Please clearly mark all clothing and items brought to school. School uniform, in particular, should be named – our lost property box is always full of unnamed clothing. Expensive toys, games, mobile phones and personal property should not be brought to school. **We take no responsibility for loss or damage.**

## **EARLY DEPARTURES**

When picking up a student early, please sign him or her out on the iPad at the office and pick up a leave pass to give to your child's teacher. If you arrange for someone else to pick up your child, please make sure this process is clear. If this person is not known to your child's teacher, please inform the teacher of the arrangements.

## **EVERY DAY COUNTS – SCHOOL ATTENDANCE**

We want our students to get a great education, and the building blocks of a great education begin with students coming to school each and every day.

Missing school can have a major impact on a child's future – a student missing one day a fortnight will miss four full weeks by the end of the year. By Year 10 they'll have missed more than a year of school. There is no safe number of days for missing school – each day a student misses learning puts them behind, and ultimately it may affect their educational outcomes.

Coming to school every day is vital, but if for any reason your child must miss school, there are things we can do together to ensure they don't fall behind.

Remember, every day counts. If your child must miss school, speak with your classroom teacher early as early as possible.

If you're having attendance issues with your child, please let your classroom teacher know so we can work together to get your child to school every day.

We want the very best for every child at Balwyn Primary.

## **EXCURSIONS, CAMPS & SWIMMING**

### ***Excursions***

Each level plans one or two excursions per year plus visiting speakers to enhance student learning. All excursions require a permission note with correct contact details. Please ensure that you submit your permission promptly on Compass.

### ***Camps***

Year 5/6	Term 4, duration of 2 nights
Year 3/4	Term 3, duration of 2 nights

### ***Swimming Program***

Swimming is an important aspect of the Health and Physical Education program. All students are involved in an intensive swimming program each year. The classes are held in an indoor heated pool. Advance notice is given and parents are very welcome to come and watch the lessons. In 2017, classes will be held as follows:

Foundation, Year 1 & 2	Term 3
Year 3 & 4	Term 2
Year 5 & 6	Term 1

## **INSURANCE**

If a student is injured at school, or during a school organised activity, the student's parent/guardian is responsible for the cost of medical treatment. This includes the cost of transport to a medical facility or to their home.

Parents may wish to obtain student accident insurance cover from a commercial insurer, depending on their health insurance arrangements and any other personal considerations.

## **LOST PROPERTY**

Lost Property is kept in the corridor outside the Staffroom. Please check regularly for any missing items of uniform or lunchboxes

## **LUNCHESES**

Lunches are eaten under supervision of the teacher. Please consider nutrition and the quantity appropriate to your child's appetite.

**Sweets, lollies and chewing gum are not permitted at school. We strongly urge parents not to send any food to school containing nuts or nut products.**

If you need to deliver your child's lunch, please leave it at the office. The classroom program is not to be disturbed.

## **LUNCH ORDERS**

A local cafe provides a lunch order service. Orders are collected from classrooms by 9.15am and delivered to the school by 12.30pm. Price lists are distributed at the beginning of the year, with updates/changes appearing in the school newsletter.

The student's order, name and class should be written clearly on the outside of a brown paper bag. Please enclose the correct amount of money with the order.

## **PARENT HELPERS**

Parent helpers are requested to sign in on the iPad and collect a visitor's lanyard at the office on arrival at school. When leaving the school, please sign out and return the lanyard.

Parents are required to have a 'Working With Children' check before they participate in classroom programs, including excursions. Application forms are available online.

A parent helpers' course is held each year for parents wanting to assist in classrooms.

## **PARENT ACCESS TO STUDENTS DURING SCHOOL HOURS**

To ensure that the teaching and learning programs are not interrupted, parents are requested to go to the office with messages for students. This also applies during recess and lunchtime.

## **PERSONAL PROPERTY**

Students are discouraged from bringing any unnecessary or particularly valuable items to school. Private property brought to the school by students is not insured and the Department of Education and Early Childhood Development does not accept any responsibility for any loss or damage.

## **PLAYGROUND AREA**

Foundation students have a special play area set aside near their classrooms until the end of February. Older students are expected to be careful when playing near or with younger students and look after them. The buddy system allows younger and older students to get to know each other.

## **PLAYGROUND SUPERVISION**

Teachers supervise the playground during the following times:

Before school	8.45am - 9.00am
Recess	11.00am - 11.30am
Lunch time	12.30pm - 1.30pm
After school	3.30pm - 3.45pm

**Outside of these times supervision and/or the collection of students is the responsibility of parents/guardians.** Students will be sent to Outside School Hours Care (OSHC) if they arrive at school prior to 8.30am or are not collected by 3.45pm.

## **PUNCTUALITY**

It is essential that your child arrives at school on time for the following reasons:

- The class program begins at 9.00am and this is when the teacher marks the roll, collects notices and instruction commences.
- Late arrivals disturb classes.
- Being 'on time' is a good habit to develop.

***Please note:* All students who arrive late (more than 5 minutes after the bell) must be signed in by their parents/guardians on the iPad at the office.**

## **SAFETY**

### ***Emergency Procedure***

The school has an Emergency Management Plan to use in the event of any emergency. The safety drills are practised regularly. If the school has to evacuate the school site, students will walk to Chatham Primary School.

### ***Safety Issues***

- Please note that the 40km/hr speed zone is now enforced around the school.
- Please observe all traffic and parking signs around the school. Not only do the Police and Boroondara Parking Officers make routine visits to the school, but I urge all parents to set an example for the students.
- Please be aware that you cannot enter Rochester Road from the Whitehorse Road end on school days between 7.00am and 9.00am.
- Please do not park on the nature strips.

### ***School Crossing***

Attendants staff the Rochester Road and Whitehorse/Balwyn Road intersection school crossings before and after school. Please instruct your child to use the crossing correctly – to wait for the cars to stop, for the attendant to blow their whistle and then cross between the lines.

The Rochester Road crossing is an operational crossing only when the flags are displayed. Parents **must not** stop or park within the crossing zone, marked by signs, when the flags are displayed - even on wet days.

### ***Staff Car Parks***

The staff car parks are restricted to **staff cars only**. For safety reasons, parents and students are not to walk through the car parks but to use the Rochester Road back gate.

### ***Sunsmart Policy***

Balwyn Primary School is a sunsmart school. **The wearing of broad brimmed hats is compulsory from 1 September to 1 May.** During these terms, HPE and sport programs are taken in the morning. Students must wear a hat for all outside activities - the “No hat, No play” rule is implemented during this time. Students are encouraged to supply their own sunscreen (to be kept in school bags) and reapply for outside activities.

### ***Sustainability***

We have joined the AUSSIVIC Sustainable Schools Initiative, to become a FIVE STAR Sustainable School. We have worked towards achieving our first star by completing the ‘Core Module’, which means we have measured our Ecological Footprint and aim to Reduce, Reuse and Recycle. Visit our Sustainable Journey by googling “The CERES Sustainable Hub” and tabbing on School and Communities.

### ***Sweat or Wet Days***

Please note that on days of extreme heat and when it is raining the staff will supervise the students in the classroom at lunchtime.

### ***Visitors to School***

The school requires visitors to report to the office, sign in and out on the iPad and collect a visitor’s lanyard, so that staff members can monitor people in the school grounds and can query people who are not regularly at the school.

## **UNIFORM**

Students are encouraged to wear school uniform. The Balwyn Primary uniform is:

- dark green or yellow polo shirt (with long or short sleeves)
- dark green track or gaberdine pants
- dark green shorts or culottes
- dark green windcheaters and jackets
- tartan tunic or summer dress
- dark green broad brimmed hat
- interschool sports uniform for Year 5/6 students.

The school uniform can be purchased from the Uniform Shop located in the main school building. The Uniform Shop is open on Monday mornings from 8.45 to 9.15am.

**Please see UNIFORM SHOP page 18 and Uniform Order Form page 19.**

# KEEPING STUDENTS HEALTHY

## WHAT HAPPENS WHEN STUDENTS BECOME SICK AT SCHOOL?

If students become unwell at school, every effort is made to send the child home. If the parent or guardian is unable to be contacted, the Emergency Contact (as listed on the enrolment form) will be rung.

**Up to date information is vital - please ensure that your home, work and emergency numbers are always up to date.**

Injuries of a minor nature will be dealt with at school. In the event of an accident your child will be cared for and, wherever possible, the parent or guardian will be notified before medical treatment is sought. Our school nurse is in attendance at the Health Centre from 11am – 2pm each day.

## WHAT CAN PARENTS DO TO HELP?

Please notify the school of any emotional upset, medical conditions or medication which may affect your child's performance at school.

Please cover all cuts and abrasions on your child so that no seepage of body fluids occurs. This protects all students.

Remember that infection spreads quickly in a school. Sick students should be kept at home until fully recovered.

Regular attendance at school is in the best interests of your child both for social and academic reasons. Please make every effort to ensure that absences from school are as few as possible and that your child arrives at the correct time. In the event of an absence, **please enter the dates and reason for the absence on Compass.** (Please note it is not necessary to phone the school office if your child is absent from school.) If your child is unable to attend for a significant period, teachers appreciate being notified in advance.

## ANAPHYLAXIS

We strongly urge parents not to send any foods containing nut and nut products to school with their child as we have several students with life threatening allergies. **Please refer to page 9 and Appendix B.**

## HEAD LICE

**See Appendix D for Head Lice Management**

## IMMUNISATION CERTIFICATE

Parents are requested to provide an Immunisation Certificate when enrolling their child. These are available from the Australian Childhood Immunization Register or from the City of Boroondara.

## **INFECTIOUS DISEASES**

If your child contracts an infectious disease, he or she must be kept home for the time indicated in the table in **Appendix C**.

Students who appear to have an excludable disease are asked to obtain a medical clearance before returning to school and the school will notify Human Services.

## **MEDICAL SERVICES**

The School Medical Service conducts a general examination of all Foundation students and other students as necessary.

## **MEDICATION**

All medications to be dispensed at school must be in its original packaging, clearly labelled with the student's name and specific written instructions and parent authorisation re dosage and times to be given.

Student medication should be provided daily, or in the case of students requiring regular medication, weekly.

# **COMMITTEES**

## **SCHOOL COUNCIL**

The Balwyn Primary School Council consists of the Principal, parents and teachers working together for the benefit of students. The major responsibilities of School Council include:

- determining the education policy of the school
- allocating resources and managing the school budget
- developing and maintaining the school buildings and grounds
- reporting to and communicating with the school community.

The Council operates through the use of the following subcommittees:

- Building and Grounds
- Finance
- Education.

The School Council is reconstituted each year. Nominations are called for early in the school year and advice of this is published in the school newsletter.

School Council generally meets at **7.00pm** in the Staffroom on the **third Wednesday** of each month during term. Subcommittees' meeting times vary depending on the purpose of the group, but most are publicised through the school newsletter. All meetings are open for all parents to attend.

## **PARENTS', FRIENDS' AND TEACHERS' ASSOCIATION (PFTA)**

The Parents', Friends' and Teachers' Association is a group of volunteers who meet each month. Anyone in the school community is welcome to join the committee or simply attend the meetings. The meetings are informal and provide a great way to meet people, find out what's happening and contribute to your child's school and its resources.

As a 'welfare club', the PFTA provides support for many of the activities that occur within or are associated with the school. For example:

- catering for morning teas and special occasions
- minor fundraising
- running Mothers'/Fathers'/Special Friends' Day and Christmas Stalls
- providing assistance for excursions, activities and special days
- organising family picnics
- operating the Uniform Shop.

## **COMMUNICATION**

### **COMPASS**

Balwyn Primary School uses **Compass**, an online parent portal, to communicate and share information efficiently with the school community.

When information about excursions, class-specific activities or school and community events is posted on Compass, you will be notified by email. Please respond promptly to requests to provide your permission and/or payment for excursions and activities to be undertaken by your child.

### **NEWSLETTER**

The school newsletter is published on Thursdays and parents are notified via email when the new edition is available. Please take the time to read the newsletter - it is the best way for parents to keep informed about recent and upcoming events.

Please ensure that your email address on Compass is current.

### **PARENT/TEACHER INTERVIEWS**

Two interviews are held yearly - the first is at the beginning of the year to get to know you and your child and the second at mid-year to assess progress. Bookings are made online. Of course, parents may contact teachers at any other time to discuss any necessary issues.

### **STUDENT REPORTS**

Two written reports are provided annually - the first at mid year and the second in December.

### **PARENT ENQUIRIES**

The school extends an open invitation to all parents to contact the office staff, Assistant Principal or Principal on any issue or matter of concern.

### **CLASS CONTACTS**

Each class has two parent volunteers as their class contacts. Their role is to assist the teacher in arranging parent help, when required, and to organise a few class social functions during the year. They also welcome new families to the school.



# SPECIALIST PROGRAMS

In addition to the classroom curriculum, Balwyn Primary School offers a number of specific programs for students.

## **LOTE**

Manadarin is our Language Other Than English (LOTE).

## **HEALTH & PHYSICAL EDUCATION (HPE)**

Students participate in twice weekly physical education lessons that focus on developing skills, co-ordination and fitness. Students also have a weekly sport session.

Year 5/6 students participate in summer and winter interschool sports with local schools and many sports clinics. Other activities include swimming (F-6), athletics and cross country.

## **MUSIC**

Music is an integral part of the curriculum and has a high profile within the school. All students from Foundation to Year 6 attend weekly music lessons. There are choirs at each level in which all students in years F-2, 3/4 and 5/6 participate, plus the school choir 'Balwyn Singers'.

An extensive Instrumental Music program is available, with students learning from visiting music tutors. There are ensembles for the students to participate in, such as string orchestra and concert band. The ensembles vary from year to year, depending on the group of students involved in the program.

### ***Matinees or Soirees***

Informal matinees and soirees are held where parents can listen to their children perform in front of an audience. Any child who is learning an instrument can sign up to perform.

The performing arts are important at the school, with the students participating in assembly performances, concerts, matinees, soirees and community events, 3/4 Dance/Drama and the 5/6 Musical production.

## **VISUAL ART**

Students participate in visual art activities that focus on exploring and developing ideas. They learn and develop skills and techniques through planned units on painting, printing, textiles, clay, drawing, collage and construction. Art observations and comparisons are shared together before work is either displayed in classrooms, on the main corridor display boards, or taken to a home environment to be valued.

## **LIBRARY**

We have an attractive library facility, accommodating in excess of 10,000 items and operated by a fully automated system. All students attend the library each week, for literature and borrowing sessions with their class teacher.

## **LEARNING ENHANCEMENT**

Enrichment opportunities for our students are provided by external agencies, eg. G.A.T.Eways, Chess and parent experts.

After school classes in Art, Writing, Drama, Music Theatre, Yoga and Sport are offered during the school year.

## **OUTSIDE SCHOOL HOURS CARE (OSHC)**

Balwyn Primary School offers two forms of Out of School Hours Care - an After School Program and a Before School Program. Both programs are open to students of Balwyn Primary School only and are operated by Camp Australia.

A variety of both indoor and outdoor activities is offered to cater for students' individual needs and interests. Facilities are also available for students to complete homework assignments.

OSHC welcomes students from 7.15am - 8.45am and 3.30pm - 6.15pm.

## **SCHOOL FACILITIES**

### **WORKING BEES**

The Building and Grounds subcommittee of School Council organises working bees once a term in order to maintain the school's grounds and buildings. Tasks undertaken include garden maintenance, sweeping pathways, repair of seats, fences, etc and special projects. The work does not require special skills and it is not physically demanding. Working Bees are a good way to meet other parents and look after your school at the same time.

## **UNIFORM SHOP**

The following information on the operation of the Uniform Shop is provided to help with our service to you and the efficiency of our operation. Please check the Newsletter for information on stock availability, new lines, etc.

### **HOURS**

The Uniform Shop is open every Monday between 8.45am and 9.15am. Notice of any other special opening times will appear in the Newsletter. The shop is run by volunteers.

### **ORDERS**

Orders for 'stock items' can be placed using the order form on the following page and should be sent to school by Friday morning. Orders will be sent home with your child the next day and a replacement order form will be included with the garments. Please place orders in an envelope marked Uniform Shop.

***Laundering Note*** Manufacturers recommend that all garments be washed in cold to warm water. DO NOT BLEACH. May be tumble dried (warm). Wash light colours separately.

***Please name your child's garments clearly.***

## 2016 Balwyn Primary School Uniform Shop Order Form – Term 4, 2016

Parent / Guardian's Name: ..... Contact No: ..... Date: ..... / ..... / .....

Student's Name: ..... Student's Surname: ..... Class: .....

DESCRIPTION	SIZE							UNIT PRICE	TOTAL NO.	AMOUNT
	4	6	8	10	12	14	16			
<b>Girls' Summer Uniform Items</b>										
S/Sleeve Polo Yellow (Size 4 - 10)								\$26		
S/Sleeve Polo Yellow (Size 12 - 16)								\$28		
S/Sleeve Polo Green (Size 4 - 10)								\$26		
S/Sleeve Polo Green (Size 12 - 16)								\$28		
Bootleg Trousers (Cotton Girls Lycra)								\$28		
Tartan Summer Dress (Size 4 - 6)								\$45		
Tartan Summer Dress (Size 8 -10)								\$46		
Tartan Summer Dress (Size 12 - 16)								\$48		
Skort								\$25		
Bike Shorts								\$10		
Windcheater (unisex)								\$27		
<b>Boys' Summer Uniform Items</b>										
S/Sleeve Polo Yellow (Size 4 - 10)								\$26		
S/Sleeve Polo Yellow (Size 12 - 16)								\$28		
S/Sleeve Polo Green (Size 4 - 10)								\$26		
S/Sleeve Polo Green (Size 12 - 16)								\$28		
Gabardine Short								\$22		
100% Cotton Knit Short								\$20		
Windcheater (unisex)								\$27		
<b>Miscellaneous Items</b>										
Hat (Slouch)		S	M	L	XL			\$11		
Artsmock		S	M	L				\$18		
Socks: S(9-12), M(12-2), L(2 - 7)		S	M	L				\$7		
School Bags Backpack Style								\$47		
Umbrella								\$30		
<b>Winter Items</b>										
L/Sleeve Polo Yellow (Size 4 - 10)								\$28		
L/Sleeve Polo Yellow (Size 12 - 16)								\$30		
L/Sleeve Polo Green (Size 4 - 10)								\$28		
L/Sleeve Polo Green (Size 12 - 16)								\$30		
Bootleg Trousers (Fleecy Girls)								\$30		
Winter Tunic Dress (Size 4 - 6)								\$53		
Winter Tunic Dress (Size 8 -10)								\$54		
Winter Tunic Dress (Size12- 16)								\$55		
Trackpant (no cuffs) (Size 4 – 10)								\$27		
Trackpant (no cuffs) (Size 12 – 16)								\$29		
Trackpant (cuffed) (Size 4 – 10)								\$27		
Trackpant (cuffed) (Size 12 – 16)								\$29		
Scotchies (unisex zip at ankle)								\$35		
Polar Fleece Jacket (unisex)								\$50		
Note: Size 16 items must be ordered and will take 2-3 weeks for delivery										
								<b>TOTAL</b>		

Revised 12.10.16

# BALWYN PRIMARY SCHOOL

## BULLYING—ANTI BULLYING (INCLUDING CYBER-BULLYING) AND HARASSMENT POLICY

### 1. PURPOSE

- 1.1 To ensure a safe and secure school environment based on the principles in the Balwyn Primary School's Student Wellbeing Policy
- 1.2 To recognise that bullying can exist in many forms within schools and the wider community and that it will not be tolerated and will be dealt with seriously
- 1.3 To recognise that bullying has a negative effect on students, parents and teachers and other community members.

### 2. GUIDELINES FOR IMPLEMENTATION

- 2.1 The school will provide classroom programs that foster decision-making, self-esteem, problem solving skills and assertiveness training that help students identify and deal with bullying
- 2.2 Rights and responsibilities of all students will be circulated via the Student Code of Conduct Booklet
- 2.3 Consequences for inappropriate behaviour will be clearly stated in the Student Code of Conduct Booklet
- 2.4 Parents of students involved are to be notified, by the appropriate staff member, of the type of problem and approaches to intervention
- 2.5 The Assistant Principal, in conjunction with the classroom teacher, will seek appropriate support services as required
- 2.6 Staff professional development will raise awareness of current student issues and approaches
- 2.7 Regular monitoring and evaluation of school wellbeing programs will occur through the use of student, staff and parent surveys
- 2.8 This policy should be read in conjunction with the Student Wellbeing Policy and Student Code of Conduct
- 2.9 This policy will be made available on the school website and newsletter items and in conjunction with the Student Code of Conduct Booklet.
- 2.10 This policy will be reviewed in accordance with the Whole School Management Plan.

### 3. LINKS AND APPENDICES (including processes related to this policy)

Links which are connected with this policy are:

- DEECD's [Effective Schools are Engaging Schools: Student Engagement Policy Guidelines](#)
- DEECD's [Safe Schools are Effective School's](#)
- DEECD's [Student Engagement Policy Guidelines](#)
- The school's Internet Use Policy (re cyber-bullying)
- DEECD's [Respectful Schools](#)

Appendices which are connected with this policy are:

- Appendix A: Anti-Bullying (including cyber-bullying) and Anti-Harassment Procedures
- Appendix B: Reporting on Incident of Bullying / Harassment – Template
- Appendix C: Formal Referral of Student who has bullied / harassed other to Student Welfare Coordinator – Template

**EVALUATION**

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

Approved by School Council:

May 2016

## BALWYN PRIMARY SCHOOL OHS – ANAPHYLAXIS \* PREVENTION POLICY

### 1. PURPOSE

- 1.1 To provide a safe and healthy school environment that takes into consideration the needs of all students, including those who may suffer from anaphylaxis.
- 1.2 To prevent anaphylactic reactions in high risk children at the school.
- 1.3 To educate the school community in measures to reduce the risk of exposure of high risk children to known anaphylactic triggers.
- 1.4 To protect the whole school community from the trauma of an incident.

### 2. GUIDELINES FOR IMPLEMENTATION

- 2.1 All substances which are known allergens for BPS students, including food products, ie peanuts, are **strongly** recommended not to be brought to school and the sharing of food discouraged.
- 2.2 In the case of known allergens being brought to the school, a copy of this policy will be sent home with the student.
- 2.3 The Principal will be responsible for ensuring the development of an Anaphylaxis Management Plan, in conjunction with Ministerial Order 90, for each student. The Plan will be developed in consultation with the students' parents/carers and medical practitioner, upon or where possible before enrolment.
- 2.4 Individual Management Plans will contain the following:
  - *Information about the diagnosis, including the type of allergy or allergies the student has (based on a diagnosis from a medical practitioner).*
  - *Strategies to minimise the risk of exposure to allergens while the student is under the care or supervision of school staff, for in-school and out of school settings including camps and excursions.*
  - *The name of the person/s responsible for implementing the strategies.*
  - *Information on where the student's medication will be stored.*
  - *The student's emergency contact details.*
  - *An emergency procedures plan ASCIA Action Plan and A1 Anaphylaxis Management Plan, provided by the parent, that:*
    - *sets out the emergency procedures to be taken in the event of an allergic reaction;*
    - *is signed by a medical practitioner who was treating the child on the date the practitioner signs the emergency procedures plan; and*
    - *includes an up to date photograph of the student.*
- 2.5 Parents are responsible for informing the school if their child's medical condition changes and supplying medication and/or an EpiPen/Anapen which is within the labelled guidelines and use by date.
- 2.6 The school will seek the full support of the parent community and advise of the policy in writing.
- 2.7 Staff will receive twice yearly anaphylaxis briefings, training and updates in recognising and responding appropriately to an anaphylactic reaction, including

competently administering an Epi-Pen/Ana-Pen in-school and out-of-school settings.

- 2.8 Teachers will be responsible for communicating the policy to their classes, and encouraging measures that can be taken to minimise risk.
- 2.9 This policy will be distributed to all new parents and included in the parent handbook and translated into languages relevant to our school community.

### 3. EVALUATION

- 3.1 The school will conduct an annual review of Anaphylaxis Procedures using a Risk Management Checklist.
- 3.2 This policy will be reviewed and evaluated in accordance with the Whole School Management Plan.

**\*Anaphylaxis is hypersensitivity to a substance. It is a severe and potentially life-threatening condition.**

**The condition develops in approximately 1 - 2% of the population. The most common allergens are peanuts, eggs, tree nuts (eg cashews) cow's milk, fish and shell fish, wheat, soy, sesame, latex certain insects stings and medications.**

**Exposure can cause a sudden, severe allergic reaction characterised by a sharp drop in blood pressure, breathing difficulties and skin swelling. In some cases this reaction can be fatal if appropriate medical care is not available within a short period.)**

Approved by School Council:	December 2012
Review Date:	December 2017

[www.eduweb.vic.gov.au/edulibrary/public/.../MinisterialOrder90.pdf](http://www.eduweb.vic.gov.au/edulibrary/public/.../MinisterialOrder90.pdf)

[www.eduweb.vic.gov.au/edulibrary/public/stuman/wellbeing/A\\_Anaphylaxis\\_Risk\\_Management\\_Checklist.pdf](http://www.eduweb.vic.gov.au/edulibrary/public/stuman/wellbeing/A_Anaphylaxis_Risk_Management_Checklist.pdf)

[www.education.vic.gov.au/healthwellbeing/health/anaphylaxischools.htm](http://www.education.vic.gov.au/healthwellbeing/health/anaphylaxischools.htm)

**INFECTIOUS DISEASES AND CONDITIONS**

<b><i>Disease or Condition</i></b>	<b><i>Exclusion From School</i></b>
Amoebiasis (Entamoeba histolytica)	Until diarrhoea has ceased.
Campylobacter	Until diarrhoea has ceased.
Chickenpox	Until fully recovered or for at least 5 days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion.
Conjunctivitis	Until discharge from eyes has ceased.
Cytomegalovirus Infection (CMV)	Exclusion not necessary.
Diarrhoea	Until diarrhoea has ceased or until medical certificate of recovery is produced.
Diphtheria	Until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.
Glandular Fever (mononucleosis)	Exclusion not necessary.
Hand, Foot and Mouth disease	Until all blisters have dried.
Haemophilus type b (Hib)	Until a medical certificate of recovery is received.
Hepatitis A	Until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.
Hepatitis B	Exclusion is not necessary.
Hepatitis C	Exclusion is not necessary.
Herpes ('cold sores')	Young students unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.
Hookworm	Exclusion is not necessary.
Human immuno-deficiency virus infection (HIV/AIDS virus)	Exclusion is not necessary unless the child has a secondary infection.
Impetigo (school sores)	Until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.
Influenza and influenza like illnesses	Until well.
Leprosy	Until approval to return has been given by the Secretary.



Measles	Until at least 4 days after onset of rash.
Meningitis (bacteria)	Until well.
Meningococcal infection	Until adequate carrier eradication therapy has been completed.
<b><i>Disease or Condition</i></b>	<b><i>Exclusion From School</i></b>
Molluscum contagiosum	Exclusion not necessary.
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner).
Parvovirus (erythema infectiosum fifth disease)	Exclusion not necessary.
Poliomyelitis	Until at least 14 days from onset. Re-admit after receiving medical certificate of recovery.
Ringworm, scabies, pediculosis (head lice)	Re-admit the day after appropriate treatment has commenced.
Rubella (german measles)	Until fully recovered or for at least four days after the onset of rash.
Salmonella, Shigella	Until diarrhoea ceases.
Streptococcal infection (inc. scarlet fever) eg. tonsillitis	Until the child has received antibiotic treatment for at least 24 hours and the child feels well.
Trachoma	Re-admit the day after appropriate treatment has commenced
Tuberculosis	Until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious.
Typhoid fever (inc. paratyphoid fever)	Until approval to return has been given by the Secretary.
Whooping cough	Exclude the child for 5 days after starting antibiotic treatment.
Worms (intestinal)	Exclude if diarrhoea present.

# **BALWYN PRIMARY SCHOOL**

## **HEAD LICE POLICY**

### **PURPOSE**

- 1.1 To minimise the outbreaks of head lice
- 1.2 While parents/guardians have primary responsibility for the detection and treatment of head lice, schools also have a role in the management of head lice infections and providing support for parents/guardians and students
- 1.3 Obtain written consent of parents/guardians prior to the students being inspected for head lice
- 1.4 To provide information and support to parents/guardians and students in the management of head lice.

### **1. GUIDELINES FOR IMPLEMENTATION**

- 2.1 The school is aware that this can be a sensitive issue and is committed to maintaining student confidentiality and avoiding stigmatisation.
- 2.2 Permission forms for head lice screening will be distributed at the beginning of each student's schooling. This is valid for the duration of your child's schooling at Balwyn Primary.
- 2.3 The inspection of students will be conducted by a trained person approved by the Principal and School Council. There are two types of inspections:
  - Visual inspections without physical contact that do not require parental/guardian consent
  - Head lice inspections which involve examining the student's hair, these require parental consent
- 2.4 If head lice are found, parents will be advised by phone and, at the conclusion of the school day, students will be provided with a note to take home to inform their parents that they have head lice.
- 2.5 As per Public Health and Wellbeing Regulations 2009, students infected with live lice may return to school the day after appropriate treatment has commenced. Parents are required to complete and return the action slip to confirm treatment has been completed. The presence of head lice eggs ("nits") is not a cause for exclusion
- 2.6 Up-dated information on the detection, treatment and control of head lice (*Appendix 3*) will be sent home with the note and made available to all parents at the school office in a range of languages, please also view the website (<http://www.health.vic.gov.au/headlice>)
- 2.7 All members of the class where head lice has been detected will receive a note advising parents that head lice has been detected in their child's class.
- 2.8 This policy will be reviewed in accordance with the Whole School Management Plan.

Approved by School Council: August 2012  
Review Date: August 2017

## Testing resistance

Head lice products belong in one of the following categories depending on the active compound they contain:

- pyrethrins
- synthetic pyrethroids (permethrin, bioallethrin)
- organophosphates (maldison or malathion)
- herbal with or without natural (non-chemical) pyrethrins.

Insecticide resistance is common, so you should test if lice are dead. If they are, treat again in seven days using the same product. If the lice are not dead, the treatment has not worked and the lice may be resistant to the product and all products containing the same active compound. Wash off the product and treat as soon as possible using a product containing a different active compound. If the insecticide has worked, the lice will be dead within 20 minutes.

Any head lice product could cause a reaction and should be used with care by women who are pregnant or breastfeeding, children less than 12 months old and people with allergies, asthma or open wounds on the scalp. If you are unsure, please check with your pharmacist or doctor.

## Head lice combs

Combs with long, rounded stainless steel teeth positioned very close together have been shown to be the most effective, however, any head lice comb can be used.

## Head lice eggs

Head lice eggs are small (the size of a pinhead) and oval. A live egg will 'pop' when squashed between fingernails.



Dead eggs have crumpled sides and hatched eggs look like tiny boiled eggs with their tops cut off.

## Regulations

According to the Public Health and Wellbeing Regulations 2009, children with head lice can be readmitted to school or children's service centres after treatment has commenced.

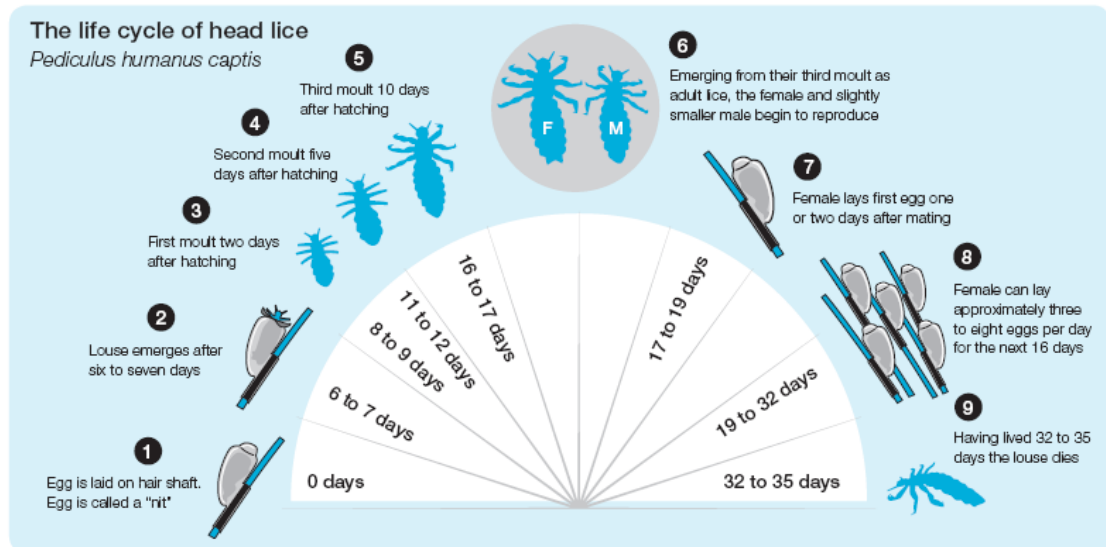
The department recommends a child with head lice can be treated one evening and return to school or children's service centres the next day, even if there are still some eggs present. There is no need to miss school or child care because of head lice.

## Preventing head lice

Check your child's head regularly with comb and conditioner. There is no research to prove that chemical or herbal therapies can prevent head lice.

## Further information

The following website offers further information:  
[www.health.vic.gov.au/headlice](http://www.health.vic.gov.au/headlice)



The information in this pamphlet is based on the research conducted and written by Associate Professor Rick Speare and the team of researchers at, School of Public Health and Tropical Medicine, James Cook University.

Cover concept by students from St Patrick's Primary School, West Geelong. Life cycle diagram courtesy of Nitpickers Qld. © Copyright Department of Health 2010. Authorised by the State Government of Victoria, 50 Lonsdale Street, Melbourne. November 2010. PH468. (1010013)

[Treating and controlling head lice](#)

This is the handwriting your child will learn at school.

### VICTORIAN MODERN CURSIVE



## Appendix **A** Victorian Modern Cursive

Unjoined including capitals for right-handers  
on single lines

*a b c d e f g h i j k l m*  
*n o p q r s t u v w x y z*  
*0 1 2 3 4 5 6 7 8 9*  
**A B C D E F G H I**  
**J K L M N O P Q R**  
**S T U V W X Y Z**



## **BALWYN PRIMARY SCHOOL COUNCIL PROTOCOL**

### **“DOGS IN THE SCHOOL GROUNDS”**

Dear Dog Owning Parents

Generally, dogs on leads have been welcome in BPS school grounds. We know that people enjoy walking to and from school with their dogs and children, and are keen to keep a dog friendly policy.

However, please observe the following protocols, which have been put into place by School Council, ensuring everyone's safety.

**If you visit the school with your dog on its lead, you – the adult – are responsible for the dog at all times.**

Don't pass the dog over to your child to mind while you race off to do a few things or to catch up with someone – teacher or parent. Dog obedience handlers recommend that children under the age of 12 should not be left in control of a dog in case of attack or fighting situations. As local vet Hugh Wirth says – no-one expects their normally well-behaved dog to get into a fight, but it does happen! This may be the worst scenario - and not one we have had a complaint about yet – but we don't want one in the future at any time either!! So - adults are the ones in charge of dogs!

**We request that dogs not be tied up and left unattended – even for a few minutes.**

Some children get frightened if the dog jumps up and licks them, or if the dog is leaping around whining and barking and you are not in sight.

If you have to speak to a teacher inside the classroom, leave your dog home for that day. Thus, you are not put in the position of having to leave the dog unattended and the possibility of your dog inadvertently frightening a child will not occur.

Most people would be aware that for hygiene reasons (as in shops), dogs are not permitted inside buildings. Sometimes for show and tell or pet shows (prior arrangements made with the teacher), dogs may be invited into your child's classroom for short periods. This is OK.

**If your pooch makes a mess in the grounds** or on the footpath, please clean it up, rather than hoping it won't matter, or that someone else will do it. We are happy to report that this is not an issue generally as dog owners seem quite responsible and happy doing this.

Thanking you and your dog for your continued co-operation.