How to Get Around Balwyn Primary School in 2016

An Information Booklet

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

Balwyn Primary School, Balwyn Road, Balwyn 3103
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www.balwynps.vic.edu.au
# Table of Contents

Welcome 4  
Office Information 5  
Term Dates and Times for 2016 5  
History of Balwyn Primary School 6  

**Students at Balwyn Primary**  
Student Code of Conduct 7  
Junior School Council 7  

**General Information**  
Absence Notes 8  
Anaphylaxis 8  
Assembly 8  
Balwyn Achievers 8  
Banking 8  
Bicycles/Scooters 8  
Clothing and Belongings 9  
Collecting Students Early 9  
Every Day Counts – School Attendance 9  
Excursions, Camps and Swimming 9  
Insurance 10  
Lost Property 10  
Lunches 10  
Lunch Orders 10  
Parent Helpers 10  
Parent Access to Students During School Hours 10  
Personal Property 11  
Playground Area and Supervision 11  
Playground Area and Supervision 11  
Punctuality 11  

**Safety**  
Emergency Procedure 11  
Safety Issues 11  
School Crossing 12  
Staff Car Parks 12  
Sunsmart Policy 12  
Sustainability 12  
Sweat/Wet Days 12  
Visitors to School 12  
Uniform 12  

**Keeping Students Healthy**  
What happens when students become sick at school? 13  
What can parents do to help? 13  
Anaphylaxis 13  
Head Lice 13  
Immunisation Certificate 13  
Infectious Diseases 14  
Medical Service 14  
Medication 14
Committees

- School Council 15
- Parents’/Friends’ and Teachers’ Association (PFTA) 15

Communication

- Newsletter 16
- ‘Via the School Bag’ 16
- Parent/Teacher Interviews 16
- Parent Enquiries 16
- Class Contacts 16

Specialist Programs

- LOTE (Mandarin) 17
- Health and Physical Education (P.E) 17
- Music (inc. Matinees/soirees) 17
- Visual Art 17
- Library 17
- Learning Enhancement 18
- Outside School Hours Care 18

School Facilities

- Working Bees 19

Uniform Shop

- Current Price List 20

Appendix A – Anti Bullying Policy 21

Appendix B – Anaphylaxis Policy 22

Appendix C – Infectious Diseases 24

Appendix D – Head Lice Policy 26

Appendix E – Victorian Modern Cursive 28

Appendix F – Dogs in School Grounds 29
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**
Balwyn Primary School
Balwyn Road, Balwyn 3103

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Website: www.balwynps.vic.edu.au

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

TERM DATES 2016:

TERM 1: 27 January – 24 March
- Teachers resume on Wednesday, 27 January
- Student Free Day on Thursday, 28 January
- Years 1–6 Students Resume on Friday, 29 January
- Foundation students commence on Monday, 1 February (9.15am)

TERM 2: 11 April – 24 June

TERM 3: 11 July – 16 September

TERM 4: 3 October – 20 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.

Daily Session Times
8.50 am ‘Bag’ Bell
9.00 am - 11.00 am Lessons
11.00 am - 11.30 am Recess
11.30 am - 12.30 pm Lessons
12.30 pm - 12.40 pm Supervised eating of lunches
12.40 pm - 1.30 pm Lunchtime
1.30 pm - 3.30 pm Lessons
Some Acronyms
There are many acronyms used within the education system. Some of these are:

DEECD - Department of Education & Early Childhood Development
PFTA - Parents’ Friends’ and Teachers’ Association
OSHC - Oustide School Hours Care
CRT - Casual Relief Teacher
AusVELS - Australian Victorian Essential Learning Standards
LOTE - Language Other Than English
HPE - Health and Physical Education
RE - Religious Education
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:

Responsibility: We are all responsible for our own actions.
Respect: We treat others as we would like to be treated.
Integrity: We treat others honestly and fairly and we act at all times in an ethical manner.
Belonging: We foster a sense of belonging and connectedness to our class, school and school community.
Empathy: 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. It gives the 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
• Sustainbility Committee
GENERAL INFORMATION

Absence Notes
Students who are unwell should not attend school. Parent can inform the teacher of the absence by email or with a note on return to school. There is no need for parents to telephone the office on the morning of the child’s absence.

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 play lunch. 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 2.45pm and the Year 3-6 Assembly is held in the hall at 2.45pm.

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.

Collecting Students Early
When collecting students early, please sign out on the iPad at the office and pick up a leave pass to give to your child’s teacher. If making arrangements with others to collect your child please make sure this process is clear. If the person is someone 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 for a great education begins 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 it 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 return signed permission forms promptly to the class teacher.

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. For 2016, classes will be held as follows:
Advance notice is given and parents are very welcome to come and watch the lessons.

**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.

**Lunches**
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 9.15 am and delivered to the school by 12.30 pm. Price lists are distributed at the beginning of the year, with updates/changes appearing in the school newsletter.

Orders should be written on the outside of a brown paper bag, together with name and class clearly marked. Please enclose correct money.

**Parent Helpers**
Parent helpers are requested to sign the iPad at the office and collect a visitor’s lanyard on arrival at school. When you are leaving the school, please sign out and return your badge.

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, could parents 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**: 8.45 am - 9.00 am
- **Recess**: 11.00 am - 11.30 am
- **Lunch time**: 12.30 pm - 1.30 pm
- **After school**: 3.30 pm - 3.45 pm

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

**Punctuality**

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

(a) The class program begins at 9.00 am and this is when the teacher marks the roll, collects notices and instruction commences.

(b) Late arrivals disturb classes.

(c) Being 'on time' is a good habit to develop.

*Please note: All students who arrive late (more than 5 minutes after the bell) will need to sign 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 from 7.00-9.00am.
- 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 - 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 Recyle. Visit our Sustainable Journey by googling “The CERES Sustainable Hub” and tabbing on School and Communities.

Sweat or Wet Days
Please note on days of extreme heat and when 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 & 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 Monday mornings from 8.45 to 9.15am.
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 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 the 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 interest 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 absences, the school requires a note on the cause of the absence to be sent when the student resumes school. (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 to school containing nut and nut products with their child as we have several students with life threatening allergies. Refer to 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 / she must be kept home for the time indicated in the table at 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 students in Prep and other students as necessary.

Medication
All medications to be dispensed at school must be in 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 meeting 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 teats 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

Newsletter
A weekly Newsletter is posted on the school website every Thursday and a reminder is emailed to families. The newsletter is the best way for parents to be kept informed of recent and upcoming events. Please take the time to read it.

'Via the School Bag'
Although the newsletter is the main way of getting notices home to parents, notices of special events or class specific activities may be sent home in a student’s school bag. Please check school bags regularly for this important information. If you have misplaced a notice they can be downloaded from the school website under ‘Parent Notices’.

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.

Pupil Reports
Two written reports are provided yearly - 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
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 (Prep-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 Prep to Year 6 attend weekly music lessons. There are choirs at each level in which all students in years P-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**
Balwyn Primary School offers two forms of Out of School Hours Care - an After School Program and a Before School Program. All 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.

Outside School Hours Care welcomes students from 7.15 am - 8.45 am and 3.30 pm - 6.15 pm.
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 to help with the efficiency of our operation.

Hours:
Uniform Shop is open every Monday between 8.45 am and 9.15 am. Notice will be given via the newsletter of any other special times. The shop is run on a voluntary basis.
Please check the Newsletter for information on stock availability, new lines etc.

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.

PLEASE NAME YOUR CHILD’S GARMENTS CLEARLY

Note re Washing:
Manufacturers recommend that all garments be washed in cold to warm water.

DO NOT BLEACH. May be tumble dried (warm). Wash light colours separately.
# 2015 Balwyn Primary School Uniform Shop Order Form

**NAME:** ………………………………….. **CHILD:** ………………………………….. **CLASS:** …………………………………..

**PHONE NO.** ………………….. **DATE:** ………/……/……

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>SIZE</th>
<th>UNIT PRICE</th>
<th>TOTAL NO.</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hat (Slouch)</td>
<td>S</td>
<td>$10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arsmock</td>
<td>S</td>
<td>$18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Socks: S(0-12), M(12-2), L(2-7)</td>
<td>S</td>
<td>$7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Bags Backpack Style</td>
<td></td>
<td>$45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Umbrella</td>
<td></td>
<td>$30</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Girls’ Summer Uniform Items</strong></td>
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</tr>
<tr>
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<tr>
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</tr>
<tr>
<td>Skort</td>
<td></td>
<td>$33</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bike Shorts</td>
<td></td>
<td>$10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windcheater</td>
<td></td>
<td>$27</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Polar Fleece Jacket</td>
<td></td>
<td>$50</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Boys’ Summer Uniform Items</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S/Sleeve Polo Yellow (Size 4 - 10)</td>
<td></td>
<td>$24</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S/Sleeve Polo Yellow (Size 12 - 16)</td>
<td></td>
<td>$28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S/Sleeve Polo Green (Size 4 - 10)</td>
<td></td>
<td>$24</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S/Sleeve Polo Green (Size 12 - 16)</td>
<td></td>
<td>$28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gabardine Short</td>
<td></td>
<td>$22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>100% Cotton Knit Short</td>
<td></td>
<td>$20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windcheater</td>
<td></td>
<td>$27</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Polar Fleece Jacket</td>
<td></td>
<td>$50</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Winter Items (The following can be ordered. Please allow 2-3 weeks delivery)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L/Sleeve Polo Yellow (Size 4 - 10)</td>
<td></td>
<td>$28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L/Sleeve Polo Yellow (Size 12 - 16)</td>
<td></td>
<td>$30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L/Sleeve Polo Green (Size 4 - 10)</td>
<td></td>
<td>$29</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L/Sleeve Polo Green (Size 12 - 16)</td>
<td></td>
<td>$30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bootleg Trousers (Fleecy Girls)</td>
<td></td>
<td>$30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tartan Winter Tunic (Size 4 - 6)</td>
<td></td>
<td>$48</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tartan Winter Tunic (Size 8 - 10)</td>
<td></td>
<td>$50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tartan Winter Tunic (Size 12 - 16)</td>
<td></td>
<td>$52</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trackpant (no cuffs) (Size 4 - 10)</td>
<td></td>
<td>$27</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trackpant (no cuffs) (Size 12 - 16)</td>
<td></td>
<td>$28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trackpant (cuffed) (Size 4 - 10)</td>
<td></td>
<td>$27</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trackpant (cuffed) (Size 12 - 16)</td>
<td></td>
<td>$29</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trackpant (unisex zip at ankle)</td>
<td></td>
<td>$34</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

Revised 19.10.2015
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: March 2014
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, i.e., 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.*

### Infectious Diseases and Conditions

<table>
<thead>
<tr>
<th>Disease or Condition</th>
<th>Exclusion From School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amoebiasis (Entamoeba histolytica)</td>
<td>Until diarrhoea has ceased.</td>
</tr>
<tr>
<td>Campylobacter</td>
<td>Until diarrhoea has ceased.</td>
</tr>
<tr>
<td>Chickenpox</td>
<td>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.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Until discharge from eyes has ceased.</td>
</tr>
<tr>
<td>Cytomegalovirus Infection (CMV)</td>
<td>Exclusion not necessary.</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>Until diarrhoea has ceased or until medical certificate of recovery is produced.</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>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.</td>
</tr>
<tr>
<td>Glandular Fever (mononucleosis)</td>
<td>Exclusion not necessary.</td>
</tr>
<tr>
<td>Hand, Foot and Mouth disease</td>
<td>Until all blisters have dried.</td>
</tr>
<tr>
<td>Haemophilus type b (Hib)</td>
<td>Until a medical certificate of recovery is received.</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Exclusion is not necessary.</td>
</tr>
<tr>
<td>Hepatitis C</td>
<td>Exclusion is not necessary.</td>
</tr>
<tr>
<td>Herpes (‘cold sores’)</td>
<td>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.</td>
</tr>
<tr>
<td>Hookworm</td>
<td>Exclusion is not necessary.</td>
</tr>
<tr>
<td>Human immuno-deficiency virus infection (HIV/AIDS virus)</td>
<td>Exclusion is not necessary unless the child has a secondary infection.</td>
</tr>
<tr>
<td>Impetigo (school sores)</td>
<td>Until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.</td>
</tr>
<tr>
<td>Influenza and influenza like illnesses</td>
<td>Until well.</td>
</tr>
<tr>
<td>Leprosy</td>
<td>Until approval to return has been given by the Secretary.</td>
</tr>
<tr>
<td>Disease or Condition</td>
<td>Exclusion From School</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Measles</td>
<td>Until at least 4 days after onset of rash.</td>
</tr>
<tr>
<td>Meningitis (bacteria)</td>
<td>Until well.</td>
</tr>
<tr>
<td>Meningococcal infection</td>
<td>Until adequate carrier eradication therapy has been completed.</td>
</tr>
<tr>
<td>Molluscum contagiosum</td>
<td>Exclusion not necessary.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for 9 days or until swelling goes down (whichever is sooner).</td>
</tr>
<tr>
<td>Parvovirus (erythema infectiosum fifth disease)</td>
<td>Exclusion not necessary.</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Until at least 14 days from onset. Re-admit after receiving medical certificate of recovery.</td>
</tr>
<tr>
<td>Ringworm, scabies, pediculosis (head lice)</td>
<td>Re-admit the day after appropriate treatment has commenced.</td>
</tr>
<tr>
<td>Rubella (german measles)</td>
<td>Until fully recovered or for at least four days after the onset of rash.</td>
</tr>
<tr>
<td>Salmonella, Shigella</td>
<td>Until diarrhoea ceases.</td>
</tr>
<tr>
<td>Streptococcal infection (inc. scarlet fever) eg. tonsillitis</td>
<td>Until the child has received antibiotic treatment for at least 24 hours and the child feels well.</td>
</tr>
<tr>
<td>Trachoma</td>
<td>Re-admit the day after appropriate treatment has commenced.</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious.</td>
</tr>
<tr>
<td>Typhoid fever (inc. paratyphoid fever)</td>
<td>Until approval to return has been given by the Secretary.</td>
</tr>
<tr>
<td>Whooping cough</td>
<td>Exclude the child for 5 days after starting antibiotic treatment.</td>
</tr>
<tr>
<td>Worms (intestinal)</td>
<td>Exclude if diarrhoea present.</td>
</tr>
</tbody>
</table>
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.
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 (malathion 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

The life cycle of head lice

*Pediculus humanus capitis*

1. Egg is laid on hair shaft. Egg is called a "nit".
2. Louse emerges after six to seven days.
3. First moult two days after hatching.
4. Second moult five days after hatching.
5. Third moult 10 days after hatching.
6. Emerging from their third moult as adult lice, the female and slightly smaller male begin to reproduce.
7. Female lays first egg one or two days after mating.
8. Female can lay approximately three to eight eggs per day for the next 16 days.
9. Having laid 32 to 35 days the louse dies.

16 to 17 days
17 to 19 days
19 to 32 days
32 to 35 days

0 days
6 to 7 days
8 to 9 days
9 to 17 days
11 to 12 days
16 to 17 days

The information in this pamphlet is based on the research conducted and written by Associate Professor Rock Sporier 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 Nilpickers Ltd. © Copyright Department of Health 2010. Authorised by the State Government of Victoria, 50 Lonsdale Street, Melbourne. November 2010: PR409. (20110013)
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

abcdefghijklmnopqrstuvwxyz
0123456789
ABCDEFGHIJKLMNOPQRSTUVWXYZ

The Teaching of Handwriting
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.