

# Beeac Primary School



*"The Little School where Big Things Happen"*



**For more information, or to arrange a tour,  
please contact our school at any time.**

**BEEAC PRIMARY SCHOOL  
Lang Street, Beeac  
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**ENROLMENT**

Students can be accepted for enrolment at any time. Parents wishing to enrol their child in Grade Prep should ideally notify the school before August so that they can be included in the special orientation program that takes place in fourth term.

**STAFF**

PRINCIPAL		Andrew Rogers
CLASS TEACHER	P/2	Kara Wishart
CLASS TEACHER	3/6	Paul Maddern
INTEGRATION		Karen Cherry, Maddi Plier and Meryll Hill
BUSINESS MANAGER		Tammy Coysh
LIBRARY		Kristin Mackinlay
ART		Jessica Parker

**SCHOOL COUNCIL**

PRESIDENT	Glenn Searle
COUNCILORS	Tom Alston, Grant Keating, Paul Maddern, Caroline McEwan, Kate Kennedy, Amye Milne, Andrew Rogers, Glen Searle.



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**WELCOME TO THE BEEAC PRIMARY SCHOOL**

This information handbook is a brief introduction to some of the things that help to make our school an excellent school.

We welcome you to our school community and are sure that the time spent with us will be a happy and valuable experience.

**SCHOOL MISSION, VALUES AND OBJECTIVES**

Beeac Primary School aims to provide every student with a wide range of educational opportunities from Prep to Grade six with diverse learning experiences from a broad curriculum offering

We aim to develop each child by building on their existing learning; by empowering each child to take greater ownership for their learning and by aiming to engage each child in interesting, interactive and imaginative learning.

We recognise that learning is best fostered in a caring, nurturing and challenging environment in which students feel valued, enjoy their learning and are given guidance, choice and ownership.

The following values underpin the school’s educational purpose.

- Striving for our personal best
- Developing lifelong learning skills
- Nurturing a spirit of enquiry
- Fostering confidence, persistence, independence

Additionally as educators, we touch hearts as well as minds. Beeac Primary School strives to be a school where co-operation, respect, kindness and a sense of fairness underpin teaching and learning.





## SCHOOL TIMETABLE

School begins daily at 9.00am and children are not expected to be at school before 8.45am.

Session times are as follows:

Session 1: 9.00am to 11.00am

Recess

Session 2: 11.25am to 12.25pm

Lunch

Session 3: 1.15pm to 2.15pm

Recess

Session 4: 2.30pm to 3.30pm



Parents collecting children are asked to be prompt as children can become distressed if left waiting for long periods and teachers often have after school meetings and professional development activities to attend. Please notify the school if other arrangements have been made.

## SCHOOL COUNCIL

This is the official governing body of the school and is responsible, within department of Education guidelines, for the educational policies and plans of the school.

The School Council meets at the school twice a term. Meetings commence at 7.00pm unless otherwise notified.

Elections for School Council are held in March of each year. Procedure and notification of elections is advertised in the school newsletter prior to the filling of positions.

All members of the school community are welcome to attend meetings but only elected members have the right to vote on discussed issues.



## NEW FAMILIES

New families are encouraged to speak regularly with the classroom teacher during their initial settling in period.

Our teachers will be able to assist in matters such as advice on organizing transport to sports or excursions where bus travel is not available, school uniforms, school lunches and a host of other small inquiries that may otherwise cause concern for new members.

All curriculum and classroom matters will always be handled by staff members.

## SCHOOL STRATEGIC PLAN

The School Strategic Plan is a four year plan belonging to our school. It can also be downloaded from our school's website.

At the end of 2018, the school completed its Review, held at the end of each four year period, and a new Strategic Plan was devised for the period 2018- 2022. This document is a direct response to the findings of the review, and is ratified by the Department.



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**PROGRAMS**

English

Mathematics

Science

Technology

Humanities (Geography, History)

Interpersonal Development

The Arts (Visual Art, Dance, Drama, Media)

Health and Physical Education

Communication

Design, Creativity and Technology

Information and Communications Technology (ICT)

Chinese via internet from Bendigo

Specialist teachers: Art, Music and Library

Various other programs are offered including:

Sports' clinics, coaching and competitions.

Incursions and excursions within the children's interests and curriculum programs.



Our student school leaders participating with other students led by students at Grovedale Secondary College.



Getting to know you. Parents and staff meeting at Rokewood Lagoon for a day of fun.



Our music teacher Louise Brown preparing all our students for an upcoming Geelong Music Festival.



## PREP YEAR

A child's first year at school is very important and can set the tone for the remainder of their school life.

Parents of all prep children are encouraged to become involved in their child's education both at school and at home.

Children entering prep year of schooling are invited to take part in an orientation program held during term 4 of the year prior to their entry.

The children attend school, as guests, for half a day a week for the duration of the term.

This has proven to be very beneficial to the children's readiness for school routine and learning.

During the month of February the prep children will not attend school on Wednesday. On all other days they will be dismissed at the same time as the older children.

## PARENT'S/ GUARDIAN'S ROLE IN THE SCHOOL

We hope that all parents/ guardians will assist the classroom teachers and support the School Council.

These individuals and groups work to educate your children. Teachers' skills can be greatly enhanced with cooperation, enthusiasm and support from one and all.

Some ways in which you can assist include:

- Take an interest in and encourage your child in their school work at home.
- Attend parent/teacher interviews.
- Attend working bees.
- Assist in classroom programs if required.
- Assist with transport for excursions when a bus becomes impractical.
- Ensure that you read the school newsletters.
- Return notes (including absence notes) promptly.
- Offer support in fundraising events.



## REPORTING TO PARENTS

Formal written reports are issued mid-year and December.  
Parent/Teacher interviews are scheduled to follow within a week of the issue of mid-year reports. Student led reports are organized to run at the end of the year.

On line reports which describe individual progress for English and Maths are available at the end of each term.

All curriculum areas are reported on with reference to the Victorian Curriculum F-10, in a format that is easily understood by parents.

Teachers are willing to discuss your child's progress throughout the year at mutually convenient times.

If you have a concern please do not hesitate to contact either the class teacher or the Principal.

## HOMEWORK

The amount and type of homework given to children depends upon the age group, work being covered, children's responses and other variables. Therefore it will be left to individual teachers to make decisions in this area.

However, it is felt that the greatest benefit of homework is the self- discipline that comes with settling down and giving time to get the task done.

Children may be expected to complete reading, spelling and mathematics homework on a regular basis. Teachers may also set homework assignments to give extra work in areas of weakness or as general revision or extension.





## SCHOOL UNIFORM

The wearing of school uniform is actively encouraged. Children in uniform are seen to be part of a wider group and present a very positive image of the school.

Uniforms can be ordered at any time through the school office. They are available at an exceptionally reasonable price.

### Year 6 Students

These students are presented with a special jumper at the start of their final year.

### Summer Uniforms

Girls  
Royal blue and white checked dress  
Navy shorts  
School windcheater  
White or blue socks

Boys  
Royal blue shirt, T-shirt or polo shirt  
Navy shorts  
Blue or black socks  
School windcheater



### Winter Uniforms

Girls  
Royal blue shirt or skivvy  
Navy track pants  
School windcheater

Boys  
Royal blue shirt or skivvy  
Navy track pants  
School windcheater



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### **SUNSMART**

It is School Policy that the children wear an approved brimmed hat at recess and lunch times during Terms 1 and 4. These hats are subsidized by School Council and are available for purchase at the School. Caps are not acceptable.



### **DRESS BEHAVIOUR**

All children are expected to attend school in a neat, tidy, clean and suitable fashion.

- Thongs are not permitted to be worn at school.
- Shoes with high heels are not permitted.
- Singlet tops should not be worn without other shoulder covering.
- Make-up is not allowed.
- Jewelry other than watches or ear studs should not be worn.
- Clothing should be appropriate to the activity being taken.

These rules are not made to make life difficult for families but rather for the protection of the children.

### **SCHOOL BAGS**

In addition to the school uniform our school bags with logos are available through the Front Office. Please contact the school if you have any enquiries.



### **LOST PROPERTY**

Parents are asked to clearly label all articles of clothing so that they are easily identified.

If an article is unclaimed after a period of six weeks it will be laundered and offered for sale at a very cheap price.

Please come and check the lost property box or the children's pegs when you are at the school.

## SCHOOL RULES

Children are expected to obey the school rules. These are few in number and are common to all school situations.

They are based upon consideration of others, courtesy and pride in self.

There are five basic school rules:

- 1) Move and play safely.
- 2) Care for yourself, others and property.
- 3) Resolve problems calmly, sensibly and fairly
- 4) Respect others through your speech and manners.
- 5) Work as well as you can and allow others to do the same.



## SCHOOL NEWSLETTER

The school Newsletter is published every fortnight to inform parents of the school's activities.

Every effort is being made to keep our parents fully informed and it is vitally important that you carefully read the newsletter.

If you have any articles you wish to be included in an issue of the newsletter, please have it written out and at the school by the Friday before publication.

## ARRIVAL AND DEPARTURE OF CHILDREN IN CARS

When leaving or collecting children by car we ask that:

- Parents park on the school side of the road to avoid congestion and so that children do not have to cross the road.
- When stopping, keep clear of the gateway.  
This is a 'No Parking' area.

## SCHOOL CROSSING

When walking to school, children are expected to use the school crossing to cross Main Street.

The importance of using the crossing is stressed at school and should be reinforced at home.



## SCHOOL BUS

The school buses are run by the Department of Education to provide transport to and from school for children residing 4.8 kilometers or more from the school.

Bus routes are set and do not automatically change to pass the door of each new child attending the school.

For obvious safety reasons, children traveling on the bus are required to remain seated and well behaved throughout the journey. Misbehaviour will result in the child being 'put off' the bus and the responsibility then rests with the parent to transport the child to school.

If your child is not following their usual procedure of traveling home on the bus please notify the school so that undue delays can be avoided.

Children without notes or parent/teacher contact will be put on the bus if the parent is not at the school at bus departure time.





## **BUS RULES**

The following rules must be obeyed at all times:

- The bus driver’s instructions must be followed immediately.
- Students are expected to be at the bus stop on time.
- Students are expected to wait at the bus stop in an orderly fashion.
- Disrespect for the driver will not be tolerated.
- Children will remain in their allocated seat while the bus is in motion.
- Students must keep all parts of their body in the bus at all times.
- Loud or boisterous behavior is unacceptable.

Failure to adhere to these rules will be reported to the school principal, as soon as possible, by an appointed bus captain. Breaches will be dealt with immediately.

## **CONVEYANCE ALLOWANCE**

To be eligible for the conveyance allowance, the primary school child must:

- Be between the ages of 4.5 and 15 years of age.
- Reside not less than 4.8km by the shortest practical route by car to the nearest Primary School.
- Must not have a school bus available to transport them to the school.

Application forms and details are available from the school office.



## COMMUNICATION

Parents are asked to come directly to the school with any concerns they may have. It is better to share any problems with the Principal or the classroom teacher at an early stage.

Many misunderstandings can be addressed if parents approach the school with their concerns.

We ask that parents **do not** approach a child with any problems as this usually leads to greater conflict.

Remember also, if you can provide positive feedback this is also much appreciated.

## LEAVING THE SCHOOL GROUNDS

No child will be allowed to leave the school grounds during school hours.

Children are not permitted to go to the shop during school hours.

If you wish your child to leave school prior to the end of the school day it is advisable, for safety reasons, to personally collect your child from the school.

## ABSENCES FROM SCHOOL

Parents of absentee children are required to provide an explanation for the absence. The absence may be reported by phone on 03 52346463, or by Skoolbag an app details of which will be supplied at the time of student admission.

## PHONE CALLS

Unless urgent, please try to make all phone calls to the school either before school, at recess or lunchtime or after school.

Often there is not a teacher free to answer calls at other times and answering the phone results in interruption to classroom teaching.

## EMERGENCY FORMS

At the beginning of each school year you will be asked to complete a contact form which helps to keep records up to date of any changes that may have occurred. If circumstances change at any time please contact the school as soon as possible.



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**ILLNESS AND INJURY**

When a child is ill or injured the parents are contacted so they can choose the appropriate course of action. When parents, or their emergency contact, cannot be contacted the school will take appropriate emergency action.

The school has a basic first aid kit and a members of staff are holders of a First Aid Certificate. Any treatment given at school will be for minor injuries only.

When children attend school but require medication to be given, a written note from the parent with explicit directions and dosage must be handed to the classroom teacher along with appropriately labeled medication.

Please ensure that the school has up-to-date contact numbers and relevant medical information.

**ESSENTIAL EDUCATIONAL ITEMS**

During the final term all students will be issued with a ‘Essential Educational Items’ list, which itemizes what the children will require at the commencement of the following year.

The items will include materials for library (MARC) and Art (MACC). We charge an amount for excursions through the year. We also charge for classroom supplies such as workbooks and subscriptions to software such as Mathletics which will be used during the year.

We strongly recommend that, where possible, all items are clearly named as this assists in locating missing items.

**CSEF**

The Camps, Sports and Excursions Fund (CSEF) commenced in 2015 provides payments for eligible students to attend camps, sports and excursions. Families and temporary foster parents holding a valid means-tested concession card are eligible to apply.

Parents or legal guardians are required to submit a new CSEF application form each year.



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**SENDING MONEY TO THE SCHOOL**

On occasions you will be asked to send money to the school with your child for activities such as excursions, cultural visits, etc.

Please try to send all money to the school in the mornings as it is difficult to deal with change etc at the end of the day.

Children are not permitted to bring unnecessary money to school. Loss of this money or any other valuables will not be the responsibility of our school.

**LUNCH ROUTINE**

Children commence eating their lunch at 12.25pm in their classroom or on outdoor seating under teacher supervision.

At 12.35pm the children are dismissed for lunch recess and those children not finished eating are able to take their lunches to other areas.

Children are encouraged to take all uneaten food home as this will give you an idea of the quantity eaten by your child.

**Children are discouraged from 'swapping' or giving food to other children.**

A refrigerator is available for children to store lunches that may spoil in the warmer weather.

**BREAKFAST AND LUNCHES**

The school supplies at no cost a breakfast each day at school. Students can choose from a number of food items. These include: eggs, milk, porridge, tinned sugar free fruit, baked beans and Cheerios.

On any school day the children are able to bring pies, pasties, sausage rolls or other similar foodstuffs that can be heated in the oven or microwave oven. These must be wrapped in foil and have the child's name written in permanent marker.

Due to lack of time and dangers of burns, staff will not be able to assist with food preparation such as cooking noodles or instant soup.

**SCHOOL BREAKFAST CLUBS**



A Victorian Government initiative in partnership with Foodbank

## TOYS

Parents are asked to make sure that children do not bring potentially dangerous toys to school. (E.g. Pocket knives, glass or toys with sharp edges.)

**The school will accept no responsibility for toys lost or broken.**

Weapons such as toy guns, knives, swords, etc. are not to be brought to school.

## LIBRARY

### SCHOOL LIBRARY

Children are encouraged to borrow books from the school library. A maximum of two books can be borrowed at any one time and these can be changed at set times during the week.

### M.A.R.C. LIBRARY

The M.A.R.C. Library van attends the school one day every fortnight and children are given specialist lessons by the teacher-librarian.

Again, the children are encouraged to borrow from the extensive range of books available.

Please remember that lost or damaged books are the responsibility of the parent and therefore it is a good idea to return books to the child's school bag as soon as they have been read.



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**ART SMOCKS**

All children must have a named art smock at school. Old shirts or T-shirts make ideal coverings for children’s clothing. Children without art smocks may be excluded from art sessions using paint, clay, etc. which may stain clothing.



Smocks will be sent home at the end of each term for laundering.

For health reasons, the sharing of art smocks is not permitted.

**EXCURSIONS**

All excursions are approved by School Council and every effort is made to ensure that:

- There is a clear educational or social value.
- Parental permission is obtained.
- Costs are considered to be reasonable.
- Sufficient supervision is available.



Whenever possible children should participate in excursions as classroom teaching often relates directly to the experiences gained.

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**SPORT**

Please encourage your child to participate in any sport for which an opportunity is provided.

If you do not want your child to participate in sport activities because of illness or injury please send a note explaining the situation. This ensures that your child will be excused from the activity.



**SUMMER AND WINTER SPORT**

We join, whenever possible, with the schools from the Colac Association for major games and related sports' clinics.



**POLWARTH SCHOOLS SPORTS ASSOCIATION INTERSCHOOL SPORTS**

Our school is involved with the Annual Polwarth Athletic sports. Grades 3-6 students participate in a range of traditional athletic events while Grades Prep to 2 students participate in some athletic events and some introductory games and activities. The day ends with a number of relay races.



## SPORT CONTINUED

### INTER SCHOOL CROSS COUNTRY

This event usually takes place at the beginning of May.

In sports we encourage all our students to participate and display good sportsmanship to their fellow competitors.



### ROKEWOOD WATER ACTIVITY DAY

This activity is School Council approved and held at the Rokewood Lagoon at the end of February.

The Rokewood Water Activity Day is a favorite Beeac Primary School tradition enjoyed by parents, children and staff.

Parents transport the children to the Rokewood Lagoon where they join in a variety of water activities and enjoy a social day with the school community.



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## **HEALTH AND INFECTIOUS DISEASES**

The School Medical Services Sister examines all prep children and reviews any other children with problems that had previously been identified through this service. Parental permission will be requested prior to this examination.

Children should not be sent to school if they are ill. As well as the children being unable to carry out the usual tasks, other children and teachers should not be exposed to the illness.

## **COMMON INFECTIOUS DISEASES & RECOMMENDED TREATMENT**

The following list of common infectious diseases and exclusion times is included for your information. A more detailed list is available from the school if other more uncommon diseases are contracted.

### **CHICKEN POX**

Until fully recovered and all sores healed.

### **GERMAN MEASLES**

Until fully recovered and at least four days from the onset of the rash.

### **HEAD LICE**

Until effectively treated.

Please carry out regular checks for Head Lice as this seems to be a common problem. All cases detected should be reported to the school so that the spread can be halted.

### **IMPETIGO (school sores)**

Until sores are fully healed. The child may be allowed to return provided that appropriate treatment is being applied and that the sores are properly covered.

### **MEASLES**

At least seven days from the onset of the rash or a medical certificate of recovery is produced.

### **MUMPS**

Until fully recovered.

### **RINGWORM**

Until appropriate treatment has commenced and supported, when requested, by a medical certificate.

### **WHOOPING COUGH**

For four weeks or until a medical certificate of recovery is produced.

## **FIRE PROCEDURE**

In the case of a general fire in the Beeac area would you please comply with the following procedures:

- You are encouraged to leave your children at the school. We will be instructed by police in relation to safety for the children and evacuation procedures if necessary.
- Buses will not travel if it is not safe to do so. Children should then be collected as set out below. If it is declared safe and buses do travel, the bus driver will be instructed to return those children who are not met at the appointed bus stops by their parents.
- It is essential that you collect your child from the actual bus stop on these occasions.
- Parents of children who do not travel by bus are asked to collect their children at the usual time of dismissal if it is safe to do so. All children will be held until they are collected. When possible, notify the school if you are going to be late to lessen to allay any further worry on everyone's behalf, especially your children.



**We hope that you find the information in this booklet to be helpful in understanding some aspects of your child's school life.**

**If there is other information that you consider should have been included please let us know so that it can be added to the next edition.**