



Address: Cnr Lyle Ave & Princes Highway
Beaconsfield 3807

Telephone: (03) 9707 1510

Email: beaconsfield.ps@education.vic.gov.au

Website: www.beaconsfield.vic.edu.au



What's so special about Beaconsfield Primary School?

At Beaconsfield Primary School we plan and provide for a range of opportunities and experiences for all our students. Our aim is to encourage our students to develop the following values and attributes:

- Critical thinkers and problem solvers
- Ability to collaborate with others
- Effective written and oral communication
- Able to use initiative
- Independence and adaptability
- Curiosity and imagination
- Being resilient

Its exciting Curriculum!

- Teachers work in Professional Learning Communities to ensure the best teaching practices are utilised to support the learning and engagement of all students
- Highest priority is Literacy development for all our children. Varied assessment and ongoing education for teaching staff is kept up to date with the latest information in regards to Literacy and how best to teach it
- Numeracy Program – Lots of Mathematical problem-solving activities
- Interactive whiteboard technology in every teaching area
- More than 130 iPads available for student use at any time
- Programs and people support the development of the “whole” child. A wellbeing teacher and caring classroom teachers provide a safety net for when children need a little extra support
- The relationships between the student and teacher is our highest priority to ensure students can achieve their potential

Its focus on the wellbeing of children!

- Respectful Relationship Program
- Most staff trained in Level 2 First Aid qualification
- Literacy Intervention for selected students
- Before and After School Care on site
- Personal interaction between staff, students and parents

Its beautiful environment!

- Indoor and outdoor basketball courts, Visual Arts, Performing Arts & science learning spaces
- Beautifully landscaped gardens
- Hard court areas
- 4 x Adventure playgrounds
- Pirate ship playground area
- Extensive shade sails over play equipment
- Science garden
- Wetlands
- Armistice Centenary Garden
- Picnic table settings around the school grounds
- Vegetable garden



Our Vision:

Beaconsfield Primary School values its close relationship with families. The school community works together to nurture a sense of belonging in a caring and supportive environment. We plan and deliver a comprehensive curriculum with high expectations to foster the development of life-long learners. We encourage our students to strive for success.

Our Values:

RESPECT: We are compassionate and care for others and ourselves. We are sincere and honest with others. Our actions should match our words. We act in a moral and ethical way as we are accountable for our own actions. We resolve differences in constructive, peaceful ways. We value diversity and accept others beliefs and values. We include and welcome everyone we meet.

ATTENTIVE LISTENING: We have the right to be heard. We have the right to express ourselves and an obligation to listen to others. We have a voice and a turn to speak. We may not agree with what someone is saying but we respect their right to hold their views and share them.

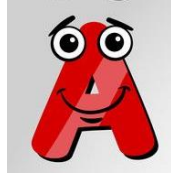
APPRECIATIONS / NO PUT DOWNS: We elevate and build the self-esteem of others when we praise and value them. We build respect, friendship and goodwill through appreciation. We pursue and protect the common good. In a just society, all people are treated fairly. We speak up for the rights of others.

THE RIGHT TO PASS / PARTICIPATE: We have the right to pass when we are not ready to contribute; however, we aim to participate as often as we can as it builds and strengthens our learning community and our society. We encourage others to participate. We have an obligation to contribute in a way that is peaceful, respecting our environment and each other.

SAFETY: We make wise decisions. We respect and look after ourselves and each other. We respect our school and personal property.

PERSONAL BEST: We are confident learners; we try our best and pursue excellence. We are resilient and bounce back when we experience difficulties. We have a strong sense of justice, values and beliefs. We are ambitious, imaginative and academically competent. We have a sense of fun and of wonder. We are enthusiastic and optimistic about our futures.

A-Z Guide



After / before school care - This program is operated by an external provider - OSHClub. The contact number is 0438 591 640.

After school messages – If you need to get an urgent message to your child before the end of the day please try to get messages for your child to the Office by 3:00pm at the latest. It is a good practice to have a backup plan in place with your child in case you are not waiting for them as usual. The second bell will ring at 3:45pm, which alerts our students who have not been collected to come into the Office. Parents can collect children from there. Staff are at the gates from 3.30pm until 3.45pm.

Arrival time - The school day begins at 9:00am. Teachers are on yard duty at 8:30am (students are not permitted at school before 8.30am). Classroom doors are open at 8.50am.

Assemblies - We hold a whole school assembly fortnightly on Mondays at 2.45pm. School captains announce 'Beacy Spirit' recipients and announcements for the school community.

Attendance – At our school we view regular attendance at school as an integral facet of a child's learning, for social, educational and life skills. If your child is absent from school, you can do as the below;

- Report the absence via our Sentral for Parents app
- Ring the absent line 9707 1510 – press 1
- Email the school beaconsfield.ps@education.vic.gov.au

If your child is away and you have not notified the school, an automated message is emailed to you on the day.



Beacy Spirit Award – Every child will receive a Beacy Spirit Award to recognise and celebrate them. These awards will be presented at assembly. The students' names are published in their year level blogs.

Better Buddies Program - An initiative designed to create friendly and caring primary school communities. Through Better Buddies, children in Prep and grade 5 buddy up and learn the values: caring for others, friendliness, respect, valuing difference, including others and responsibility. All children in the school learn these values through formal and informal activities.

Book Club - Order forms from Scholastic Book Club will come home twice a term for you and your child to review. The school does receive commission on all orders allowing us to purchase more books for our Library.

Booklist orders - Office Corporate supplies the booklist items for our school.

Borrowing library books - Your child will be able to borrow books during their weekly library lesson with their classroom teacher. They will need a named black/yellow satchel or library bag. The library satchel with the school logo can be purchased on the booklist.

BPAY - is available to families as a payment option. Our biller code is 34447; your reference number appears on your statements. BPAY cannot be used for Parents & Friends fundraising activities. Although our preferred method is through our QKR app.



Canteen – We have a canteen where the children can purchase snacks and lunch on Wednesdays and Fridays. Please watch the Newsletter for changes in the menu or updates on days of operation. The canteen price list and ordering information can be found on our website under “Information”. Canteen orders can be paid and completed online via our QKR app or cash in a paper bag is also available. We recommend Prep children do not carry cash to the canteen.

Camps – We have run camps for grade 3 to 6 students. They are three day/two night camps. They are adventure camps that allow students the opportunity to experience being away from home, being responsible for themselves, participating in activities that might take them out of their comfort zone and working with other students and adults.

Celebration Books/Folders – These books become a collection of your child’s work throughout the year. Your child’s teacher will send the book home at the end of each semester. At the end of the year the book/folder will be sent home for you to keep.

Classroom Helpers – Classroom Helpers are always welcome. Talk to your child’s teacher about times that are most suitable for you and your area of passion or expertise. Remember to bring your Working with Children card and sign in at the office. Your Working with Children card must be registered to our school as an organisation and a child safe induction will need to be completed at the start of every year.

Contact details – The contact details for our school are:

Telephone: 03 9707 1510

Fax: 03 9796 1923

Email: beaconsfield.ps@education.vic.gov.au

Conveyance Allowance – This is a government allowance for transportation to school. To check if you are eligible for this allowance, please visit the Department of Education website for the latest information.

Curriculum Days – are notified via our Sentral for Parents app when they are confirmed by school council. Onsite care is available through bookings by OSHClub. Contact number is 0438591640.



Daily Program – Our bell times are 9am start, 1st lunch 11:30am till 12:20pm and 2nd lunch 2:00pm till 2:40pm and 3:30pm is home time.



Early Leavers Pass - If you are collecting your child early from school, please visit the Office to sign students out. Only people named on your child’s emergency contact list will be able to collect your child early unless you email the school in advance. Lunch times are not a viable time to collect your child. Please work around these times if possible.

Eftpos - We have Visa, MasterCard and eftpos available at the Office. Minimum of \$10. Preferred method of payment

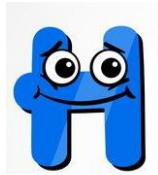
Excursions/Incursions – Excursions are an exciting and valuable learning experience for students. Parents/guardians will have to complete a permission form in Sentral Parent App and pay money for their child to attend via QKR (on online app). Cut off dates are strictly adhered to. If you are experiencing financial difficulties at any time, payment plans are always welcome. Please contact the Office for assistance.



First Aid – The first aid room is staffed with a First Aid trained staff member to assist with illness and injuries. You will be contacted by telephone if required. If a message is left on your phone please take the time to listen to it as it may save you having to return the call. In severe cases an ambulance will be called when deemed necessary by the First Aid Officer in charge. We would strongly urge families to take out ambulance cover to help cover costs.



Grade 6 uniform items – The Grade 5 students have an opportunity to purchase uniform items to wear in their Grade 6 year. The uniform items are a polo shirt and a windcheater. The Uniform is available from Noone Imagewear in Beaconsfield.



Hats –Students are required to have a black wide brimmed or legionnaire hat to wear outside from September to May when the UV rating is above 3. Children without hats play in the gazebo during lunchtimes. During cooler weather children may wear black or gold beanies outside. A logo hat is available from the uniform supplier or a plain black hat (no motifs) is accepted.

Health Issues – Please discuss important medical and social issues with your child's teacher. Health issues will be passed onto the First Aid Co-ordinator in Sickbay.

Head lice – Parents are advised to make routine inspections of their child's hair so that immediate steps can be taken should lice or eggs be present. Children are not permitted to return to school until appropriate treatment has been undertaken. Please advise your classroom teacher if you have an outbreak so we can inform the rest of the class to be diligent.

Homework – The homework program is consistent across the Grade levels. Classroom Teachers will communicate their expectations. Daily reading at home is expected.

Houses – Your child will be put into a coloured house within the first few weeks of school. Your family will all be in the same house. The school will hold events where our students can dress in their house colours. Rankin is Red, Lohan is Blue, Morgan is Green and Cooper is Yellow. Each house has House Captains and Vice Captains. The captains are elected at the start of each school year from grades 5 & 6.

HPV – Human Powered Vehicle is an outstanding program for Grades 3-6 students. A program that involves the whole family! We hold regular meetings and construction evenings throughout the year. Please contact Mr Anthony Cole at school for more information.



Illness – If your child is absent from school, you can leave an absence message on our absence line by pressing 1 when you ring the school, by submitting the absence on the Sentral for Parents app or emailing the school.

Children who have **ASTHMA** must have an Asthma Management Plan and supply the appropriate medication approved by their doctor. These plans are housed in the Sick Bay and the classroom.

Children who have **ANAPHYLAXIS** must have an Anaphylaxis Management Plan and supply EpiPen/Anapen approved by their doctor. These plans are housed in the Sick Bay and the classroom.

It is important that you can be contacted throughout the day for various reasons, so please make sure that the Office has an up-to-date contact number.

Immunisation – It is a legal requirement to provide a school entry immunisation certificate to primary schools in Victoria. This document shows the record of your child's immunisation.

Interviews – Throughout the year there are two formal opportunities to have an interview with your child's classroom teacher. If you wish to meet with your child's classroom teacher at other times, please make an appointment with the teacher.



Join in - There are many opportunities for you to join in at Beaconsfield Primary School. You can volunteer to be a classroom helper. We also require parent helpers for our swimming programs, excursions and camps. There are information sessions, sports days, library assistance, book club or treat days in which you could be involved. Our Parents and Friends Association are always looking for volunteers too.



Kiss 'n Go Zone - Which is located in Lyle Ave between the two driveways into school. Parents cannot park here, but can wait in their cars for 2 minutes to drop off or pick up their children; **parents please do not leave your car**. The Shire of Cardinia enforces this zone and will issue infringement notices to parked cars.



Lunchtime – We have two lunchtimes where students are out in the yard for free play. We have lots in our yard to help the students entertain themselves. We have 4 playgrounds, Prep only area, pirate ship, wetlands, oval, lots of line markings to play games, outside basketball court, extra basketball rings and a lot more. We also offer additional spaces at different times of the week such as drawing club, library, board games, gardening club and choirs.

Late arrivals- Students who are late to school will need to sign in through office.



Medication – Wherever possible, medication should be scheduled outside the school hours, e.g. medication required three times a day is generally not required during a school day: it can be taken before and after school and before bed. It is a directive of the Department of Education that Medication must be given at home wherever possible. If medication must be taken at school, a medication form **MUST** be filled out with written instructions clearly stating the time and amount to be given. The medication must be sent in its original container and handed to the Office for safekeeping. Please ensure medications are collected from the Office.

Mobile phones – Students who choose to bring mobile phones to school must keep it in their bag until their classroom doors are opened and then hand it to their classroom teacher. Their teacher will lock their mobile phone away until the end of the day. The student will then collect it at the end of the day and not use the device until out of our school grounds.



Name all items - This is so important to ensure that items are returned. If an item belonging to your child does not return home, check the classroom and then check lost property located in the main building hall way and the Gym.

Newsletters - Our newsletter is available online. All newsletters are sent to our families through Sentral App.

Notices – All notices will have a return date and time clearly outlined. The date and time are to be adhered to. Notices will be communicated by the Sentral for Parents app and payments are to be made by QKR. If you are experiencing difficulty in paying for any activity please have a chat with leadership before the cut-off date is due so payment plans can be made.



Office – The office staff are available to answer your questions or direct you to where you need to go. The Office is open from Monday – Friday 8.30am – 4.00pm.



Parents & Friends - A tremendous group of volunteer parents who help with fundraising activities including treat days. Volunteers are warmly welcomed with regular meetings held once a month. Joining Parents and Friends is a great way of meeting other parents and being actively involved in your school.

Policies - Please visit our website to view our school's policies.

Prep Transition Program – This program is implemented by the Prep teachers and involves kindergarten/child care centres and school visits and much more. A range of experiences are offered for both parents and children during term 4. This program gives the children opportunities to meet teachers and learn more about their new school and the routines, making their start at school very positive.



Questions – Ask your child's teacher any questions that you may have about your child or the school. We believe that there is no such thing as a silly question. We provide lots of information at the beginning of the year and opportunities to talk to teachers at the start of the year. Other staff members who can be of assistance include office staff and leadership.

QKR App- This is our online payment system for all payments – excursions, incursions, ordering and paying for canteen and a variety of school items. Please see flyer in the information pack.



Raffle tickets – During lunchtimes children are rewarded for safe and friendly play with a raffle ticket. The ticket is posted into a red or blue box. Tickets are drawn from the red or blue box at assembly and prizes are given!

Reports – during the year you will receive two written reports via the Parent Portal and have two interviews with your child's classroom teacher. You will receive information about how to book these and access your report, through the Sentral Parent App.

Re-think Room - Students are sent to the Re-think Room when they have not followed a school rule in the school playground during playtime. A teacher supervises the Re-think Room and the incident is recorded. This is an opportunity for the children to reflect on their actions, come up with positive ways to deal with the situation and to mend relationships with others.



School Captains – We have lots of opportunities for student leadership. We have many roles and opportunities for students to learn about and demonstrate their leadership skills.

School Council - A group of parents and staff who make decisions regarding school operations. Nominations for School Council are called for early in term 1. If you are interested contact the Office for more information.

School Crossings -The crossings are supervised before and after school each day. **Please model & teach safe behaviour and use the crossings.** Local By-laws Officers patrol regularly.

School photographs - School photographs will be taken every year. Date will be notified via the Sentral for Parents app.

Second hand uniform - Uniform items can be purchased at the office at \$2.00 an item. These items are available from the second hand uniform stand in the hallway, main building.

Sentral – We use the ‘Sentral for Parents’ app as a means of communication with parents. Please download it from the Apple or Play Store. From here you will receive up-dates including upcoming events, you can also report your child’s absence.

Spare clothes – we advise you to send spare clothes at all times or if you know that your child has particular needs which you will need to discuss with your teacher. Items like **underwear** or **socks** can be easily tucked into your child’s bag. We are always happy to receive donations of spare clothing for our sick bay stocks and second hand uniform stand.

Specialists – Specialist classes for this year are Science, Visual Art, Performing Arts, Tutoring/Intervention, Languages (German), DigiTech and Physical Education/Sport programs.

Student Representative Council (SRC) – Students are elected by their peers in grades 3-6. The election occurs in Term 1; the SRC meets each month and reports to School Council. They represent student voice at our school and have opportunity to influence policies and how things work at our school. They organise special days for our school and perform ANZAC and Remembrance day ceremonies.

Stop Think Do – This strategy encourages positive social interaction at Beaconsfield Primary School. Children are encouraged to stop what they are doing, think about all their choices and the possible consequences and do the right thing!

Sunsmart - We are a Sunsmart school and ask that our community protect themselves against UV exposure. A detailed copy of our policy is located on the school website. Children are required to wear clearly named wide brimmed or legionnaire hats (black only) during high UV index days; from September to May. Children’s hats stay at school usually in their tub. Children without hats will need to play in the shaded gazebo. A logo hat is available from the uniform supplier or a plain black hat (no motifs) is accepted. If you wish your child to use sunscreen, please supply and keep in your child’s school bag. The school will provide sunscreen for students on whole school sports day, camps and outside excursion.

Swimming program – All students in Prep, Grades 2 and 4 are encouraged to participate in the swimming program. The program is held at Aquastar swim school at Haileybury College in Berwick. There are eight swimming sessions over a fortnight. Our Grade 6 students will also participate in a water safety program.



Toys – Student can bring toys to school but must understand that they may lose them. Toys brought to school are your child’s responsibility. If bringing toys to school – please have them clearly labelled with your child’s name.

Treat Days – from time to time the Parents and Friends Committee organise Treat Day morning teas and lunches for the children. Complete your order and pay your money before the due date to save disappointment. Parents and Friends will need volunteers to help on these days.



Uniforms – Our uniform is available from:

Noone Imagewear Shop 4 Beaconsfield Hub 52-62 Old Princes Highway Beaconsfield.

Phone: 9769 9093

A current price list and policy is on our website.

Our school colours are black, grey and gold. Please label all uniform items so that lost items can be returned promptly.



Visitors – All visitors must report to the office and sign in. They must have a working with children check.

Voluntary Contributions – Voluntary contributions which are set by the School Council can be paid at the office by our preferred method QKR. We also accept eftpos/credit card, cash and BPAY. Letters are sent via Sentral in term 1 each year explaining school fees. These items are purchased by the classroom teacher and include stationery, text books, consumable materials and a range of equipment for learning and teaching programs including specialist programs.



Website- Find out more about our current learning programs on our website - www.beaconsfield.vic.edu.au

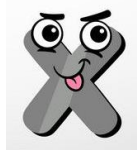
There is lots of information on our website and maybe a good place to start if you have a question.

Wet/Extreme weather timetable – When the weather is either too wet, windy or too hot for outside play, children are supervised while enjoying quiet activities in their classroom.

Working with Children Check (WWC) - is required by all volunteers who will be working with students for school activities. You must report to the school office with your WWC and collect a visitors sticker to sign into our school.

Please go online to www.workingwithchildren.vic.gov.au to register if you haven't done so. Also, make sure you add Beaconsfield Primary School to your organisation.

Please see policy on our website for further details.



Beaconsfield Primary School is an eXciting place!



Yard Duty – Teachers on duty wear a fluoro vest and can be easily seen by students in the yard. Teachers are there to assist with first aid, to deal with issues in the yard or for a chat.



Zzzz! Make sure your child has a good night's sleep!